



# **SUPERVISION OF PUPILS POLICY**

RGS Springfield  
July 2021

## RGS Springfield Supervision of Pupils Policy

Teachers at RGS Springfield have a duty of care to all pupils in the School. It is the school's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also our responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Staff on duty must be outside immediately at the beginning of playtime. It is essential that supervision at playtime is pro-active. The children must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty might also comfort children who, for whatever reason, might be sad or lonely. It is important therefore, that staff on duty do not stand together but patrol as much as possible and interact with the children.

### Supervision during the School Day

Supervision in EYFS	<p>EYFS children are registered and supervised in their classrooms on arrival from 08.00. Parents sign their children into school; a formal register is taken at 8.40am. All Early Years Practitioners are on duty in EYFS. Strict ratios are adhered to throughout the school day. In our Reception class the teacher has QTS and where the majority of pupils are five or over can be responsible for up to 30 children, however, in the classroom ratios currently do not exceed 1:16. In Nursery the Leader has Early Years Professional Status, this allows her to work to a 1:13 ratio. Other Early Years Practitioners in EYFS have NVQ level 5, NVQ Level 3 or equivalent qualification and therefore work to a 1:8 ratio. Children who are under 3 are supervised on a 1:4 ratio throughout the day. This is maintained in the classroom and all learning environments as well as on the paddock and in the lunch hall. At the end of the day parents sign their children out of school on collection, either from the class teachers at 3.30pm or from the After School Care Team before 6pm.</p> <p>After 3.30pm children in EYFS are in the care of the After School Care Team. A register is taken at this time.</p>
Before School (from 07:45)	<p>The school buildings open at 7.45am daily for breakfast See EYFS section above. Key Stage 1 and 2 are supervised in the Hall</p>
08:30 – 08:40	<p>Class teachers are responsible for pupils at this time. Registration.</p>

08:40 – 08:55	On certain days, pupils will have form time, hymn and/or choir practice or assembly. These are all supervised and all are expected to attend.
Break Time	All pupils are supervised by four members of staff, who undertake break duties (on a rota basis). Staff are present on the paddock or Astroturf at all times. The members of staff on duty will accompany the pupils back into the building. Staff should encourage all pupils to go out to break, no child should be in school without permission.
Lesson Time	Teachers are responsible for the supervision of their class. - No class should be left unsupervised for any reason. In case of emergency teachers might: - Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - Call the School Office, or the Deputy Head or Headmistress -Pupils will be excused from lessons to go to the loo, attend a music or drama lesson.
Lunch Time	All pupils are supervised by members of staff, who undertake lunch duty on a rota basis. Staff on duty are expected to sit with the pupils and supervise them at this time. All pupils are then supervised by four members of staff on the paddock or Astroturf until 1:45 pm when lunch break ends and pupils return to their classrooms for registration and quiet reading. Staff should encourage all pupils to go out to break, no child should be in school without permission.
Afternoon Registration (1.45-2.00)	Class teachers register their classes prior to afternoon lessons beginning.
End of school. After School Activities/Care	Children who are going home at 3.30 are dismissed from their classrooms. One member of staff is on duty in the hall, dismissing and handshaking as well as supervising children until they are collected by their class teacher until the club begins.  Those doing an after school activity are under the supervision of the member of staff running the activity until its conclusion when they are either collected by parents or taken to After School Care. Registers are taken of all clubs. Children staying on at school up until 1800 are signed into the After-School Care team for supervision until they are collected.  EYFS children are either supervised by the member of staff running the activity or supervised by After School care team. Children are signed out at all times.  EYFS: See panel above.
Pupils who are off Games	Pupils who are off games will be either:  - in a class room/library supervised by a member of staff - at the pitch side/sports hall, supervised by the teacher running the activity

## **Pupil Absence**

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the School Office and give the reason for absence and likely duration of the absence. If a child has not arrived by 9am, a phone call will be made by the office to ascertain the child's whereabouts.

## **Visitors**

As part of the School's requirement to protect the pupils in its care, ALL VISITORS to the School are expected to sign in and out at School Reception, where they will receive a badge, which they are expected to wear for the duration of their visit. Fire procedures are displayed on the back of visitor's badges. All staff should be prepared to challenge strangers on the premises, and to immediately report concerns to the School Office.

## **Classrooms**

Pupils should not be left unsupervised in classrooms or music rooms outside lesson times.

## **Outside Areas**

All pupils must be supervised at all times while outside the building. Particular care must be taken when moving around the school site such as walking to the minibus. Staff must lead the way.

## **Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips, see 'educational visits policy' on the intranet.

## **THIS POLICY APPLIES TO ALL PUPILS, INCLUDING THOSE IN EYFS**

### **Sponsor : Laura Brown**

Date of policy: April 2012

Reviewed September 2013

Endorsed on the 4<sup>th</sup> day of October 2013 by the Chairman of Governors

Reviewed and amended August 2014

Reviewed and amended August 2015 (no amendment required)

Reviewed and amended August 2016 (Minor amendment only)

Endorsed on the 1<sup>st</sup> day of September 2016 by the Chairman of Governors

Reviewed and amended, minor change to timings of the day July 2017 Laura Brown

Endorsed on the 1<sup>st</sup> day of August 2017 by the Chairman of Governors

Reviewed by Laura Brown July 2018 (minor addition only relating to Outside Areas)

Endorsed on the 26<sup>th</sup> day of July 2018 by the Chairman of Governors

Reviewed by Laura Brown July 2019, minor amendments only.

Endorsed on the 15<sup>th</sup> day of July 2019 by the Chairman of Governors

Reviewed May 2020 no amendments. Laura Brown

Endorsed on the 18<sup>th</sup> day of May 2020 by the Chairman of Governors

Reviewed July 2021, no amendments

Endorsed on the 9<sup>th</sup> day of August 2021 by the Chairman of Governors