



Supervision Policy – Brumby Junior School

Duty of Care

The 'duty of care' is a statutory and contractual obligation for all staff, but places a specific responsibility on the head teacher, as overall manager of the school, to ensure that full and appropriate supervision of all pupils occurs throughout the school day.

A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. This principal has been upheld frequently in the courts and it follows that the teacher must exercise a standard of care as would be expected of a caring and prudent parent.

The head teacher along with the leadership team must ensure the maintenance of good order and discipline at all times during the school day (including the mid-day break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere. He is also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds.

All teachers are responsible for maintaining good order and discipline among the pupils and safeguarding their safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

The following points should be noted:

- It is necessary to be in a room itself to supervise a class.
- A pupil alone in a corridor or room is unsupervised, unless staff are operating under remote supervision procedures and the AH, DH and HT are aware
- A teacher, TA or other paid supervisor should be present to supervise pupils at all times.
- The safest system is to have one person in each room.
- Moving from one room to another, supervising two groups of pupils' is an inadequate process in lesson time

If a claim for negligence is brought against a teacher, the head teacher or the governing body (the employer), it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

If an incident occurs it is important that, in addition to completion of the official accident report form, when necessary an account should be written up for any incident other than a very trivial incident and recorded in the school accident log. Parents should be informed by telephone of serious accidents and bumps to the head. Bumps to the head should also be followed up by a note home. The accident logs are monitored frequently to identify any patterns occurring in order that relevant measures can be put in place.

Accidents that occur through faulty equipment or apparatus should be reported to the head teacher and the equipment placed out of use until repaired or replaced.

Supervision before school

All parents are made aware of the starting time of the school day and of the fact that arrangements cannot be made for the supervision of pupils earlier than a specific 10 minute limited period before the school day begins at 8:45 am. The appropriate level of supervision will be maintained by two members of staff being present on the playground 10 minutes prior to the commencement of the morning session. The members of staff will situate themselves so that they have a clear view of the two gates and watch that no pupils go out of the playground once they have entered the playground.

Registration

The responsibility to ensure that a pupil attends regularly is that of the parents or guardian. Up to date contact telephone numbers are available should a child be absent without notification. Staff in the school office will attempt to contact the parent or guardian of any child whose absence has not been authorised on the first day of absence.

Parents are informed that a note, verbal message or telephone call is necessary to validate their child's absence.

Pupils offsite

Pupils will not be allowed off site unaccompanied during school hours. Pupils leaving school with a parent or guardian (aged 18+) will be signed out. Pupils arriving late after registration has closed will be given a late mark by the school office staff. Pupils going on a trip or visit will be signified on a copied register sheet - 1 copy goes on the trip with the class and the other copy stays in the school office.

Lesson time

No class of pupils can be left unsupervised for any reason at any time. In cases where classes are left unsupervised during lesson time, a teacher is liable to leave themselves open to claims of negligence should an accident occur whilst they are out. As such, a teacher who leaves a class unattended will receive a verbal warning in the first instance and a written warning on further occasions.

In the case of pupils' excused lessons, for example P.E. or assembly, adequate supervision within available staffing resources needs to be provided: pupils should either go to another classroom or come into the PE lesson to observe. Supervision is needed for activities such as moving P.E. equipment or chairs and tables. Pupils must be reminded of the correct way to carry chairs, tables and apparatus every time they do so – failure to do this may then result in accidents which could be interpreted as negligence.

Pupils who are not following the school rules regarding classroom behaviour may be escorted to another class, to the learning mentors, head teacher or deputy head teacher with a TA or another responsible pupil.

Pupils being disciplined should not be sent to sit or stand outside the classroom without supervision.

Evidence of pupils being sent out of lessons must be kept in the class behaviour logs (CPOMS) and be dated; wherever possible they should take work to complete. Pupils "out of class" must be at the doorway (if standing) so that they are monitored and facing inside so that they are still able to access teaching. Pupils working out of class (not being punished) can be remotely supervised by a teacher or TA –

remote supervision of pupils deemed to be trustworthy must entail the pupil being in a corridor/workspace and visited at least every 5 minutes by an adult. 30 minutes (Y5/6) or 20 minutes (Y3/4) is the maximum time a pupil should be remotely supervised. Staff in nearby classrooms or spaces must be notified by the class teacher.

Monitors may be used for a variety of jobs. They are expected to act in a safe, sensible and reliable manner. This encourages independence and fosters self-confidence. Monitors must not be allowed to set out or put away heavy P.E. equipment without supervision.

Use of computers

Pupils must **never** use the internet unsupervised (ie, with no adult in the room) and staff should read the E-Safety policy.

Reviewed Jan 2016 – next review Sept 2018

Supervision at break times

Adequate supervision (1 adult to 75 pupils) must be provided both indoors and outdoors through school break times. A staff rota is provided and at least two staff should be on duty.

During wet breaks, teachers and TAs should ensure that 1 adult is stationed between two classrooms and puts themselves into a position which allows them to visually monitor pupil behaviour and safety in both classes, with the goal of being able to see the maximum number of children at all times. If a class is becoming unruly and the class teacher is not available, then the adult must ask them to put all indoor play equipment away and start silent reading. At this point, the AH, headteacher or deputy headteacher should be sent for. If they are not available, then class teachers should be called. If individuals are becoming unruly and restorative approaches are tried and proven to be ineffective, the pupil should be sent to stand outside the classroom or to another supervised area, such as outside the staffroom. Individual discussions regarding behaviour should be conducted in the shared areas, in full view of classrooms.

Pupils from should never be left in classrooms or the library at break times without a member of staff being present or remotely supervising them (see RS protocols above). Pupil class or office helpers are allowed to complete their duties unsupervised at certain times of the day, but RS protocols still apply.

The only exception is if a child has a genuine medical reason and needs to stay inside. In this case a buddy support system is used, and then staff should position the pupils in a high-traffic area such as the school corridors and check on these pupils using the RS protocols.

Midday Supervision

The safety and discipline of the pupils on the premises before, during and after the midday meal must be ensured. The supervisory staff will be responsible for an area at certain parts of the lunch break; pupils from different classes may be joined together if some of the class are still in the dining room.

Pupils are not allowed inside the school building without the permission of a lunch time supervisor, The senior supervisor will initially deal with any problems brought to their attention by the supervisory staff. The head or deputy head teacher will be informed by the senior supervisor about any incidents of a serious nature, or where further action may be necessary.

Supervision after school

Teachers will take the pupils to the exits on Queensway and Cemetery Road. After they leave, pupils are instructed to come back into the main school entrance if there is no one to collect them. Parents, however, are made aware that any child left on the premises after the school day has ended is their responsibility. If they neglect to make provision for the pupils' safe return home, action may be taken by the Police or Social Services.

Parents should contact the school at the earliest opportunity if they are delayed in traffic.

If pupils are left in school, they will wait at the main entrance for office staff, class teachers, learning mentors, the head or deputy to attempt to contact the parents to ask them to make arrangements to collect their children.

Pupils cannot leave simultaneously at the end of the school day, so consequently teachers should ensure that children leave in an orderly manner, necessary to maintain discipline and ensure safety.

Breakfast and After School Club

This provision is currently organised by our staff. Risk assessments are in place. Pupils are asked to arrive no earlier than 8:20 a.m. Any pupils who arrive before that time remain the parents' responsibility.

Supervision of pupils travelling to and from school

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The head teacher is not responsible for the supervision of pupils travelling to and from school. However, the school should inform parents of any inappropriate or unacceptable behaviour particularly if it affects the safety of any child.

Supervision of Physical Education

In addition to the same general principles of care, the class teacher must bear in mind the requirements of the Health & Safety at Work Act. 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. Factors to be considered include the safety of the apparatus, the conditions of the floor, the suitability of the children's clothing and footwear whether the exercises and activities are within the capabilities of the pupils as well as being properly taught. For example, a child sent to the toilets with bare feet who then injures themselves is evidence of a teacher not employing reasonable care, and therefore leaving themselves liable. Similarly, carrying heavy equipment should never be done by a child.

There must be a high degree of supervision during athletic activities, especially field events and at the swimming baths. Pupils should not be allowed into the hall to use gymnastic equipment or go onto the pool side unless they are properly supervised.

Extra Curricular Activities

The same level of supervision is necessary as for similar activities in normal school time. Guidelines and procedures are followed for all residential visits, on and off site clubs and visits, including relevant risk assessments, registers with contact details and ensuring all staff has current DBS clearance. Staff must follow the guidelines regarding staff to pupil ratio for the age of the pupils in their care. This is detailed on the Evolve website.

Permission should be obtained from parents whose children will be participating in after school activities and who will be late home. A written notification of pupils making their own way home is required. Parents should be notified in the event of the cancellation of such activities at the earliest opportunity.

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 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 school day. Where there is no male teacher to escort boys to the male toilets or changing rooms, every effort must be made to ensure the safety of the boys. The boys should not be allowed into the toilets alone, but in groups of at least three or four and should wait until they are all finished before coming out of the toilets.

Pupil Responsibilities

Class teachers should constantly reinforce school rules and challenge pupils they see inside at break times and lunch times. They should explain what is expected of them in out of school and on off site visits and how to deal with problems that may occur in order to keep them safe.