Upperwood Academy Supervision Policy

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1. Introduction

At Upperwood Academy we aim to ensure that full and appropriate supervision of all children occurs throughout the school day and to provide a reasonable level of duty of care for all children.

2. Supervision within Foundation Stage

Children are accompanied by a parent/carer to the class door.

If the foundation stage leader suspects that a child is arriving unsupervised then the parent/carer will be contacted immediately to rectify the situation.

3. Breakfast Club

Practitioners are present from 7.30am and the session runs from 7.30am to 8.30am. It is the parent/carer responsibility to ensure that children are escorted safely into the 'breakfast club' room. Children are then fully supervised until school starts. A register is taken of all pupils attending breakfast club, and the parent/carer of those absent after 8:20am will be called.

At least one staff member will hold a current Paediatric First Aid certificate and is present throughout the session. When EYFS children are eating, a staff member with valid PFA training will be in the room in sight of the children.

Breakfast club staff will escort pupils to their classroom at 8:30am.

4. General supervision before school

Staff supervision begins at 8.30am when the school doors open, up until this time the supervision of all children remains with parents/carers. However, if there are any problems families may come into school for help.

At 8:30am children may enter the school building before registration at 8:40am and go to their classes quietly under the supervision of school staff.

5. Going off of the school site

If it is suspected that a child has left the school site, then staff will try to get the child back into school. However, if a child refuses or runs away then parents/carers or emergency contacts will be contacted immediately by telephone. If no one is available on the emergency telephone numbers and staff are unable to locate the child, the police will be informed. Parents/carers are regularly reminded of the importance of the school having up to date emergency contact numbers.

Children will only be allowed off site during school hours if they have written or verbal consent from their parents/carers to the school, and if the school is satisfied that the child will be safe. Children going off the school site during school hours must be collected by an adult. If a child is ill then they will not be allowed to go home unless they have a parent/carer as an escort.

6. General supervision during lesson time

All children will be under the general care of their class teacher during the school day, excluding break and lunch times when they will be supervised by other school staff. Although pupils may be

called out of the classroom to work with other adults they remain in the overall care of the class teacher. Children are allowed, unaided, to go to the toilet, walk around the building or run internal errands for staff at the teacher's discretion. From time to time, it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of a space, delivering a message elsewhere, carrying out a survey or investigation. Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

7. Visits

Teachers complete a checklist whilst organising a school trip and a copy is given to the Head of School and school visits coordinator to ensure that the appropriate level of supervision will be available. For all trips an EVC risk assessment is completed. Children go on visits at the Head of Schools discretion. If it is deemed that a child's inappropriate behaviour will put themselves or others at risk, then the child will not be permitted to go on a school visit.

8. Breaktimes - Responsibilities of staff on duty

The responsibility of the staff on duty is to be present in the area for which they are responsible and only to leave that area in exceptional circumstances. In the event of an accident staff will take appropriate action.

At the end of break the teacher on duty is responsible to ensure that when the end of break bell sounds children return into class appropriately.

9. Inclement weather

Whenever possible breaks must be outdoor, however there will be times when poor weather will prevent that. A member of SLT will decide whether outside conditions merit a break being declared indoors. A message should be sent, in plenty of time, to other teachers in order for activities to be prepared for the children. Different decisions may apply for children of different ages.

10. Responsibilities of staff at the end of breaks

At the end of break teachers and/or support staff will proceed to the playground without delay to escort the children into the classrooms.

11. Lunchtimes

It is the Head of School's duty to ensure a reasonable level of care for all pupils during the lunchtime break. At all times, a reasonable number of SMSAs are employed to supervise the children at lunchtimes. Where clubs exist, there is always an adult present to supervise the children. Children are regularly reminded of the need to be in appropriate areas of the school so that they can be adequately supervised. If the Head of School deems that a child's behaviour at lunchtime is putting themselves and others at risk, then there may be a possibility of a lunchtime seclusion.

Where poor weather prevents the children from outdoor play, children are supervised within their classroom under the supervision of SMSAs. It must be noted that children going to and from areas of supervision are expected to do so without direct supervision.

12.Emergencies

Regular fire drills and lockdown procedures are undertaken, every term, at different points in the school day. All children and staff leave the building immediately and registers are checked.

If an emergency occurs during a lesson, then the teacher will send an adult to the office / make a phone call. Classes are not left unattended.

When a child is unwell, they are under the supervision of office staff. If the child is deemed to require urgent medical assistance and parents/carers cannot be contacted, then they will be taken to the hospital by school staff or ambulance whilst every attempt will continue in order to contact the parents/carers. A record of accidents is maintained by the school.

13.After school clubs

All after school clubs are fully supervised by a member of school staff or an external provider where adults have had the appropriate checks. If a child does not attend an afterschool club and is on the group register, school staff will contact parents/ carers to check on the child's whereabouts and well-being. If a child is not collected by a parent/carer at the appropriate end time of a club and where parents/carers cannot be reached, emergency contacts will be contacted. If no one is available, the Designated Safeguarding Lead will be informed and appropriate safeguarding procedures followed.

14.Travelling to and from school

The Head of School is not responsible for the supervision of children travelling to and from school. However, the Head of School can discipline children if necessary, with regard to their behaviour when they are travelling to and from school.

All staff recognise the need to care for children at the end of the school day to allow all children to leave the premises safely. If a child is not collected in a reasonable amount of time after the end of the school day parents/carers will be contacted.

Children should be collected from school by their parent/carer/childminder. The school office should be contacted to make arrangements for any other adult collecting, or to make a special arrangement depending on circumstances.

15.P.E. lessons

Staff ensure that children are appropriately dressed and trained in the safe use of equipment and the required behaviour for safe P.E. lessons. If a parent/carer fails to comply with the P.E. dress code (including piercings and tied up hair) and the Head of School deems the child's attire to be unsafe then the parents/carers will be invited into school to discuss a solution since P.E. is part of a child's entitlement to the National Curriculum.