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East Sussex
County Council

Supervision of Children Policy

Alfriston Primary School

This policy was adopted on 2nd September 2024

This policy is due for review on 31st August 2025

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Aims

Alfriston Primary School is committed to provide, as far as is reasonably practicable, a safe playground and learning environment for the children of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies and third-party organisations) and parents/carers are aware of the standards that are expected.

Supervisory Responsibilities

The headteacher will:

- Ensure the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises or on educational visits;
- Ensure adequate staff are available to meet the required supervision requirements for before the start of the school day, during break times and lunch times and at the end of the school day until all children have left the school grounds or are under parental/carer supervision;
- Organise appropriate training for school staff;
- Ensure that staff are aware of their supervisory responsibilities;
- Continue to develop a culture of safety and safe environment for our children;
- Ensure that this policy is communicated to parents/carers;
- Monitor the effectiveness of this policy by speaking with pupils, school staff, and parents;
- Review and evaluate the supervision procedures as required.

Supervising staff will:

- Support and assist in the implementation of this policy;
- Reinforce a 'safe play' message;
- Adhere to and follow the safeguarding and child protection, health and safety, behaviour and anti-bullying policies and the staff code of conduct, plus the additional policies;
- Report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Ensure they are on duty at the required time;
- Ensure they take a walkie-talkie with them on duty to enable them to communicate with the office/other members of staff;
- Have a strong awareness of the need for supervision at transition times. This includes supervision of cloakrooms & toilet areas, supervision until children are collected at the end of the day, and supervision of the use of toilets at the beginning and end of the school day. Risk assessments must be in place.
- Have an awareness of which pupils have specific health needs/conditions which may warrant an immediate response in an emergency and ensure that emergency medication is available as per health care plan.
- Understand their prime supervisory responsibility is to be with the class or group at all times. Children should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.

Parents/Carers will:

- Respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available;
- Support the supervisory staff by also ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities;
- Report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

Before school:

Gates will be opened from at 8.40am for children in Pearl & Ruby and 8.45am for Sapphire & Emerald Class. Children should arrive through the relevant gate for their class where there will be a member and go straight to their classroom. Any latecomers must go to the main entrance (using the buzzer at the gate, if necessary) and report to the office.

There will be a member of staff on duty at the main gate and Pearl class gate to greet the children and ensure that they come in but do not go out again. From the time, the children enter the school premises, the school takes responsibility for them and all teachers must be ready to receive their class.

Parent/carers should note that children are their responsibility until they enter the school premises. Should there be any incidents such as bullying or accidents before children enter the premises, the school cannot be held responsible and supervisory responsibility remains with the parent/carer.

Supervision Arrangements

During the school day all visitors with business in the school will be admitted through the main entrance where they will be signed in and receive a visitor's badge at the office. Governors have a lanyard with their name and photograph for when they visit the school. Visitors to the school must be accompanied by a member of staff at all times unless they have an appropriate DBS. Visitors who have an appropriate DBS and are not accompanied by a member of staff should be assigned to a member of staff who they will liaise with if there are any issues.

Leaving the school site: Children are not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

Errands: Children should not be sent off-site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

Illness: When children are taken ill during the school day the school will contact the parents/carers, whether at home or at work. Information about contacts is kept on Arbor (the school information system).

Lesson Time: Children must be supervised at all times. Children should not be left in classrooms without supervision.

Break and Lunch Time: Children should not stay in at break or lunchtime unless completely necessary.

If a member of staff keeps a child/ren in for any reason, they must ensure they are supervised at all times. Children should not be left in classrooms, the hall or library without supervision. It is not possible for children to be supervised while they are going to the toilets but there is always a member of staff in the school office or close by.

Clubs & Extra-Curricular Activities: Children attending clubs and extra-curricular activities should not be left unattended. It is the responsibility of school staff to ensure there is a handover of children to club & extra-curricular activity providers.

Visitors: All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's lanyard/badge. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

Disputes: Parents/carers are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

Break Times

The headteacher/SBM will:

- Ensure break duty arrangements are reviewed daily in the event of any staff sickness/absence thereby providing adequate supervision ratios;
- Make the decision about whether it is a wet break time and ensure there is sufficient supervision throughout the premises;
- Provide supervision training for new members of staff to ensure children are safeguarded.
- Ensure walkie-talkies are available to enable communication between the staff on break duty and the school office/other members of staff. In the event of an incident or unexpected occurrence, the headteacher/SLT will provide additional support to assist in the situation.

Class Teachers will:

- Supervise the children in their care at all times;
- Lead their class to the playground and check that supervisory staff are present before leaving the area;
- Ensure that if a child remains during break time they are supervised by a member of staff.
- Come out to the playground for the end of break and lead their class in to school. We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested areas.

Members of staff on supervisory duty:

- Must ensure they are on the playground from before playtime starts and remain there until all the children are inside;
- Be vigilant at all times;
- Not indulge in protracted conversation with other members of staff;
- Deal with any incidents of behaviour and report them to the class teacher;

- Ensure they take a walkie-talkie with them on duty to enable them to communicate with the office/other members of staff;
- Ensure they position themselves in a location that ensures staff are spread evenly around the playground;
- Report any safeguarding incidents to the DSL/Deputy DSLs immediately;
- Lock the playground door at the end of playtime if they are the last person in;
- Must be clear about the procedures in relation to the administration of emergency medication during lunch and playtimes.
- If a child requires first aid, where possible it should be dealt with by a first aider on the playground. If the first aider feels the child needs to go to the medical room they should escort them in or walkie-talkie for a member of staff to come and collect them (it is important that the minimum supervision ratios are maintained on the playground at all times).

Lunchtimes

The headteacher/SBM will:

- Ensure lunch duty arrangements are reviewed daily in the event of any staff sickness/absence thereby providing adequate supervision ratios;
- Make the decision about whether it is a wet break time and ensure there is sufficient supervision throughout the premises;
- Provide supervision training for new members of staff to ensure children are safeguarded
- Ensure walkie-talkies are available to enable communication between the lunchtime supervisors and the school office/other members of staff. In the event of an incident or unexpected occurrence, the headteacher/SLT will provide additional support to assist in the situation.

Staff on duty at lunchtime are responsible for:

- Supervising children on the school site as required by the headteacher/member of SLT;
- Dealing with minor incidents and accidents following the health and safety policy;
- Are clear about the procedures in relation to the administration of emergency medication during lunch and playtimes;
- Ensuring they position themselves in a location that ensures staff are spread evenly around the playground.
- Organising activities for the children during wet lunch breaks;
- Over-seeing children's care and welfare during the lunch break, especially in the playground;
- Lock the playground door at the end of lunch play if they are the last person to in;
- Undertaking training as required.
- Ensure they take a walkie-talkie with them on duty to enable them to communicate with the office/other members of staff;
- Report any safeguarding incidents to the DSL/Deputy DSLs immediately.

General organisation

Each member of staff on duty at lunchtime has a specific role to play within the general organisation

and is given a specific schedule to follow. The tasks are timed and staff **must** keep to the schedule.

General duties

Each member of staff on duty at lunchtime is responsible for:

- Supervising children eating their lunch;
- Managing the children's behaviour, including orderly queuing;
- Monitoring the playground;
- Making sure all children observe the behaviour policy & anti-bullying policy;
- Assisting children with their meals as necessary;
- If a child requires first aid, where possible it should be dealt with by a first aider on the playground. If the first aider feels the child needs to go to the medical room they should escort them in or walkie-talkie for a member of staff to come and collect them (it is important that the minimum supervision ratios are maintained on the playground at all times).

All members of staff are responsible for making sure children are not in the school building during break/lunch times.

The member of staff administering first aid (they must be a trained first aider) is responsible for recording the details in the minor injuries record and seek help if the accident is a cause for concern. All completed forms should be handed straight to the school office.

Guidelines

- Do not stay in one place for any length of time (within your designated area).
- Do not stand talking to other staff or spend a long time with one group of children;
- Follow the behaviour policy & anti-bullying policy;
- Rough play, bullying or rudeness should be reported to the class teacher or SLT;
- Read the health and safety policy for advice;
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere - be vigilant;
- Inform the Headteacher /SLT if you become aware of an area, which you believe requires additional vigilance or falls outside of sightlines in terms of supervision.
- Do not let children spend all their time with you, as it can prevent them from mixing with other children;
- Avoid playing games with the children after you have initiated them, encourage play between them in order to maintain a high level of supervision;
- Avoid questions to children that could be interpreted as 'prying' into family matters;
- Pass all lunchtime issues to appropriate staff e.g. class teacher/DSL/SLT;
- Treat the children fairly, equally and with respect;
- Be vigilant of groups of mixed age children;
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs. This may include having an awareness of what measures should be implemented in response to specific behavioural incidents to ensure the safety of others and appropriate support for the individual pupil.

End of the Day/After School

School finishes from 3.10pm for Pearl and Ruby Class and 3.15pm for Sapphire and Emerald Class. The class teachers will escort their class to the gate (Monday to Thursday) or playground (Friday) and hand them over to an appropriate person unless they have permission to walk home in Years 5 and 6 only. The class teacher should use the home time collection list provided by the office.

Staff MUST NOT release children to anyone other than parents/carers or other people on the approved collection list which must have been provided by the parents/carers. Parents/carers must communicate any alternative arrangements to the school office if they wish their children to be collected by another named person.

For pupils who qualify for travel assistance and are transported to and from school via a taxi and/or other school transport, staff should ensure that unfamiliar/new transport personnel are confirmed as the appropriately assigned persons to transport that pupil. They will check and seek reassurances before releasing the pupil.

Safeguarding – After School Provision

- The school will ensure there is a clear procedure in place for the handover of children to club providers.
- It is the school's responsibility to ensure third party providers are prepared to adopt the school's policies. All providers will be informed of the systems, procedures, and expectations for safeguarding.
- It is the responsibility of the provider to contact SPOA / the Head Teacher/ Designated Safeguarding Lead (DSL) / Deputy Designated Safeguarding Lead (DDSL), in the event of a safeguarding incident / concern e.g. child disclosure.
- All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education' (DfE – 2024).
- Insurance: All third-party providers offering activities provide a copy of their public liability insurance and their employer liability insurance as appropriate.
- It is important that the school ensures that they have written confirmation from third party providers that their staff have been safely recruited.

Club Expectations

Each term club leaders must remind the children about the procedures in case of a fire, rules for moving around the school, arrangements for going to the toilet and expectations of behaviour. Registers of attendance must be taken at the start of each session.

Special Arrangements

Following after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, parents/carers are asked to collect their children from the front gate,

unless otherwise stated. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone in Years 5 and 6 only or be collected by another named person.

PE

- If the children in Emerald Class (Year 5/6) are required to get changed at school, they do not change together. It is the responsibility of the class teacher to ensure that there is supervision of both groups whilst changing.
- Children who cannot physically take part in PE should join their class as an observer or take part in the lesson as best they can. If this is not appropriate, then children must be designated a class/person and must report there with some work to do.

Children's Responsibilities & Duties

- When allocating jobs/tasks to children, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging electrical apparatus into the mains unless they were directly supervised, for example. Children doing jobs/tasks must be directly supervised by the teacher or relevant member of staff.
- Children must not be left in classrooms, library or other areas of the school, during normal break/lunch times without direct adult supervision
- All children must leave the building promptly during break/lunch times and should be aware that once they have left the building they should not return unless they have permission from a member of staff in duty, eg. to go to the toilet.

Activities Off-Site

During all class trips/activities off-site, staff must have a heightened responsibility for supervision and must always follow procedures and risk assessments.

All Other Times

Parents/carers must be aware that the school will **not** provide supervision for children outside these times, including open days, parent consultation evenings and parent events. The children will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

Relationship to other policies

Behaviour Policy

Anti-bullying Policy

Safeguarding and Child Protection Policy

Health and Safety Policy

Supporting Children with Medical Conditions Policy

Educational Visits Policy

ESCC First Aid Policy and Guidance

ESCC Incident Reporting Policy and Guidance

ESCC Outdoor Play Equipment Guidance

Crisis Management Plan

Relationship to risk assessments

First aid

Security

Movement around school

Playground activities

Play equipment

Slips, trips and falls

Access and egress

Roles and supervisory responsibilities


This policy applies to:

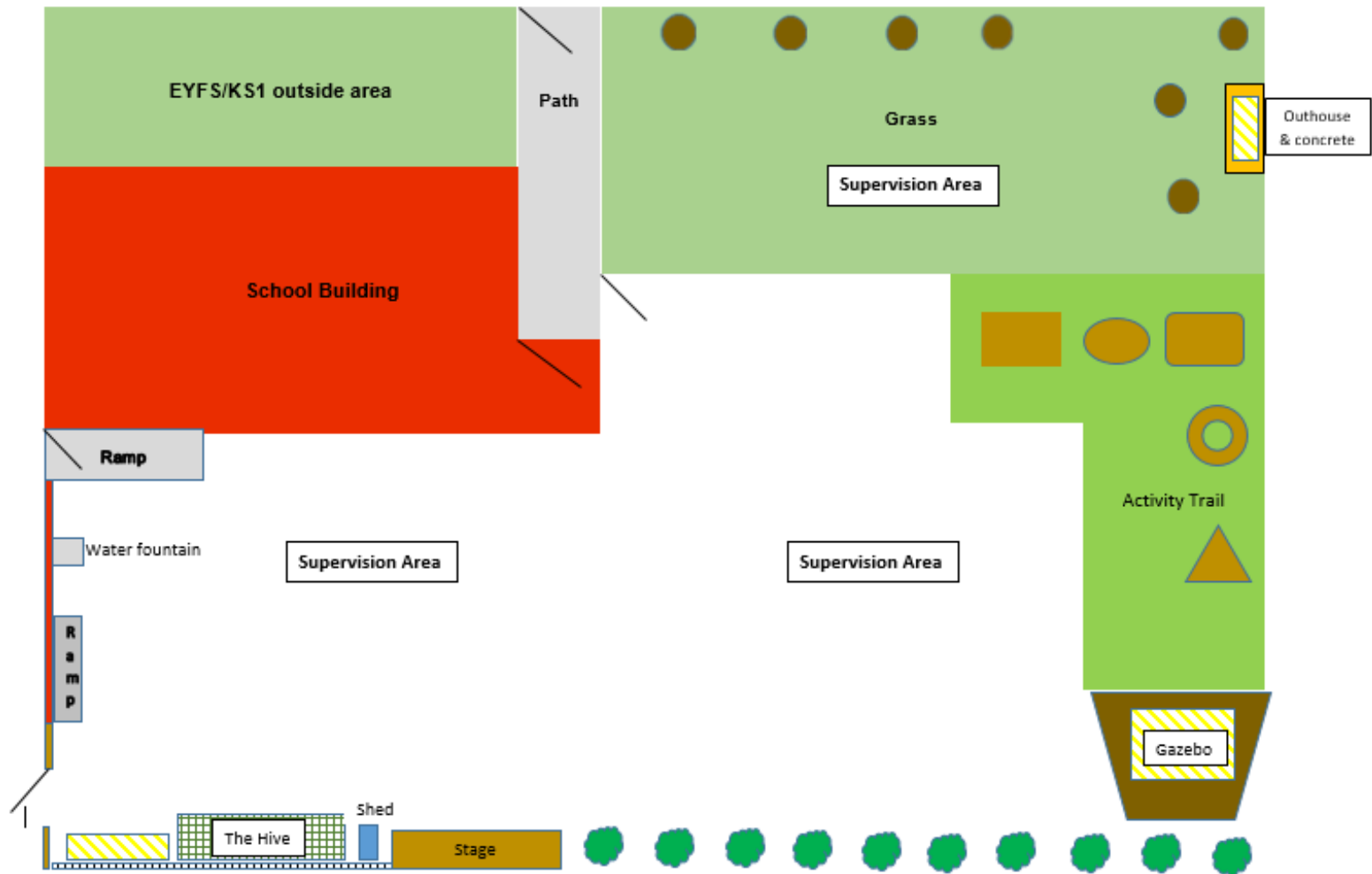
- All staff and contractors, agency and other third-party organisations
- Children
- Parents/carers (at dropping off and picking up times and other school events)

Arrangements for monitoring and evaluation

The designated safeguarding lead/deputy safeguarding leads will monitor the minor injuries recording forms/ behaviour logs, individual pupil risk assessments where appropriate, and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.

Appendix A

Key  Blind spot  Trees



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Appendix B - Example letter which may be used to gather the collection arrangements for the children.

Dear parents/carers

At Alfriston School we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are in years 5 and 6 when they can walk home provided you give permission. It is vital that collection details are clarified and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we ask that you ring in to the office by 2.30pm to inform us, so that we can let the class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation please either speak to your child's class teacher or call the school to arrange an appointment with the headteacher.

Thank you for your support and we appreciate your patience in this.

Yours sincerely

Designated Safeguarding Lead

.....
Child's name:

Class:

The person who will normally pick up my child is:

Name:

Relationship:

Tel: Home

Mobile:

Other people who have permission to pick up my child is:

Name:

Relationship:

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Tel: Home

Mobile:

Name:

Relationship:

Tel: Home

Mobile:

Name:

Relationship:

Tel: Home

Mobile:

Other arrangements (e.g. person who you DO NOT wish to collect your child)

Signed:

Date:

Parent/carer's name:

DRAFT