



Supervision of Children Policy

St. John's Primary School, Coleraine

Principal: Mrs H. McDonnell

Chairman of the Board of Governors: Mr L. McQuillan

August 2018

Work hard



Give everything a try



Enjoy the rewards

SUPERVISION OF CHILDREN

1: INTRODUCTION

The duty of care:

*The 'duty of care' is an obligation undertaken by all staff and places a specific responsibility on the principal as overall manager of the school to ensure full supervision of all pupils throughout the school day. A policy that has been approved by the Board of Governors, and reviewed/monitored on a regular basis, will be followed by all staff and part of the induction of new staff should include a thorough explanation of supervisory responsibilities. **The principal must always be satisfied that the amount of supervision is adequate in both quality and quantity.***

A significant part of the teacher/pupil relationship is based on the concept of duty of care and the principle is that the teacher will exercise a standard of care that would be expected of a caring parent.

The employer is responsible for any negligence by employees that results in injury to a pupil.

2: CONTRACTUAL OBLIGATIONS

- 1. Staff must carry out professional duties related to their supervisory roles. **The principal will:***
- 2. Be responsible for the internal organisation, management and control of the school.*
- 3. Formulate the overall aims and objectives of the school and policies for their implementation.*
- 4. Deploy and manage all teaching and non-teaching staff and allocate duties to them, maintaining a reasonable balance for each between work carried out in school and work carried out elsewhere.*
- 5. Ensure that teachers at school receive information they need in order to carry out their professional duties effectively.*
- 6. Ensure good order and discipline at all times during the school day when pupils are present on the premises and whenever they are engaged in authorised school activities on/off the premises.*
- 7. Make arrangements for the security and supervision of the school premises and report any lack of maintenance to the appropriate authority.*

3: LEGAL OBLIGATIONS

The employer has a specific obligation to ensure a 'safe place of work' is established for all staff and visitors and that adequate supervision of pupils throughout the day is carried out to ensure their health, safety and welfare. They are also obliged to ensure that discrimination does not occur within the work place.

4: NEGLIGENCE

If a claim for negligence is brought against a member of staff, it is important to be able to show that a structured supervision plan operates that is known and understood by all staff members and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. When absence of staff has to be covered, stand-ins must be properly notified and instructed with regard to their responsibilities. Temporary risks such as building work on the premises, bad weather and other exceptional situations must also be taken into account.

5: RECORDING INCIDENTS

If an incident occurs, it is imperative that:

An official injury/accident report form is completed if the accident is significant

A note for parents is completed in almost all cases other than the very trivial

A phone call home is made where any injury to the head occurs and for other injuries deemed necessary

All incidents should be recorded using the grid located within the file in the staffroom

These accounts should be kept for future reference for a period of no less than 3 years from the date of the incident.

6: SUPERVISION ARRANGEMENTS BEFORE/AFTER SCHOOL

Responsibility begins when the pupils arrive at school. Supervision begins at 8.50am and the children, unless at the breakfast club, are not supervised before this time.

Breakfast Club: 8am-8.50am - no booking required

School opens at 8.50am, pupils wait in the hall until the class teacher collects the class at 8.55am - teacher on duty to supervise in hall

After Schools Club: 2pm-5pm - booking required

Parents will be made aware of the before and after school supervision arrangements through the school website, and weekly notes when changes occur. A poster with arrangements will be placed in the front foyer and Foundation Stage entrance. A supervision rota/timetable will be issued to all staff annually.

7: RESPONSIBILITY DURING THE SCHOOL DAY

7.1 Registration

The responsibility to ensure that a pupil attends school regularly is that of the parents/guardian. Registration of the children should take place first thing in the morning and straight after lunch. It is important that registration is taken everyday. Pupils should not be allowed off-site during

school hours unless there is clear evidence of a request from the parents/guardian. Any letter making such a request should be kept for a reasonable period. If a child leaves the school during a session for any reason it should be recorded on SIMS. Regular occurrences of this should be referred to the Principal to monitor/address.

7.2 Errands

No pupil should be sent off-site on a personal errand for a member of staff, teaching or non-teaching.

7.3 Illness

In the case of pupils who are taken ill during school, the principal should ensure that arrangements have been made to contact the parents/guardian, whether at home or work. This information is stored on SIMS which is accessible by all staff. One hard copy of contact information will be kept in the front office and by the After School Club team for ease of access should there be an emergency. Any child who is too ill to continue at school will not be allowed to walk home on their own. Arrangements must be made to pick the child up from the school.

7.4 Classroom Supervision

NO CLASS OF PUPILS SHOULD BE LEFT UNSUPERVISED FOR ANY REASON. An adult who leaves a class unattended for any reason will not be covered for insurance purposes and they will be deemed to have broken their duty of care in the event of litigation.

7.5 Lesson time

Pupils who have been excused from normal lessons, the principal should ensure adequate supervision within available staffing resources. These children will remain with their class or be placed in another class. This process of placing a child in another room under supervision will be organised by the classroom teacher.

7.6 Safeguarding

Staff have the responsibility for arranging removal of undesirable people from the school premises and all staff should be aware of the need to check strangers on the premises and report to the school office whenever there is concern. **All doors must be kept locked during school lessons.** The teacher whose room is closest to the outside door must lock the door at the start of lessons or after a break. Access/Entry to outside will only be made via the front door to enable proper use of the security systems. (Reference: Security Policy for additional information on security)

8: SUPERVISION AT BREAK TIMES

8.1 The principal must ensure there is adequate supervision, both indoors and outdoors, through school break times. This requires the staff to actually 'patrol' the school, not merely 'be on call in case of emergencies'.

Factors that should be taken into consideration when deciding on the level of supervision required include:

- *the number and age of pupils involved*
- *Pupils' general behaviour*
- *the time of year*
- *specific environmental hazards*
- *the quality and experience of staff supervisors*

Pupils should never be left in classrooms during break times in bad weather:

- ☐ *it is necessary to go into the room itself to supervise pupils*
- ☐ *a teacher/paid supervisor should be present to supervise pupils*
- ☐ *the only safe system is to have one person in each room.*
- ☐ *moving from one room to another, supervising two groups is an inadequate process.*

8.2 Every principal is entitled to a break of reasonable length in the course of each school day and the head should arrange for a suitable person to assume responsibility for the discharge of his/her functions during that break. In the absence of the Principal the Pastoral Teacher will discharge the functions of the Principal. In the unlikely absence of both, one of the teachers will assume those responsibilities.

8.3 Morning Break: 10.30 - 10.45

1 teacher on supervision duty (as per rota). It is very important that staff members on duty are on the playground at 10.30 am. To enable this, their class may begin break early and be on the playground for 10.25 am

Children are not permitted to use the ramp to access the playground unless they are physically unable to use the steps.

Teachers will escort their class on to the playground, checking there is a staff member there to supervise them before beginning their own break. It is not acceptable to leave the class unsupervised.

Children are not allowed to play on or near steps, walls and railings.

All Classroom Assistants will join the teacher on duty to extend the level of supervision.

Wet Days - Break Duty

Two teachers on duty on wet days.

Year 1 & 2: Classroom Assistants supervise children in individual classrooms

Year 3 & 4: Teacher on duty in Year 3 classroom & classroom assistant if available. On days the Project teacher is not available the Principal or Pastoral Teacher will supervise

Year 5 - 7: Teacher on duty & Project classroom assistant supervise children in the assembly hall.

8.5 Lunch Time Break

Teachers escort their classes to lunch room and remain in lunch room until children are seated.

Care plans available for reference in staffroom re: any pupils with allergies.

Supervisory Assistants: Hours of duty 11.45 - 13.15

Yr 1-3 Lunch Time 11.50-12.25

3 Supervisors remain in lunch room.

After their meal children move to the playground area in single file.

All Supervisors in back playground with children

Supervisors remain in play area throughout lunch time - they patrol the perimeters of the playground.

Supervisors to check that front gates are bolted at the beginning of duty.

Children in front playground do not play

- (a) round side of building*
- (b) on the railings or wall around the playground*
- (c) near the office area*
- (d) the children are not allowed on the steps to or on the car park*

The Positive Behaviour Policy is to be applied at all times.

Class teachers, pastoral teacher and or principal to be informed of any incidents which may occur. (after play)

Teachers should be in classroom 12.30 pm.

Wet lunch – 1 supervisor in each classroom

Senior Lunch Time 12.30pm - 1.10pm

Teachers escort their classes to lunch room and remain in lunch room until children are seated.

3 Supervisors in dinner hall

After their meal children move to back play area in single file with a supervisor in the lead – children move outside in groups always accompanied by a supervisor.

3 supervisors in playground (1 supervisor cleans up lunch room following supervision approx. 10- 15 mins)

Supervisors patrol perimeters of play area

2 in bottom area.

1 in upper area.

The Positive Behaviour Policy is to be applied at all times.

At 1.10pm children, line up quietly, leave play area and move quietly into school in single file with supervisors in charge until teachers collect pupils.

All children should be in classroom at 1.15 pm.

At lunch time children should not go into the school building.

If child needs to go to the toilet they should be accompanied by a supervisor.

Children requiring minor first aid treatment should be treated by a supervisor.

Pastoral teacher, Principal and/or class teacher to be informed of any incidents or accidents and appropriate paperwork is to be completed.

All accidents are recorded in the Accident File (Located in the staffroom).

Wet Days

2 Supervisor downstairs Yr 4 & Yr5 – 1 supervisor in each classroom

1 Supervisors upstairs Yr 6 & Yr7 - together in the library

Children remain seated in classrooms and use desk top games or drawing materials.

Children should not be allowed to wander around the classroom.

8.6 Sick Children

When a child has a note stating that he/she may not go outside, principal, pastoral teacher or class teacher are made aware and alternative arrangements are made.

8.7 Summary for Supervisors (Dining room and playground)

- 1. Children are not permitted to have glass bottles or cans at lunch.*
- 2. Children are not generally permitted to go to the toilet from the dining room or from the playground during lunch.*
- 4. Children should not be inside during lunch without written permission from parents or special permission from a member of staff.*
- 5. Children will fill up seats as they come into the dining room.*
- 6. Children eating school meals will line up to make their own choice.*
- 7. Children at each table will be responsible for floor area around their table.*
- 8. Children will be expected to use cutlery correctly and place it correctly on their plate when finished. Children will be encouraged to clear their own plates.*
- 9. No child should find it necessary to move from his/her seat during lunch.*
- 10. Children line up in classes at end of lunch and when silent go in single file to classrooms.*
- 11. On wet days children remain in classrooms.*
- 12. Teachers should be in school playground to receive pupils after lunchtime play and take them quietly to classrooms.*
- 13. School movement is on right hand side of passages.*

General Points

All children who are unwell/injured at lunch time should be made known to the principal, pastoral teacher or class teacher who will make appropriate arrangements for the child.

If any child receives a knock to the head a phone call should be made to their parent/carer to inform them of this, regardless of the perceived seriousness.

The child should be monitored for the remainder of the school day and any concerns acted upon immediately.

Where possible, children should be given the opportunity to go to the toilet before break/dinner so we can minimise the number of toilet requests during these times.

8.8 After School Supervision

All children must have their coats on securely before leaving the classroom, regardless if they are going to after schools or not. This is to prevent accidents with children putting on/trailing coats when travelling (particularly on the stairs).

2pm - Home time

Year 1 & 2 Parents/Childminders will collect the children from the Foundations stage door.

Teachers in Year 3 (Thurs/Fri) and Year 4 (Fri) will escort children to front door.

3.00 pm Home time

Teachers escort children to front door.

(Single file along passage)

The class teacher/school should be notified if someone different is picking the children up after school.

Teacher goes out to the road and ensures that all children have safely left the school. (as per rota)

Bus children line up inside school gate.

Teachers are required, if necessary, to remain in a supervisory role for 15 minutes after 3.00 pm to ensure all children outside have been collected, if not follow up arrangements should be made.

Children may only leave school premises during the course of the day if:

- (a) they have a note from parents or guardian*
- (b) they have a dentist/doctor appointment card*
- (c) parent collects child at school*

9. SUPERVISION OF PUPILS TRAVELLING TO/FROM SCHOOL

Staff are not responsible for the supervision of pupils travelling to and from school. However, a principal can discipline pupils who misbehave when travelling to and from school.

Children who are walking home or being collected will be released from the school exits. If an adult has not arrived children must report to the office where they will be wait to be collected.

10. SCHOOL CROSSING PATROLS

School crossing patrol is available before school and at home time. When crossing using the Crossing Patrol Person, it is the responsibility of parents/guardians to ensure that the children and adults wait on the kerb until the crossing patrol has reached the middle of the road. All persons crossing the road must do so in front of the crossing patrol person. Outside of this time or in the absence of the school crossing patrol person if any other member of staff carries out any of these duties, then they must be deemed to do so as a volunteer in the exercise of his/her own discretion. Reasonable care must be shown at all times. In the absence of school crossing patrol, parents will be informed via a text message. It is the overall responsibility of parents to get their child to and from school.

11. SUPERVISION OF SPECIAL ACTIVITIES

11.1 Physical Education

The same general principles of care apply during physical education lessons as to other activities, but the teacher has also to bear in mind the requirements of the Health & Safety at Work Act to take reasonable care of the Health and Safety of pupils. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care. It is most important that the teacher should consider such factors as the safety of apparatus being used, the condition of the floor, the suitability of the pupils' clothing, and whether the exercises and activities are within the capabilities of pupils as well as being properly taught. Children are not allowed to wear watches and/or jewellery but it should be appreciated that, if these are handed in to a member of staff, the school is accepting some legal responsibility for them.

Pupils should never be allowed into a gymnasium, or to use gymnastic equipment, without supervision.

11.2 Extra curricular activities

The same level of supervision is necessary as for similar activities in normal school time. The principal and staff concerned should ensure that requirements under the authority's insurance regulations are fully met. Again, adequate notice should be given to parents of pupils who will be late home through participation in after-school activities. The person in charge of the children during an extra curricular activity remains responsible for the supervision of the children until they are picked up and must make contact with parents/carers if they are late.

11.3 Supervision of School Visits

Visits can be an important element of the educational lives of pupils. These visits may be strictly educational and cultural or merely a leisure activity, whether undertaken within or outside normal school hours. They include half

- day or day visits as well as those requiring an overnight stay, both arising directly from the curriculum and those that are clearly extracurricular.

When pupils are taken from school on organised visits the same duty of care arising from being 'in loco parentis' exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements where appropriate for the collection of pupils at the end of the visit. The school operate in line with 'EA Educational Visits Interim Guidelines for Schools, 2017'.

11.4 First Aid on school trips

It is essential for every journey, whether local or long distance, that a first aid box is carried on the coach;

Box to include:-

- a) medical preparation for cleaning the wound;
- b) sterile dressing (adhesive) various sizes;
- c) surgical tape and scissors;
- d) triangular bandage and supply of safety pins;
- e) plastic gloves;
- f) brief guide or notes on first aid;

Separate Policy for residential trips is in operation

12. ACCIDENT PROCEDURE

All serious accidents must be reported to the Principal/Pastoral Teacher.

All accidents must be recorded in the accident book by the member of staff who witnessed the accident.

The various accidents that occur every day make the defining of them very difficult. We must treat every report very seriously.

All serious accidents must be dealt with by a doctor.

Minor bumps, scrapes etc. will be treated by the staff on duty.

All serious head injuries must be treated by the doctor/ambulance.

All bleeding wounds must be treated by staff using gloves.

Pupils must have an open wound covered immediately.

Pupils must be treated in the presence of two adults or one adult and another pupil.

Parents must be informed of all accidents that involves a knock to the head or any visible sign of injury e.g. wound / limp etc.

In the event of a serious accident the pupil must be left in the location of the accident.

*DO NOT MOVE THE PUPIL AS THIS MAY CAUSE FURTHER INJURY.
ONLY MOVE THE PUPIL IF A MORE SERIOUS INJURY WILL
OCCUR IF THEY ARE NOT MOVED.*

Remove the audience as quickly as possible and send for help. Do not leave the patient.

Get expert help immediately.

Record all your observations as soon as possible after an accident and ask witnesses to do the same.

Note:

A First Aid pack is available in the staffroom.

A first Aid pack is available for the playground.

If any First Aid resources are required this must be notified to the office and an order placed.

Monitoring and Reviewing the Implementation of this policy.

Responsibility rests with the Governors to ensure that this policy is reviewed on a regular basis and delivered by the Principal to staff on an annual basis.

Implemented September 2013

Revised and implemented August 2018