

Cotherstone Primary School



Care and Supervision Policy

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Cotherstone Primary School Care and Supervision Policy

Aims:

- To maintain good order and discipline and safeguard the health and well-being of pupils
- To ensure that children are supervised within school grounds/buildings
- To take all reasonable care of children when they are authorised to be on the school premises and when they are engaged in school authorised activities elsewhere

Implementation

Before School

Durham Local Authority have a 'ten minute rule' which requires teachers to be available, on school premises, ten minutes before the morning session.

On fine days the children should not come into school before 8:50 am. The duty teacher should supervise the children in the playground from 8:40 am ensuring that they enter school at 8:50 am in an orderly manner, and that the cloakroom is left tidy.

With safety in mind, parents and taxis are requested not to send children to arrive before 8:40 am.

On wet or icy days the children may come into school, where supervision will be given by members of staff.

Teachers should make it clear to children which activities are suitable for indoor play.

During lesson times

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time, the Head Teacher or another appropriate adult should be summoned.

Physical Education

The same principles of care apply during physical education lessons as to other school activities.

All class teachers must read the Health & Safety Policy at the beginning of each academic year.

It is the class teachers' responsibility to consider such factors as the safety of apparatus being used, the condition of the floor/field, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the children. Risk assessments notes must be identified on the lesson plan and any incident reported accordingly.

Children are not allowed to wear watches and/or jewellery for any PE lesson.

Class teachers must change their footwear for all PE lessons and kit if appropriate.

Children attending Teesdale Leisure Centre will be accompanied by the class teacher and another member of staff. The class teacher remains responsible for the supervision of the children at all times.

In Years 3,4,5 and 6 boys and girls must change separately.

Playtimes

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

To ensure the most secure play environment for all pupils adequate teacher supervision of mid-morning and mid-afternoon breaks is vital. To that end a rota will be displayed in the staffroom.

Whilst it is clear that such duties are among the most onerous that fall to teachers their execution is plainly crucial as serious consequences can follow for pupils and staff should there be an untoward occurrence.

The duty staff should ensure that they arrive on the playground promptly. They should ensure that the lead member of staff has the panic alarm.

All teachers should make sure that children leave the classroom at playtime and are not allowed to wander around school unattended. Children should be encouraged to go to the toilet, wash their hands and go out to play suitably dressed for the weather. Children should remain on the playground or field in sight of the staff.

When children are using the field at playtime, staff must be based so that they have a clear view of the field, playground and side gate.

Children remaining in school must be supervised by their class teacher.

Responsibilities of Teachers on Duty:

- To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.
- To ensure that the playground gate is locked.
- To patrol visibly the outdoor and cloakroom areas used by the pupil group under supervision.
- To observe pupils' activity to detect in so far as possible any individual or group action which might :

1. Be considered intimidating (bullying)
 2. Give rise to injury
 3. Cause damage
- Enforce such rules as may apply to play areas.
 - To be aware of and take action regarding such individuals whose presence on school premises is not justified.
 - In the event of an accident take appropriate action, referring any injuries to the designated first-aider (Miss Lee) and completing the appropriate forms.
 - Ensure that the appropriate signal (whistle if using the field), is given on time to indicate the end of break and that all children enter and return to class.

Hot drinks may only be taken out of the staff room in the special sealed beakers. Ordinary 'open' cups must not be carried around school or onto the playground in case of an accident.

Wet Playtimes

Whenever possible the duty teachers should inform colleagues in advance of a wet playtime so that the children can be engaged in suitable activities. Teachers should ensure that all children are settled before leaving the classroom.

Absence of duty teachers

In the event of the absence of a duty teacher any supply teacher employed in their place will assume their duty. The teacher will ensure they are aware of their duties.

If no supply teacher is engaged at the time of an absent teacher's duty other members of staff will on a rota basis fill that duty.

Should a member of staff feel for any valid reason that they cannot complete a duty they must inform the Head Teacher who will endeavour to cover it.

Lunchtimes

The Head Teacher, or Deputy Head Teacher in her absence, is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. Teachers must ensure that children are handed over to the Meals Supervisory Assistants (MSA). Children who leave the school premises during lunchtime may only do so when either collected by a parent or when written permission has been received. They must sign the 'children in/out of school' register on leaving and returning.

The main aspects of the MSA role are:

- Supervising pupils on the school site as required by the Head Teacher
- Dealing with minor incidents and accidents
- Organising activities for the pupils during breaks (both during good weather and 'wet breaks')
- Overseeing pupils' care and welfare during the lunch break, in the playground and elsewhere on the school site
- Undertaking training as required

General Organisation

Each member of the Lunch Break Supervisory Team has a specific role to play within the general organisation and is given a schedule to follow; this should be kept to, so that all aspects of the children's care are provided for. The lunch break is divided into two, with staff supervising children while they are eating their lunch and afterwards when they are in the playground, but there is some overlap between these sections due to the staggered serving of lunches. Staff must ensure children are well cared for and there is always someone available in each area where children are present.

If the weather is exceptionally cold, children will be given the option of staying in school to watch a DVD. The Headteacher or deputy Headteacher will supervise the children in this circumstance until an MSA is available.

Any children who are too unwell to go outside at playtime will be supervised by the class teacher during break and the head or deputy at lunchtimes.

General duties

Each member of the Lunch Break Supervisory Team is responsible for:

- Supervising children eating their lunch: encouraging children to eat their food, behave politely and respect others within the dining hall; assisting younger children with their meals where necessary
- Managing the children's behaviour, including orderly queuing, where necessary
- Ensuring children do not run into the hall for their meal
- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas they should not be
- Monitoring the use of the toilets to ensure they are being used appropriately
- Making sure all children respect themselves and each other, and dealing with any misdemeanours in accordance with the school's Discipline and Behaviour Policy
- Administering first aid for minor accidents
- Ensuring classrooms and the dining room are cleared up after use
- Organising and assisting with games and other activities (such as library, skipping, gardening etc)
- Supervising the use of the play-frame, if the weather is appropriate
- Blowing a whistle at the end of lunch break and ensuring all children return to class
- Ensuring all playtime equipment is put away and stored securely and safely.

Guidelines

General advice for supervisors:

- Try to move regularly from place to place
- Make sure you visit all areas of the school building for which you are responsible to check children are safe
- Do not stand talking to other supervisors or spend a long time with one group of children - try to talk to and engage with as many children as possible so that they get to know you and you are aware of anything untoward
- Expect children to be polite and responsive - we work by the code of treating others as we would expect to be treated ourselves.
- Avoid confrontation - always treat children with respect and have the expectation of being respected
- Follow the School Disciplinary Procedures. When dealing with misbehaviour, follow the Management of Behaviour Policy. If it is a minor issue, just remind the children how they should behave.

After School

The class teacher should ensure that all children are collected (by parents, taxi or Cool Kids, unless written authorisation is received regarding other arrangements) and that no child is left unattended waiting for collection.

Where children are allowed to leave school unaccompanied, written permission must be given by the parents.

If taxis or parents are late children should wait in the school hall under the supervision of the class teacher.

The procedure for uncollected children should be followed if a child is not collected within 15 minutes. This can be found on the secretary's office wall to the left of the hatch.

Collection of children from school

Parents are asked to inform the school in advance of appointments or if their child is going to be collected by another person.

During school sessions, parents must report to the office and the register of child absence be signed.

Unexpected visitors should be referred to the senior member of staff if there is any doubt.

Outside activities

See Cotherstone Primary School policy on Educational Visits

Medicines

See Cotherstone Primary School policy Administration of Medicine

Other Adults

The Headteacher and the staff have the ultimate responsibility for the safety of the school children, and staff must make clear to adults assisting in school what their responsibilities/duties are. Regular adult

helpers will be asked to complete a CRB search form and given guidance in line with Cotherstone School Policy for 'Adults in School'.

Accidents

All staff will have been trained in basic first aid. In case of a minor accident which needs attention, the child should be sent, with a responsible child, to the staffroom or the designated first-aider (Miss Lee) for attention.

In more serious cases, a responsible child should be sent to the staffroom to summon help. The injured child should not be left. The panic alarm may be used to summon assistance.

The duty teacher should inform the class teacher of any accidents which occur during playtime and they should be written in the playground book.

The Accident Book and forms are held in the staffroom.

Discipline Problems

The duty teacher should inform the class teacher / senior member of staff of any children causing problems during playtime and an incident form should be completed and given to the Headteacher. See Cotherstone Primary School policy 'Management of Behaviour'.

Playground Equipment

Playground equipment is kept in the containers in the shed. The duty staff and Class 3 monitors should maintain the smooth running of the system and ensure that equipment is stored away at the end of playtime.

Physical Restraint

Please refer to the Care and Control of Pupils Policy. The need for restraint is a rare occurrence and physical restraint should not be used under normal circumstances. However, in rare instances a member of staff is authorized to do use this if the child's welfare, the welfare of the staff member or the welfare of any other person is severely threatened. Any such incident must be promptly reported to the Headteacher.

Emergency Arrangements

Emergencies can occur - e.g. serious accidents, stranger on the premises to name but two.

- In the event of an emergency of any nature, send for senior staff and especially the headteacher immediately irrespective of the time of day or whatever meeting or activity they are engaged in.
- A member of staff on duty should have and use when appropriate the panic alarm. All staff will be trained in the use of the panic alarm at the beginning of each academic year and as part of their induction process throughout the year. Instructions on the use of the alarm can be found at the end of this policy.
- Phone the police/ambulance directly if the situation is very serious and the situation may become worse by a minute's delay: waiting for the headteacher for example.
- Remove all children from the scene or from the danger - blow the whistle - continuous blowing will signal to the children that they must WALK very quickly but safely into class, leaving all possessions behind.
- If an emergency is in the building, a similar process applies, but if it is a fire - sound the alarm immediately and do not attempt to tackle the fire
- All emergencies must be reported and logged by the Headteacher who will inform Governors and the local authority and relevant outside agencies

Alarm instructions:

The playtime alarm is kept on a peg inside the Headteacher's office. The alarm has buttons on the top and sides. Be careful not to press these by mistake.

- To activate the alarm so that it will sound in **school** only, press the grey button on the top.
- To activate the alarm so that it will alert the **police**, slide the black side button upwards and press both orange buttons at the same time.