

# SUPERVISION POLICY

<b>Whole School</b>	<b>Website</b>
<b>Statutory?</b>	<b>Yes</b>
<b>Responsible:</b>	<b>Head</b>
<b>Reviewed:</b>	<b>October 2021</b>
<b>Next Review:</b>	<b>October 2022</b>



**FAIRSTEAD HOUSE**



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## **SUPERVISION POLICY** **Incorporating the Early Years Foundation Stage**

### **INTRODUCTION**

The safe arrival and departure of the pupils at Fairstead House and the supervision of children throughout the day is a priority to all members of the school community. We strive to make Fairstead House 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 pupils, including safe arrival and departure.

### **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 drop their children either by the Coach House building (Years 1 and 2) or by the front of the School (Reception, Years 3-6).

### **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 whistle being blown 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.

### **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**

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.

### **Missing Child**

Please see the Missing Child Policy for details.