



Heaton St. Barnabas' CE (VA) Primary School

Policy For

Supervision of Children

This policy was approved by Staffing & Finance Committee

Heaton St. Barnabas' CE Primary School

Policy for Supervision of Children

1. **Start of the Day**

School entrances and classroom doors are open at 8.35 a.m. and children may come into school through these entrances between 8.35 – 8.45 a.m. Children are supervised by parents until they enter school in the mornings.

Each entrance is supervised by a teaching assistant or teacher from 8.35 a.m. to ensure that no unauthorised people enter school. All parents and visitors must be directed to the general office where they will be asked to register and be issued with a visitor's badge.

All gates to the play area and children's entrances are locked by the caretaker between 9.00 a.m. and 3.00 p.m..

2. **Cloakroom areas**

Must be supervised by one adult from each year group until the last child leaves the cloakroom area. The other adult should be in the classroom to ensure the children are safe and settle quickly for registration. At the start and end of each day all entrances must be supervised by an adult in order to ensure that security doors are properly closed and prevent unauthorised adults from entering school.

3. **'Time Out'**

It is our school policy that children should not be sent out of classrooms and left unsupervised on corridors. If children are given time out of the classroom due to bad behaviour etc. they should be either escorted to another classroom by pre-arrangement, or stand/sit outside the classroom door with the door open, **where they can be observed at all times by staff** until they are ready to come back in.

4. **Playtime or Lunchtime Detention (KS2)**

Children who are given play time detention must be escorted by a member of staff to the detention room at the start of playtime. Under no circumstances should children be left unsupervised in classrooms or corridors, (including blue seats)

Similarly, staff giving lunchtime detentions must make arrangements with the SLT for children to be sent to the 'Leadership corridor' to be supervised.

5. **Playground Supervision**

There is a rota of staff for playground supervision. There should be a minimum of 3 staff supervising the playground. 1 member of staff in KS2 will check all children are out of cloakrooms and toilet areas. All supervising adults should wear a high visibility jacket.

All teachers should ensure that there is an adult in the playground before any children are sent out to play and that no children are left unsupervised inside the school building.

There should be one adult supervisor in each of the 'higher- risk' areas:

Trim trail / tyre park/ Field

Tree trunk seating area

Garden gate /Gazebo/main entrance area

Staff absence (planned – e.g. trip/course) When completing the risk assessment for a visit or upon confirmation of absence due to courses etc. staff should identify a named person to cover their duty.

Staff absence (unplanned sickness) Mrs A.Mason will text ASAP the HLTA/Cover Supervisor responsible for cover and ensure suitable resources and planning are available

Access to toilets

Children should be encouraged to use toilets before going out to play. In the event that a child needs the toilet at play-time and can not wait they should be let in by the entrance nearest to their toilets. The child should be told to report back to the adult when they are back in the playground.

End of playtimes

Children will line up in register order. A member of staff must be out by the end of playtime to collect each class. The adult should walk at the head of the line when taking the children into school. Children should stay in line and enter school in an orderly manner. Cloakrooms should be supervised as at the start of the day.

6. **Lunch times**

At least 2 play-supervisors will be out in the playground before any children go out to play.

Teachers should ensure that classes are ready to hand-over to lunch-time supervisors at the start of the lunch break. All supervising adults should wear a high visibility jacket.

A play worker or dining room supervisor will collect children from the playground and escort them to the dining room or supervise until the last child has left the cloakroom/toilet area.

There should be one adult supervisor in each of the 'higher- risk' areas

Trim trail / tyre park

Field areas

Tree trunk seating area

Garden gate /Gazebo/main entrance area

Staff absence (unplanned sickness) Senior supervisors/play-leaders will check the staff absence board and ensure that appropriate cover is in place.

Access to toilets

Children should be encouraged to use toilets before going out to play. In the event that a child needs the toilet at play-time and can not wait they should be let in by the entrance nearest to their toilets. The child should be told to report back to the adult when they are back in the playground.

End of Lunchtimes

Children will line up in register order. Teachers will collect children from the playground at the end of lunchtime and a member of lunchtime staff will walk at the end of the line when taking the children into school. Children should stay in line and enter school in an orderly manner. Cloakrooms should be supervised as at the start of the afternoon session.

Wet Playtimes

For short periods of time (10 – 20 mins max) children may be supervised in year groups and watch a DVD / play board games with at least one adult present with each year group. The hall may be available for a larger group on certain days. For longer periods children will normally be in their own classrooms and provided with appropriate activities by the play workers.

In F/KS1 there must be one adult in each classroom. In KS2, where rooms adjoin there may be one play-worker between 2 classrooms until sufficient staff are available from the dining room. Where this is case the doors of both classrooms must be kept open and the play-worker will be in a position to see in both classrooms.

Dining Room/Corridor areas

Indoor supervisors will supervise corridor/cloakroom areas as soon as children are entering or leaving the dining room. There will normally be a minimum of 3 supervisors in the dining room.

7. Home time

EYFS, Y1, Y2

Children will be let out via their classroom doors to a an authorised adult before they are let out of the building.

Year 3

Children will be taken to the Y3 Cloakroom doors and class teachers will handover the children to an authorised adult

Year 4

Children will be taken to the main hall and class teachers will handover the children to an authorised adult

Year 5&6

Children will be taken to their cloakroom area and handed over to an authorised adult via the cloakroom doors

The cloakroom /toilet areas must be supervised by at least 1 adult until all the children have left the building.

All entrances must be supervised by an adult in order to prevent unauthorised adults from entering school.

Children who have not been collected by 3.30pm are walked to the blue seats via the school. Children should be regularly reminded of the need to sit quietly and wait to be called by a member of the office staff or pastoral team once an authorised adult has come to collect via the main entrance.

The school recommends that children up to the end of Y4 are always collected from school by an adult. If parents wish their children to walk home from school in Y5 & Y6 without supervision they should put this in writing.

8. After-School Activities

Leaders of after-school activities should keep a register of all children who should attend the club. A copy of all children attending clubs should be kept in the general office. Leaders of clubs are responsible for ensuring that the list is kept up to date. If children are unexpectedly absent from an activity the leader should check the reason with the general office. Office staff will contact parents immediately if there is any doubt regarding the whereabouts of a child.

At the end of clubs the leader is responsible for ensuring children are supervised until collected by parents/authorised adults. Older children in Y5 &Y6 may walk home if written permission is given by parents. Children in F/KS1 should be supervised until handed over directly to an authorised adult. On dark winter afternoons all children should be supervised until collected from the main office entrance.

Related Policies:

Policy for Missing or Un-Collected Children

First Aid

Child Protection