



Buxton Primary School

Supervision Policy

September 2023

Formally adopted by the Governing Board:	Buxton Primary School
On:-	14th September 2023
Chair of Governors:	Kathryn Corder
Last updated:	September 2020
Review Date:	September 2026

At Buxton Primary School we aim to ensure that full and appropriate supervision of all pupils occurs throughout the school day. To provide a reasonable level of duty of care for all pupils.

N.B. The term “parent” is used throughout the policy and refers to all adult carers who have charge of the children during out of school hours.

GENERAL SUPERVISION BEFORE SCHOOL

Children are not permitted onto the school grounds until 8:30 am (other than children attending breakfast club from 7.30am – supervised by at least two adults). Two staff members will be on the lower KS1 playground and the school drive to supervise the children as they go straight into school via their designated entrance. Older children go straight to their designated entrance in KS2 – staff will be already in classrooms ready to meet the children as they come into school. Children from breakfast club go straight to their classes if it is wet, if it is dry they are supervised on the lower KS1 playground. Children who come to school on the bus, will be met off the bus by 2 members of staff, and taken to school – they go straight into school on arrival.

8:30am - 9am is registration time.

REGISTRATION

The responsibility to ensure that a child attends school regularly is that of the parents/carers. Please refer to the school’s attendance policy. Parents will be contacted by phone if their child does not attend for registration. If a child fails to arrive at school after leaving home then it will be the duty of the parents/carers to take appropriate action.

GOING OFF OF THE SCHOOL SITE

If it is suspected that a child has left the school site then staff will try to get the child back into school. However, if a child refuses or runs away too quickly then parents and emergency carers will be contacted immediately by telephone. If no one is available on the emergency telephone numbers and staff are unable to locate the child the police will be informed. Parents/carers are regularly reminded of the importance of the school having up to date emergency contact numbers.

Children will only be allowed off site during school hours if they have written or verbal consent from the parents/carers to the school, and if the school is satisfied that the child will be safe. No member of staff will ask a pupil to run a personal errand for them that involves leaving the school site.

If a child is ill then they will not be allowed to go home unless they have a parent or an authorised adult as an escort. Consent must be given directly to the school by the parent/carer for the authorised adult (friend / family member) to collect their child if they are unable to. If a parent/carer requires a child to leave school early, they must collect them. No child will be allowed to leave the school site alone within the school day.

GENERAL SUPERVISION DURING LESSON TIME

All children will be under the general care of their class teacher and teaching assistants during the school day, including break and lunch times. Although pupils may be called out of the classroom to work with other adults they remain in the overall care of the class teacher. Children are allowed, unaided, to go to the toilet or run internal errands for staff at the teacher’s discretion.

All staff, helpers, adults and volunteers who work in the school receive a DBS check to ensure their suitability. These checks are recorded on the schools Single Central Record.

All main exits are locked during lesson times whenever possible and entry to the main entrance

is via an entrance entry system. TA's have been directed to ensure all external doors are locked after all children have returned from break and lunch play.

VISITS

Teachers complete a risk assessment whilst organising a school trip and a copy is given to the Headteacher to ensure that the appropriate level of supervision will be available. Teaching staff are responsible for ensuring all the correct risk assessments are obtained or devised and a detailed itinerary is draw up. All parents/carers must give consent for the visit. The visit details must be logged on the Norfolk's Schools Visits Site known as 'Evolve'. All members of staff are qualified in Emergency First Aid. Children go on visits at the Headteacher's discretion. If it is deemed that a child's inappropriate behaviour will put themselves or others at risk then the child will not be permitted to go on a school visit. An individual pupils' behaviour focused risk assessment will always be produced in these situations.

BREAKTIMES

Staff members supervise the playgrounds at break times to ensure that all children are supervised whilst out at play. Children are only allowed back into the building with an adult's permission. Gates are locked to the playgrounds. If there is an indoor playtime due to bad weather then all classes are supervised by an adult. Children do not leave the classroom without an adult's permission and they are encouraged to play quiet games or draw.

Some children with specific needs or in certain circumstances are allowed the choice of remaining inside during a break time. This is under the supervision of the class teacher and the above supervisory conditions apply.

LUNCHTIMES

It is the Headteacher's duty to ensure a reasonable level of care for all pupils during the lunchtime break. At all times, a reasonable number of Teaching Assistants or Midday Supervisory Assistants are directed to supervise the children at lunchtimes. They are deployed on a rota basis devised by the SLT. Where lunchtime clubs exist, there is always an adult present to supervise the children. Children are regularly reminded of the need to be in appropriate areas of the school so that they can be adequately supervised. If the Headteacher deems that a child's behaviour at lunchtime is putting themselves and others at risk then they may have an inside playtime only. Where poor weather prevents the children from outdoor play, children are supervised within their classroom under the supervision of a Teaching Assistant or Midday Supervisor. All classes will have a designated adult. Again, the children undertake quiet games or draw.

It must be noted that children going to and from areas of supervision e.g. along corridors or staircases are expected to do so without direct supervision.

EMERGENCIES

Regular fire drills are undertaken, at different points in the school day. All children and staff leave the building immediately and registers are checked. If an emergency occurs during a lesson then the teacher will contact the school office via radio or telephone. Classes are not left unattended. When a child is unwell they rest in the medical area under the supervision of a member staff, or, if they are waiting to be collected, they rest in the blue seating area under the supervision of the office staff. If the child is deemed to require urgent medical assistance and parents/carers cannot be contacted then the emergency services may be called or they will be taken to the hospital by school staff – all the time every attempt will continue in order to

contact the parents/carers. A record of accidents is kept in the medical room. In the event of a child displaying a symptom of Covid-19, they will remain away from others until they are collected from school.

SUPERVISION AFTER SCHOOL

All after school clubs and activities are fully supervised by at least two adults. If a child is not collected by a parent/carer at the appropriate time then school staff (usually senior management) will make every endeavour to contact the parents. Any child left on the school premises after the end of the school day is the parents/carers responsibility unless they are attending an activity or club.

TRAVELLING TO AND FROM SCHOOL

The Headteacher is not responsible for the supervision of pupils travelling to and from school. However, the Headteacher can discipline pupils if necessary with regard to their behaviour when they are travelling to and from school. For those children who travel using transport provided by the local authority, care will be taken to look after them if their transport should be delayed. All staff recognise the need to care for pupils for at least 10 minutes at the end of the school day to allow all pupils to leave the premises safely.

SCHOOL CROSSING PATROLS

School crossing patrols are not the responsibility of the Headteacher and the school cannot take any action if patrols fail to attend or if their service is unsatisfactory. However, another staff member has been made available to support the safe crossing of the busy road outside the school if on the odd occasion the crossing patrol is not available.

P.E. LESSONS

Staff teaching PE ensure that children are appropriately dressed and trained in the safe use of equipment and the required behaviour for safe P.E. lessons. If a parent/carer fails to comply with the P.E. dress code and the Headteacher deems the child's attire to be unsafe then the parents/carers will be phoned to discuss a solution since P.E. is part of a pupil's entitlement to the National Curriculum (this includes Swimming sessions).

This policy should be read in conjunction with the following documents:

Behaviour Policy Health and Safety Policy Single Equality Scheme Safeguarding Policy
Anti-bullying Policy SEND Policy

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Review September 2026