

Policy of Supervision



Aim

To ensure a safe, respectful and happy atmosphere at the school at all times.

General

Children should not be left unsupervised at any time.

In class

If, for any reason, the teacher has to leave the class, arrangements must be made for someone to supervise the children.

Before School

- * Children who attend the Breakfast Club can arrive from 8.10 a.m. and are supervised by Breakfast Club supervisors in the hall. Children are not to leave the hall without permission and at least two supervisors are in the hall throughout this time.
- * Parents are encouraged not to bring their children to school before 8.50 a.m., unless they are attending the Breakfast Club.
- * Teachers are responsible for the children who are in their classes, from 8.50 a.m. in the classrooms.

Playtimes

- * A teacher and assistants are on duty at break-times, as specified on a rota. They walk on the yard/field to supervise, chat and play with the children.
- * It is the responsibility of the class teachers to ensure that all their children are outside during break-times.
- * If the weather is unfavourable, the children remain in their classes to be supervised by the persons on duty.
- * Individuals from outside the school should not be allowed to wander around the yard during playtimes, unless they have an arrangement to do so.

Lunch-times

- * Supervisors are on the yard/field every lunch-time. They exit the building at the same time as the children.
- * If the weather is unfavourable, the supervisors oversee the children in their classes.
- * Supervisors report to the head teacher if any problem arises during the lunch-hour, and this is recorded in writing.
- * Individuals from outside the school should not be allowed to wander around the yard during lunch-times, unless they have an arrangement to do so.

After School

Children of the Foundation Phase will be escorted to the Foundation Phase entrance by their teacher or assistant.

Children of years 3 and 4 will be escorted to the main entrance by their teacher or assistant.

Children of years 5 and 6 will be escorted to the gate at the roadside by their teacher or assistant.

Having transferred the children to their parents/carers, teachers and assistants cease to be responsible for the children.

If the parents of years 5 and 6 want their children to walk home on their own, this must be arranged in advance by letter.

A risk assessment has been drawn up to reduce risks at playtimes and lunch-times. All members of staff and children adhere to this and it is updated as required.

Adopted: Autumn Term 2013

Chairperson: _____ Head Teacher: _____

Date: _____

Policy review date: _____