

# LVS ASCOT

## INFANT AND JUNIOR SCHOOL SUPERVISION POLICY

### Introduction

At LVS we aim to ensure the children in our care live and work in a safe and supervised environment. The 'duty of care' is a contractual obligation for all staff.

**This policy document applies to the whole school including the Early Years Foundation Stage**

This policy should be read and considered in conjunction with the:

- Playground Procedures Policy
- Late Collection Policy
- EYFS Policy
- Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Evacuation and Lockdown Policy

### Legal Requirements

The Board of Governors are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

### Duty of Care

All staff have a duty of care to all pupils in the school. It is the head teacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headteacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

### Policy statement

LVS School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite.
- Supervision of pupils in remote locations is secure.

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- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- No senior pupils have supervisory responsibility for other pupils but may assist with staff who are on duty.
- Mandatory staffing ratios for EYFS provision are enforced.

LVS Ascot Infant and Junior School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010. It follows guidance from Keeping Children Safe in education and Working Together to Safeguard Children.

### **Procedures:**

#### **To ensure pupils' personal safety**

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults for whom no DBS checked has been received, will have a full risk assessment in place and have no unsupervised access to pupils, provided that Children's Barred List check has been carried out and references obtained.
- All EYFS pupils are supervised by adults at all times.
- Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Pupils are not allowed into the swimming pool without a qualified member of staff in charge.
- Pupils do not have access to the cleaning, catering and caretaking areas of the school.

### **Security**

- Systems are in place for the safe arrival and departure of pupils.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the appropriate school site's Visitor Book or on the staff attendance sheet.
- Systems are in place to prevent unauthorised access to our premises.
- Systems are in place to prevent children from leaving our premises unnoticed
- A full site security risk assessment is in place and regularly reviewed by the Senior Management Team.
- The school has a separate policy to action in the event of a child being reported missing.
- The school has separate policies concerning the evacuation of the site and lockdown.

### **Pupils arrival and departure**

Pupils may arrive at school from 7.45 am if they are attending breakfast club or 8.20 am if not. In the event of a pupil arriving prior to this time, due to bus times, then they should report to the LRC where they will be supervised until 8.20. Day pupils are expected to go home by 6.15pm unless they are staying late for a function or evening class. Pupils are not

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allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. These are displayed on a rota in the photocopying room. Expectations of duties are set out in staff handbook.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

Members of the PE Department supervise pupils on both home and away matches.

### **Supervision before and after school**

#### **Morning**

The school gates open at 8.20am when there is a member of staff on duty at the EYFS and Key Stage 1 gate and on both the playgrounds. Children in Key Stage 2 are allowed into school to unpack bags and then return to the playground. The teachers are responsible for the children from this time. There are no arrangements for the supervision of children earlier than 8.20am, except for those who are registered for Breakfast Club. Registration takes place at 8.40am.

The external doors to the school are locked during the day and the only access to the school is gained through the front door which is manned by the Junior School Admin staff. Children are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors.

#### **Afternoon**

The school day ends at 3.30pm for Reception at 4.00pm for Years 1 - 6. EYFS, KS1 and Lower KS2 (Year 3/4) children are taken to the gate to meet their parents or carers. Once the parent/carer has collected their child, they are responsible for that child.

In order to foster independence Years 5 and 6 are released from the front doors in the Upper KS2 area of the school. A member of the Year 5 and 6 team is on duty until 4.15pm to ensure that all children are collected and accounted for. Any pupil still waiting to be collected is taken to the extended day facility and the late collection policy procedures will be evoked. Parents are expected to inform class teachers and Junior School Reception of any changes in the collection arrangements for their child regardless of the age of the child concerned. Any pupil in Year 5 or 6 has a responsibility to inform the staff on duty if their collection arrangements for the day have not been fulfilled.

#### **Bus travel**

A member of the extended day team collects pupils who are travelling on the school bus from Key Stage 1 and Lower Key Stage 2. Upper Key Stage 2 pupils assemble at a designated place in the Upper Key Stage 2 area. They are registered and accompanied to the buses by the same member of staff who ensures that they are boarded on the correct bus each evening. Any changes to bus routines must be notified to Junior School Reception prior to 2.30pm each day. These are recorded on the whiteboard in the school office.

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### **Registration**

We take a register of pupils at the start of the morning and at the start of the afternoon sessions – this is done electronically. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Any unexplained absence of a child who is subject to child protection or child in need plans is immediately brought to the attention of the DSL or, in her absence, the Child Protection Officer. The Senior School reception are responsible for notifying the Infant and Junior School of any buses arriving late to school.

**Early Years** - We operate identical registration procedures to the main school; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

### **Lesson time**

- No class is left unsupervised for any reason during the school day. In the case of an emergency, if a teacher needs to leave the classroom they must ensure that a Teaching Assistant, or other member of staff, can take their place in the room.
- Visitors sign in at the front office and must wear an identity badge. All staff are aware of the need to check strangers on the premises and report immediately to the school office wherever there is concern.

### **Supervision at Playtime**

#### **Break Times**

At break times, pupils are supervised by members of staff as per a rota established at the start of each term. During a 'duty' staff will oversee playtimes, keep a watchful eye on any play which may be getting out of control, interact with pupils and identify children who appear to be alone and assist with any disputes which may occur. Prefects and Ambassadors in Year 6 are available to assist pupils but are not responsible for supervision.

The playtime supervisor should ensure all children respond to the whistle and return to lessons on time.

Pupils should not be left in a classroom at break times unless supervised by a member of staff. The level of supervision provided for normal weather may not be sufficient during weather conditions which may cause all pupils to be indoors. Staff have a responsibility to ensure that their class has adequate supervision before taking a break.

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### Wet play/lunch times

Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised in a classroom, shared area or in the hall by the designated duty staff member/members.

- **It is the responsibility of all Junior School staff to ensure the gates to the playground are shut at all times, but especially at playtimes.**
- Guidelines for procedures to be used at playtimes can be found in the Junior School Playground Policy
- Playground duty demands a high standard of care and in particular requires that the teachers and teaching assistants patrol the playgrounds at all times.
- Staff mobile phones must not be used or be visible when on break / playground duty. Staff have a duty of care to the pupils and must be attentive to the activities around them at all times.
- It is the responsibility of the Headteacher to explain to new teachers their supervisory responsibilities.
- The duty teachers must be on the playground, at the beginning of playtime, ready to receive the children.
- At lunchtime, the staff on duty in both playgrounds need to be in the playground ready to receive the children from **12.30** onwards.
- Children are not allowed on to the playground without an adult responsible for supervision present.
- If a child is not allowed to go out at playtime due to illness or behaviour issues they are to be taken to the office by the class teacher or teaching assistant.
- The duty teacher can reinforce playground rules when appropriate as do class teachers during Circle Times.
- If an EYFS or Key Stage 1 child has an accident at playtime which requires attention from staff in the Health and Wellbeing Centre, they will go to the Health and Wellbeing Centre accompanied by a member of staff or an appropriate older child. If a Key Stage 2 child has an accident at playtime which requires attention from staff in the Health and Wellbeing Centre, they will be accompanied by another child and go to Health and Wellbeing Centre (via the playground at the back of the school). If a child is seriously hurt, duty staff will send a message to staff in the Infant and Junior School building, via a child or Teaching Assistant, notifying that they require immediate assistance.

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### **Supervision to and from Senior School**

- Children in EYFS, Key Stage 1 and in Years 3 and 4 will be supervised by a member of staff when they go to the Senior School site for games and PE lessons, lunch and any other activity where they need to use Senior School facilities. Infant and Junior School staff work alongside PE staff to provide this supervision.
- Children in Years 5 and 6 may walk to and from lessons in the Senior School.
- When coming back to the Infant and Junior School from lunch, children in EYFS and Key Stage 1 will be escorted back by a member of staff. Children in KS2 may dismiss themselves but only after 12.30 to ensure the playground is supervised. They must walk back to the Infant and Junior school in groups of no less than 3 pupils. All children are informed of these procedures.

### **Illness**

In the Infant and Junior School, if a child is taken ill during the course of the school day he/she is sent to the Health and Wellbeing Centre, with an adult if the child is in EYFS or KS1, and with another child if the child is in Key Stage 2. The staff in the Health and Wellbeing Centre assess the child and determine whether he/she is to be sent home and will contact parents if the child needs to be collected. The child remains in the Health and Wellbeing Centre until parents/carers arrive. The Junior School Admin Staff are notified if any child is sent home during the course of the school day, who will in turn inform the relevant class teacher. Procedures for dealing with minor illness, injuries and other conditions can be found in the Health and Wellbeing Handbook alongside their supervision policies.

### **Attendance and Absences**

The responsibility to ensure that a child attends school regularly is that of the parents or carers. The school office keeps emergency contact telephone numbers, in line with KCSIE 2018 the school holds two emergency contact numbers for all pupils. Parents/carers are asked to contact the school office on the first day of absence. Where an unexplained absence does occur and it proves impossible to make contact with the home, Social Services and Educational Welfare may be informed. Children are not allowed off site during school hours unless parents/carers notify the head teacher. Parents/carers must sign their child out from the school office and the child is collected by one of the Infant and Junior School Admin staff from the classroom. If attendance for a particular pupil falls below 95% then the Headteacher will contact parents to discuss the reasons for and possible solutions to the poor attendance.

### **Visitors to school**

All visitors report to the office on arrival and sign in. They are given a badge to wear for their stay and expected to read the safeguarding information. Regular contractors known to the school must also sign into school. All staff are expected to challenge strangers on the premises and report concerns to the Infant and Junior School Reception immediately.

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### **Staff absence cover supervision**

Staff will be informed if they are to cover for absent colleagues as early as is practicable. If a member of staff is aware they will be absent on a day when they have supervision duties, it is their responsibility to ensure this is covered and to inform the Deputy Head of the arrangements made.

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

### **Fire procedures and other Emergencies**

Teachers must ensure that the children in their class understand the procedures to follow in case of fire. If you have any doubts or queries discuss them with the Head Teacher or Deputy Head.

Please refer to the following Policies and Procedures:

- **Fire**
- **Lockdown**
- **Extended Day**

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**Reviewers:** *C Cunniffe/R Cox*  
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