



# King's Academy Ringmer

“in pursuit of excellence”

## Supervision of Students Policy

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### Aims

King's Academy Ringmer is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) and learning environments for the students of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies and third-party organisations) and parents/carers are aware of the standards that are expected.

### Supervisory Responsibilities

The Principal will:

- Ensure adequate staff are available to meet the required supervision requirements for before the start of the school day, during break times and lunch times and at the end of the school day until all students have left the school grounds or are under parental/carer supervision.
- Ensure that staff are aware of their supervisory responsibilities,

- Continue to develop a culture of safety and safe environment for our students
- Ensure that this policy is communicated to parents/carers
- Review and evaluate the supervision procedures as required.

#### **Supervising staff will:**

- Support and assist in the implementation of this policy.
- Reinforce a 'safe play'/use of recreational time message.
- Adhere to and follow the safeguarding and student protection, health and safety, behaviour policies and the staff behaviour policy/code of conduct, plus the additional policies listed on page 5.
- Report any concerns to the Principal/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate.
- Understand their prime supervisory responsibility; to be with the class or group all the time. Students should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.

#### **Parents/Carers will:**

- Respect the arrangements provided for the supervision of their students and acknowledge the times that supervision will be available
- Support the supervisory staff by also ensuring that their students (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities;
- Report any concerns to the Principal/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

#### **Before school:**

Students, which includes students and their siblings, are not allowed to play ball games and must behave in a way that respects the adults and smaller students on the playground.

- The duty staff go outside at 8.15 am to 8.40am. One duty staff stands at each gate to ensure no students leave the school after their arrival and other duty staff stand in designated areas

Parent/carers should also note that there will not be staff on duty before 8.15am. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

The gates will be opened at 7.30am for access to school and will remain open until 8.45am. Any latecomers must report to the main school reception area.

The vehicle gates will remain closed between 8.45am and 3.40pm.

#### **Supervision Arrangements**

During the school day all visitors with business in the school will be admitted through reception where they will sign in and receive a visitor's lanyard/badge. Certain visitors to the school will be accompanied by a member of staff throughout their visit.

Leaving the school site: Students should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

Errands: Students should not be sent off-site on a personal errand on behalf of a member of staff. This includes students collecting items from cars parked in the school car park.

Illness: When students are taken ill during the school day the school will contact the parents/carers, whether at home or at work. Information about contacts is kept on SIMS.

Lesson Time: Students must be supervised always. Students should not be left in classrooms without supervision. Students attending clubs and extra-curricular activities should not be left in school unattended.

Visitors: All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's lanyard/badge. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

Parents/carers are not allowed to approach students from other families to sort out disputes or arguments; staff or parents/carers should report any concerns about this to reception.

## **Break Times**

### **The SLT team will:**

- Review break duty arrangements daily in the event of any staff sickness/absence thereby providing adequate supervision ratios
- Make the decision about whether it is a wet break time
- Provide supervision training for new members of staff to ensure students are safeguarded

### **Class/Subject teachers will:**

- Supervise the students in their care all the time
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- If it is deemed inadvisable for a student to be outside during break times because of their unacceptable behaviour, SLT will make the decision on whether the student should remain inside under the supervision of a member of staff and where they will be supervised.
- Once the bell has been rung, we expect students to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising students in congested areas.

### **Members of Staff on Supervisory Duty:**

- Must be on duty promptly and remain there until all the students are sent inside.
- Use high-vis jackets/vests so that staff are easily identifiable
- Be vigilant always
- Not indulge in protracted conversation with other members of staff
- Deal with any incidents of behaviour and report them to the appropriate member of staff
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- If first aid is administered on the playground with trained members of staff, this is reflected in the first aid risk assessment. A trained member of staff cannot be administering first aid and appropriately supervising students at the same time. If students go reception for first aid, they should be accompanied by a member of staff.

## **Lunchtimes**

The SLT team will make the decision about whether it is a wet lunchtime and review arrangements daily in the event of any staff sickness/absence to ensure there are satisfactory levels of supervision throughout the lunch break. It is considered that these adults have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the students, is valued very highly. The outdoor areas will be supervised at lunchtime by staff wearing high vis jackets in designated areas and identify any areas of where direct supervision should be provided if appropriate e.g. equipment and other areas that out of bounds. Communication between the supervising members of staff and the school office is undertaken through a radio system. In the event of an incident or unexpected occurrence, the Principal will ensure additional support will be provided to assist in the situation. The Principal can be communicated with by radio.

## **The Role of the Staff on Duty at Lunchtime**

Staff on duty at lunchtime are responsible for:

- Supervising students on the school site as required by the Principal
- Dealing with minor incidents and accidents following the health and safety policy.
- Organising activities for the students during wet lunch breaks-see wet break rotas; staff must not leave their designated areas
- Over-seeing students' care and welfare during the lunch break, especially outside
- Undertaking training as required.

## **General organisation**

Each member of staff on duty at lunchtime has a specific role to play within the general organisation and is given a specific schedule to follow. The tasks are timetabled; staff **must** keep to the schedule.

## **General duties**

Each member of staff on duty at lunchtime is responsible for:

- Supervising students eating their lunch
- Managing the students' behaviour, including orderly queuing
- Monitoring the outside areas, corridors and classrooms to make sure students are not in areas they should not be.
- Making sure all students observe the behaviour policy
- Ensuring the dining hall is cleared up after use
- If first aid is administered with trained members of staff, this is reflected in the first aid risk assessment. A trained member of staff cannot be administering first aid and appropriately supervising students at the same time.

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## **Guidelines**

- Do not stay in one place for any length of time (within your designated area).
- Make sure you patrol all areas of the school building for which you are responsible.
- Do not stand talking to other staff or spend a long time with one group of students
- Follow the behaviour policy.
- Aggressive play, bullying or rudeness should be reported
- Record all accidents in the minor injuries record and seek help if the accident is a cause for concern.
- Read the health and safety policy for advice.

- Watch the games the students are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere-be vigilant
- Do not let students spend all their time with you, as it can prevent them from mixing with other students
- Avoid questions to students that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff e.g. class teacher/DSL
- Treat the students fairly, equally and with respect
- Be vigilant of groups of mixed age student; pay attention, particularly, to Year 7 students
- Be vigilant of students with complex special educational needs and disabilities/behavioural needs

### **After School**

The doors for all classes will open at 3.15pm. The vehicle gates will remain closed between 8.45am and 3.20pm.

Students are not allowed to play ball games or use equipment and must behave in a way that respects the adults and smaller students on the playground.

### **Special Arrangements**

Upon the completion of after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, staff should ensure that all students have made suitable arrangements to get home.

### **COVID-19 Arrangements**

The COVID-19 pandemic has necessitated the school to introduce staggered break times and lunchtimes. Supervision of our students will remain our priority whilst this is required.

### **All Other Times**

Parents/carers must be aware that the school will **not** provide supervision for students in the outside these times, including open days, Student Progress Evenings and parent events. The students will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

### **Relationship to other policies (adjust policy names appropriately)**

Behaviour for Learning Policy  
 Anti-bullying Policy  
 Child Protection and Safeguarding Policy  
 Health and Safety Policy  
 First Aid Policy  
 Supporting Students with Medical Conditions Policy  
 Educational Visits Policy

### **Relationship to risk assessments**

First aid  
 Security  
 Movement around school

Slips, trips and falls  
Access and egress

### **Roles and supervisory responsibilities**

This policy applies to:

All staff and contractors, agency and other third-party organisations  
Students

### **Arrangements for monitoring and evaluation**

The designated safeguarding lead will monitor the minor injuries recording forms/ behaviour logs and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.