



SUPERVISION POLICY

Opening Statement

Forest Park school is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

Guidelines for Supervision of Children on School Premises

We are all responsible for the behaviour of children on the school premises. Throughout the day, staff should exercise their authority whenever they see a child behaving in a manner unacceptable to the school.

Staff are requested not to touch the children under any circumstances unless it is to reasonably comfort the child or prevent them from harming themselves or others.

Staff have a duty to:

- Deal with inappropriate behaviour
- Report it immediately

Children should not receive mixed messages because of inconsistency in staff responses.

Do not allow:

- running on stairs and corridors
- over boisterous games
- screaming and shrieking
- litter to be dropped

Look out for:

- taunting/teasing
- lonely children
- game wreckers
- children playing outside their age groups
- children hanging around indoors

Children must keep to the left when moving around the school and walk up and down the stairs in single file.

Break duties:

- Four staff are on duty (1 junior, 3 infant) in line with EYFS staff pupils ratio. Early Years and Infants play in the front playground, and all junior children play on the netball court, rubberised play area and nature garden at the back of school.
- Teachers must monitor children's behaviour.
- Establish your role with the supervisory staff.
- The checking of classrooms and toilets on the ground floor is part of the duty.

- Teachers on duty with younger children should try to promote an awareness of traditional playground games and activities and encourage pupils on duty to lead games.
- Teachers should promote sensible behaviour among pupils and intervene when that behaviour is likely to become intrusive, destructive or hazardous.
- Any such behaviour should be dealt with and reported to the Headteacher.
- A bell/whistle signals the end of break and children stand still. A second bell indicates that children should line up in their classes; they will then be escorted into school by their teacher. They should walk into school in silence. General conversations between staff is thus inappropriate on these occasions.

General Safety:

- Do not leave the class unsupervised except in an emergency and if necessary make arrangements with other staff.
- Electrical equipment should never be left plugged in when a teacher is not in the classroom with the exception of the computer.
- Please report any potential or actual hazard (floor etc) to the Headteacher or Bursar immediately.
- Report any loss or damage of equipment so that action may be taken to get it repaired or replaced.
- If equipment is dangerous (e.g. P.E. apparatus) take it out of use immediately and inform the Headteacher at the first opportunity.
- Individual children or small groups may work in the library/computer room etc without supervision once the teacher is sure that the children are to be trusted and that they understand exactly what is allowed and is not allowed during that particular activity.
- Children should not to be asked to finish work unsupervised in the classroom/hall at playtimes etc. Prefects may supervise if the teacher is close by. In many cases is it more appropriate for unfinished work should be sent home to be completed.
- In law it is required that you care for the children's safety as a responsible parent would.

At the end of the day:

- Any infant children should be collected from the classroom for evening hobbies. Teachers should not allow children out of the class.
- Children should be escorted to collect bags and belongings and handed over to the teacher on duty.
- Teachers should check the register for pupils attending clubs and in late stay. Teachers should escort these children to these areas at 3.45pm or in the case of a club commencing at 4.00pm, children should be taken by the teacher to late stay club. Club organisers should then collect children from this area at 4.00pm.
- Any child not collected by 3.50pm should be taken to late stay club and handed over to the late stay coordinator to be registered. The school office should be informed, who will contact parents.
- All children should be handed over to parents following after school clubs and hobbies by the person in charge of club. The club register will indicate if children are to be collected by anyone other than the child's parents/guardian.

- Where clubs are operating off school premises, teachers should contact the school office and remain with children until collected.
- Junior children are to be supervised at all time by teachers at the games field until collected by parents. Any child not collected by 3.40 pm should be sent back to school on the last mini bus trip and booked into the late stay facility.

Missing Children

Forest Park School has the highest regard for the safety of the children in our care. Staff should always be extremely aware of the potential for children to go missing during the day.

Even when all precautions are properly observed, emergencies can still arise. Therefore in situation when children are moving around the school members of staff will undertake periodic head counts. (in addition to the registration procedures). If for any reason a member of staff cannot account for a child's whereabouts during the day, the following procedure will be activated:

- The member of staff in question will inform both the Headteacher and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Headteacher will nominate a member of staff, to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school.
- If after 15 minutes of thorough searching the child is still missing, the Headteacher will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the club.
- The Headteacher will be responsible for meeting the police and the missing child's parent/carer. The Headteacher will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Headteacher and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the school's Site Security and Risk Assessment policies).
- All incidents of children going missing from the club will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed.

Also see:

Visit and Outings Policy

Fire Safety Policy

Site Security Policy

Extra Curricular Clubs Policy

Swimming Policy

DISSEMINATION OF THE POLICY

All members of staff and Directors will receive a copy of this policy. Copies may be reviewed by parents on request to the Headteacher. The policy may also be discussed and reviewed during open forum SMT meetings held termly.

PROCEDURES FOR POLICY MONITORING AND EVALUATION

This policy will be reviewed, evaluated and updated annually to assess its relevance and effectiveness.