



Ivy House School

Child Supervision Policy

Primary person responsible for updates to this policy: Donal Brennan

Job title: Headteacher

Last review date: July 2024

Next review date: July 2025

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers.

Please note: ‘School’ refers to Ivy House School; ‘parents’ refers to parents, guardians and carers. This policy also applies to the EYFS.



Purpose

The 'duty of care', places a specific responsibility on the Headteacher as overall manager of the school, to ensure that full and appropriate supervision of all children occurs throughout the school day.

The 'duty of care' is a contractual obligation for all staff. All staff are responsible for supervising pupils during the school day, during their contracted hours (between 8.00 and 17.00) and, where appropriate, beyond these times. At all times staff must ensure that the supervision of pupils is in accordance with the appropriate policies (contained in the Staff Handbook) and that the pupils' behaviour is in accordance with the school's *Behaviour Policy*.

Supervision before school

The school opens at 8am and children can take part in extracurricular clubs from 8am according to the timetable. Children who are not in a club can play in the playground, supervised by a member of staff.

The classroom doors open for all at 8.30am when children proceed to their classrooms. Registration takes place at 8.35am.

Responsibility during the School Day

Registration

The responsibility to ensure that a child attends school regularly is that of the parents/carer. The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office before 9.00am on the first day of absence. When unexplained absences occur, the school office contacts the child's home. Children are not allowed off-site during school hours unless parents/carers gain permission from the Headteacher. Parents/carers must sign their child out from the school office when the child is collected from the classroom during school hours. In the case of children with Supervision Orders, the Headteacher requests a copy of Court documents and informs the class teacher. Relevant staff are informed and all reasonable care is taken to prevent access.

Illness

If a child is taken ill during the course of the school day, they are taken or sent to the office. The named First Aider assesses the child and determines whether the child is to be sent home. The school administrator, class teacher or teaching assistant will telephone contact numbers and arrange for collection of the child. The child remains with an adult until a parent/carer arrives. Parents/carers sign their child out and this is monitored by staff.



Lesson time

No class is left unsupervised for any reason during the school day. If a child is not taking part in a normal lesson, for example PE, the child will accompany the class to the lesson and work independently or watch the lesson.

Parent helpers/students/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 whenever there is concern.

It is the responsibility of the class teacher to establish classroom rules and provide guidance for their pupils. Classroom rules are displayed in each classroom. Class teachers remind the children of safe classroom practice on a regular basis.

During lesson time, EYFS pupils are supervised by two members of staff, one of whom holds Qualified Teacher Status.

Supervision at Playtime

Morning break and lunchtime supervision duty demands a high standard of care and in particular requires that the teachers, teaching assistants and lunchtime supervisors on duty, patrol the playground, patio and park as appropriate. It is the responsibility of the Headteacher to explain to new teachers their supervisory responsibilities and this is part of the staff induction process.

The duty teachers/teaching assistants must be by the side door ready to receive the children.

Children are not allowed out to the playground, terrace or garden without an adult responsible for supervision being present. If a child has an accident at playtime in the playground, terrace or garden, for example a wound that needs dressing, they must be accompanied to the school office by another child or member of staff. A child must ask permission to go to the toilet before leaving the playground, terrace or garden.

A First Aid kit is always taken to the park by staff on duty.

Wet play

If it is too wet to go outside, staff on duty supervise the children in the classroom or hall. At no time are the children permitted to run around the classroom. Children will choose a calm activity i.e. reading or drawing.

Supervision after school

The school day normally finishes between 3.30pm and 4.00pm depending on their year group. Children are escorted to the playground, via the side door, and dismissed by their teachers into the care of parents/carers or the school mini-bus.



If a child is going home with another family, written, emailed, or permission by phone must be received by the class teacher or contact made with the school office. Members of staff must never release children to other families or individuals unless this confirmation has been received.

If a child has a club, they are supervised in the intervening times between the end of the school day and the beginning of their club in designated areas. If a child is in after school wrap around care, they are supervised by the member of staff in charge.

Club children are escorted to out into the playground, via the side door, by the club leader to the meeting point in the playground and released into the care of parents/carers.

Any child left on the premises after the end of the school day will be supervised by the class teacher or an administrator while contact is made with her family.

Children moving around the building

All staff are responsible for ensuring that the children move around school buildings safely.

School visits

On trips – the party leader has ultimate responsibility for the organisation of the trip and for the health and safety of the children. The party leader will ensure that supervision is organised, as appropriate to the age of the children, in accordance with the school's "Policy for out of school activities" and in discussion with the Headteacher and Deputy. Requirements for the supervision of pupils whilst travelling are detailed in the Staff Handbook.