



SUPERVISION POLICY

Whole School	Website
Statutory?	Yes
Responsible:	MR
Reviewed:	February 2020
Next Review:	February 2022

Fairstead House

SUPERVISION POLICY

Including the Non-collection of Children and Arrival and Departure Procedures incorporating the Early Years Foundation Stage

INTRODUCTION

The safe arrival and departure of the pupils at Fairstead House School and the supervision of children throughout the day is a priority to all members of the school community. As a school we strive to make school a safe and secure place to be.

AIM

The aim of this policy is to ensure that all staff are aware of the procedures for the supervision of and safe arrival and departure of pupils.

PROCEDURES

Teaching and Administrative Staff all have keys and a security tab to let themselves into school. Teaching staff are in by 8.00 am. The caretaker opens the school gates and is present on the school site from 7.30 am.

ARRIVAL OF PUPILS:

All parents may bring their cars into the school car park. As part of the school's commitment to sustainability, parents are encouraged to walk with their children to school, cycle or share lifts. Many parents do park elsewhere and then walk their children to school entering through the gate nearest to the Severals and using the Walking Path.

Those arriving by car are shown where to park by the Head and Deputy Head, who also take children from cars in the 'through lane' and escort them into the playground. A number of parents drop their children off and then exit the school grounds.

SUPERVISION:

At least two members of staff are specifically allocated to duty each break time. However, all members of staff share the responsibility for good order, conduct and pupils' safety during the school day whilst pupils remain on site. The following guidelines apply for all staff:-

Beginning of the Day

Prior to 8:20 pupils are not allowed on site without supervision. Fairstead House School runs a Breakfast Club from 7:30 and this is supervised by the Breakfast Club Leader. At least one member of the teaching staff is always present in the building during this time. Children are dismissed from Breakfast Club at 8:20 and go to their classrooms. Younger children are escorted there by the Breakfast Club Leader.

Teachers are in their classrooms from 8:20. In Nursery and Reception, parents arriving earlier than 8:20 must wait outside the classroom door. If a child is absent and there has been no notification of that absence to the form teacher then the form teacher must notify the office immediately so that a check can be made as to the reason for that absence.

Fairstead House

Children are escorted by their form teacher to the Performing Arts Centre for assembly. This is taken either by the Head, Deputy Head, Pre-prep Co-ordinator or other member of staff, together with the Director of Music.

If a child does not arrive at school

In the case of absence from school, the parent should ring the office to confirm that the child will not be attending that day. The office will let the child's teacher know of the absence and this will be recorded appropriately in the Register. If no contact has been made by the parent to explain an absence, then the School Administrator will ring the parents to get confirmation of the absence and this will be recorded in the Register.

Break times

The members of staff on duty supervise the areas to the side of the school, the climbing frame/bridge area, the grassed area and the Astro Turf Court. The session ends with a bell being rung and children standing still and quietly. The children enter the school in an ordered, quiet manner.

All staff should be aware of areas where bullying could occur and should be pro-active in monitoring the children to prevent incidents of bullying or harassment. Where these do occur they should be immediately reported to the children's Class Teacher as well as the member of staff on duty taking whatever action is appropriate to address the situation at the time that it occurs.

Lunch time

A minimum of two members of staff are on duty in the playground for the duration of the lunch break to supervise children from Reception - Year 6. EYFS members of staff supervise the Nursery children in their separate play area according to ratio.

Wet-break

Supervision of the children during wet-break requires the form teachers to remain in the classroom. During the lunch time break, they are relieved by staff for a short break period. Pupils are encouraged to sit quietly, socialising, playing board games or reading.

Coming Inside:

Children must ask permission of the duty teacher to come inside at break. Any children who remain in classrooms at break are the responsibility of the Form Teacher. After all breaks it is the responsibility of the person on duty to ensure the safety lock is back on the door by Reception, the Coach House and into the Nursery area.

Safety:

Pupils are not to enter the Hall or Performing Arts Centre for lessons unless there is a member of staff in the room. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have unsupervised access to potentially dangerous areas, Science Room, the staffroom, the cellar, the attic or any other storage areas. All flammables are kept securely stored away.

Fairstead House

Registration:

A register of pupils is taken by the Form Teacher at the start of the morning and afternoon sessions. 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.

After School

The end of the school day is 4:00pm.

A number of children throughout the school participate in after school clubs, ending at 6:00pm.

The Form Teacher escorts the children to the side of the school for collection by their parents. A member of staff is always present if any children have not been collected at the specified time.

Each day a number of children will have been enrolled in the After School Club, Prep or Activities. These children will go directly to them at the end of the day and stay there until collected at the agreed time or after or, after 5.00pm, taken to the Hall for tea.

Children not collected, including Early Years children, but not enrolled in the After School Club, will be taken to the After School Club and contact with the parent will be attempted; however, children will remain in the After School Club until collection. The children in After School Club do a variety of activities, which can include doing prep. A register is taken and children do not leave until the parent has collected them after 5pm from the Club.

All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to school unless prior arrangements have been agreed with the parents for collection at the off-site venue. At the end of all activities, pupils will be kept under the supervision of the teacher until they have been collected by parents.

If the child is not collected

If a child is not collected at the end of the school day, including Early Years children, the teacher in charge will bring the child into the Office and contact will be made with either the parent or other designated adults. After discussion, the child will be placed in After-School Club. If at the end of After School Club, contact is still not possible with parents or any of the designated adults then a member of the SLT must be informed who will wait with that child.

If a child is not collected at the end of a fixture or off-site activity the same procedure applies. If at the end of After School Club, contact is still not possible with parents or any of the designated adults then a member of the SLT must be informed who will wait with that child.

Absence Arrangements

If a member of staff knows in advance that they will be unable to do duty on their specific day, they should change their duty with another member of staff and should make the school office aware in advance of the arrangement. If a member of staff is ill and therefore unable to change their duty at short notice then other members of staff should cover the duty.

Fairstead House

Duty Schedule

The duty schedule is prepared for the term at the end of the previous term. This gives the staff the option to change their duty day for the upcoming term, in anticipation of any events (clubs, activities, rehearsals).

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. Staff receive training in Safeguarding, Staff Code of Conduct, Prevent training, Health & Safety and fire safety.

GENERAL PLAYGROUND RULES

Please refer to the Behaviour Policy

Weather Restrictions:

The member of staff on duty is responsible for deciding whether it is a 'wet break'.

Break Time Supervision

Make sure all of the gates, both external and internal, of the school are closed at all times.

Supervise outside by walking around all play areas, separated from each other for maximum coverage. Pay attention to vehicles coming in and out of the school grounds through the visitor's entrance gate and through the exit gate. If delivery vehicles arrive, all children must be first behind the internal gates.

Make sure the children do not enter any Out of Bounds Areas.

Be positive and caring and resolve any disputes fairly and diplomatically

After break times report any serious issues to Class Teachers.

When the bell goes at the end of breaks, children walk quietly to their classrooms.

Attend to any accidents and apply first aid as required. If a pupil requires more extensive first aid then ask another child to take them to the school office for attention.

Enter any accidents using Medical Tracker.

Wet play supervision is in conjunction with the Class Teachers.

Hot drinks are only to be taken outside in a "sealed lid cup"