

Supervision Policy

Overton School

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Purpose

The purpose of a policy on the Supervision of Young People is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both young people and staff. Young people can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

Summary

- The school takes responsibility for young people from 09.10am. From that time form tutors and support staff meet young people at the gate of the school.
- It is the task of the staff to supervise the young people with due regard to the rules relating to break-time and behaviour.
- A class teacher’s prime responsibility is to be with the class or group being taught at all times. Young people in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Young people require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher.
 - Staff:Student ratios are identified in the Individual Behaviour Plans and are adhered to at all times.
- Young people should go straight home after school at 3pm.

- Young people who have not been collected after school should come back into school, inform a teacher and then wait outside the office.
- Young people should never wait alone for lifts or taxis. They should be collected from a member of staff.

Relationship to other policies

- Behaviour
- Anti-bullying
- Child Protection and Safeguarding
- Health and Safety

Roles and responsibilities

This policy applies to:

- All staff
- Pupils
- Parents/Carers/ Transport (at dropping off and picking up times).
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Arrangements for monitoring and evaluation

The Head Teacher will have an annual meeting with staff who complete the Accident Incident forms to ascertain whether there are recurring accidents/ incidents which could be resolved through Premises Management.

Outside Duties

It is the task of the teachers on duty to supervise the young people with due regard to the rules relating to break-time and playground behaviour.

- Young people must never be allowed to leave the school grounds at any time without parental and/or Head Teacher permission.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of young people.
- The duty staff are the first point of reference for young people with problems or minor injuries. Young people are not expected to come into the school building for any reason (other than to use the toilets or in the case of an emergency), without the permission of the teacher on duty.
- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstance, then the Head Teacher / Deputy must be informed immediately so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury on the provided format for the child to take home and to be filed in the school log.
- If a teacher knows that he / she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Head Teacher / Deputy should be informed.

Before School

- The school takes responsibility for young people from 09.10a.m. From that time a member of staff must be on duty on the gate.
- Young people remain in their cars until staff tell them that it is OK to come out. This has been discussed with parents/carers/transport.
- A member of staff is situated by the main gate to ensure that young people come in but do not go out again.
- All young people are supervised from the gate to their classroom.
- The gate is locked after the last young person has arrived. Any latecomers have to come in via the main entrance and school office.

Morning Breaks

- Young people require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- Students are assigned to members of staff. Staff ratios are detailed in each Individual Behaviour Support Plan (IBSP).
- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised.
- Any students accessing the swing and trampoline will be supervised in line with the relevant risk assessments.
- The duty staff will supervise the young people going in through the various entrances.
- If the Head Teacher designates the break as an indoor break due to bad weather, then the duty staff will supervise the young people.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher.
- Students are assigned to members of staff. Staff ratios are detailed in each Individual Behaviour Support Plan.
- All staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of young people.
- The standards and routines expected during lunchtime play must be identical to those at any other time.
- All young people are supervised throughout with staff ratios detailed in their IBSP.
- At the end of lunchtime arrangements for entering the school are the same as break times.
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Inside Supervision

- Teachers should be in the classroom to receive the young people at the beginning of each session.
- Young people should never be left in school to carry out any activity, task or duty whilst unsupervised unless it has been approved by a senior leader.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Young people in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the session and then escorted to their next lesson by staff.
- There must be identifiable advantages for the learning process to justify young people working outside the classroom.
- In the rare event that it is necessary for a teacher to leave their classroom, then a member of staff should be called via the radios to cover the class.
- Young people are supervised within class with the staff ratio identified in the IBSP of the young people.

Games/P.E

- If young people get changed for P.E, they use the toilets 1 at a time. Toilets are checked prior and after the changing by a member of staff and staff wait outside the toilet whilst the young person gets changed.
- Some young people do need help with changing and this would be stipulated in their IBSP.

Young people's Responsibilities and Duties

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for young people to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Young people doing jobs / tasks must be directly supervised by the teacher. Young people should not be left in the classrooms during normal break times without class teacher supervision. Any other young people performing tasks (i.e. paper recycling) are the direct responsibility of the Head.
- All young people have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet and they make sure that a staff member is aware.
- Young people who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

After School

- There must be good supervision of cloakrooms, stairs and corridors to ensure all young people leave the school safely. Staff will accompany the young people to the gate.
- Young people should go straight home after school.
- Young people who have not been collected after school should come back into school, inform a teacher and then wait in the office.
- Young people should never wait outside alone for lifts or taxis. They should be supervised until the relevant person collects them.

Staff illness/Absence

In the event that a staff member is taken ill or absent, cover is organised by the Head Teacher/Deputy Head Teacher. Staff ratios remain the same as identified in the IBSPs and where possible staff and students relationships are taken into consideration.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. Providers should contact the Head Teacher/deputy Head Teacher in the event of a disclosure. Any outside parties will have a current DBS certificate. The school will make clear to 3rd party providers what is expected of them in terms of a safe working practice with young people and young people and record that they have done this. All club leaders are given a copy of the school's safeguarding documents.

Insurance – All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

First Aid

All members of staff and outside agencies have an up to date first aid certificate. An accident form will be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers.

These procedures are reviewed annually or more frequently if legislation determines.

