



King's Academy Ringmer

“in pursuit of excellence”

Supervision of Students Policy

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1. 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.

2. Supervisory Responsibilities

The Principal will:

- Ensure the maintenance of good order and discipline at all times during the school day when students are present on the school premises or on educational visits.
- 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.

- Organise appropriate training for school personnel
- 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
- Monitor the effectiveness of this policy by speaking to students, school personnel and 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.
- Have a strong awareness of the need for supervision at transition times. This includes supervision of cloakroom/toilet areas, supervision of transition to pick-up time, and supervision of use of toilets at the beginning and end of the school day. Risk assessments must be in place.
- Have an awareness of which students have specific health needs/conditions which may warrant an immediate response in an emergency e.g. pupils requiring an inhaler / EpiPen and that emergency medication is available as per an individual plan.

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.

3. Before school:

Children, which includes students and their siblings, 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
- Duty staff are situated by the main gate and other key entrances to ensure that children come in but do not go out again.
- From the time that the school takes responsibility for children, all teachers must be ready to receive their class.

- Staff should be available by 8am to receive any messages from parents and to bring in children as promptly as possible.

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 8.15am 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 3.30pm.

4. 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.

The school needs to ensure that arrangements are in place for the handover of children attending any clubs or extra-curricular activities.

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.

5. 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

Games/PE

- If it is not appropriate for children to change together in the classroom for PE, then the teacher should ensure that there is some supervision of both groups whilst changing.

- Children who cannot take part in games activities can join their group as an observer (warm weather only). If this is not appropriate, then children must be designated a class or person and must report to that teacher with some work to do.

Children's Responsibilities and Duties

- When allocating jobs/tasks to students, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging electrical apparatus into the mains unless they were directly supervised, for example. Children doing jobs/tasks must be directly supervised by the teacher.
- Children should not be left in classrooms or communal areas during normal break times without appropriate adult supervision.
- All children 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.
- Children 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.

Staff will:

- Supervise the students in their care all the time
- Dismiss their class to the playground and check that supervisory staff are present before leaving the area.
- If it is deemed inadvisable for a student to be outside during break times because of their unacceptable behaviour, the class teacher 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.
- Ensure that toilet areas are adequately supervised during break and lunchtimes, ensuring pupils are returning to the playground as soon as possible.
- 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 and 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
- Must be clear about the procedures in relation to the administration of emergency medication during lunch and playtimes, including, which students are managing their own emergency medication e.g. inhalers and EpiPens or know which staff member/s has delegated responsibility to manage this.
- 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.

6. 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 Assistant Principal for Inclusion is responsible for the management, training and welfare of the staff on duty and reports daily to the Principal. The outdoor areas will be supervised at lunchtime by staff wearing high vis jackets in designated areas as detailed on the staff rota google document 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.
- Are clear about the procedures in relation to the administration of emergency medication during lunch and playtimes, including, which students are managing their own emergency medication e.g., inhalers and EpiPens themselves or which staff member has delegated responsibility to manage this.
- 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.
- Report any safeguarding incidents/concerns to the DSL/DDSL as soon as possible via the agreed systems

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 's 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 for learning policy
- Ensuring the dining hall and main hall are 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.

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.
- Inform the Principal /DSL if you become aware of an area which you believe requires additional vigilance or falls outside of sightlines in terms of supervision.
- Do not stand talking to other staff or spend a long time with one group of students

- Follow the behaviour for Learning policy.
- Aggressive play, bullying or rudeness should be reported to the SLT Team.
- 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 playing games with the children after you have initiated them; encourage play between them to facilitate a high level of supervision.
- 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

7. After School

The doors for all classes will open at 3.20pm. The vehicle gates will remain closed between 8.45am and 3.30pm.

Staff **MUST NOT** release children to persons that are not known to them, and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.

Children should never wait outside for lifts or taxis. They should be collected from the reception area.

The vehicle gates will remain closed between 8.45am and 3.20pm at the end of the school day.

Children, which includes students and their siblings, must behave in a way that respects the adults and smaller children on the playground at the end of the school day.

Safeguarding – After School Provision

- The school and Club leaders will ensure that a clear procedure is in place for the transition of children from school to after school provision and that this is known and understood by all.
- It is the school’s responsibility to ensure third party providers are prepared to adopt the school’s policies. All providers will be informed of the systems, procedures, and expectations for safeguarding.
- It is the responsibility of the provider to contact SPOA / the Principal/ Designated Safeguarding Lead (DSL) in the event of a safeguarding incident / concern e.g., child disclosure.
- All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document ‘Keeping Children Safe in Education’ (DfE – 2023).
- Insurance: All third-party providers offering activities provide a copy of their public liability insurance and their employer liability insurance as appropriate.
- It is important that the school ensures that they have written confirmation from third party providers that their staff have been safely recruited.

Club Expectations

All club leaders ensure that every term there is a reminder about the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour, and changing arrangements. Registers of attendance must be taken at the start of each session.

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.

8. Activities Off-site

During all class trips/ activities off-site staff have a heightened responsibility for supervision and must always follow procedures and risk assessments.

9. 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.

10. 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
Offsite Activities and educational Visits Policy

11. Relationship to risk assessments

First aid
Security
Movement around school
Playground activities
Play equipment
Slips, trips and falls
Access and egress

12. Roles and supervisory responsibilities

This policy applies to:

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

13. 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.