

# **ASHTREE PRIMARY SCHOOL AND NURSERY.**

## **Policy and Guidelines on Supervision of Pupils**

Date of Policy	November 2023
Next Review Date	November 2026
Person/s Responsible	Staff and Governors

### **Supervision before and after the school day**

Children should not arrive at school before 8.45am, with the exception of the following pupils: pupils with agreed monitor roles, pupils attending an out of hours study club, or pupils attending Breakfast Club. Nursery pupils wait with parents until the doors open at 8.45am or 12.30pm. Children in Reception or KS1 may enter their class from 8.50am until 8.55am, when a teacher will be present to supervise them. Children in KS2 will be supervised in the playground by the teachers on duty from 8.45am until the bell is rung at 8.54am.

Nursery parents will collect Nursery pupils at 11.45am or 3.30pm. Teachers of Reception, KS1 and KS2 pupils will ensure that children are dismissed at 3.25pm in an orderly fashion and that they leave the premises safely. In the event of a child being left at school with no-one to collect him or her, they should return to their class teacher or to the school office. The child will be supervised by a member of the school's staff while the home and emergency telephone numbers are called. If there is no response from any of the contacts, the matter will become the responsibility of the Head, who will decide whether or not to contact the Police.

The School has a "Code of Conduct For Clubs" and pupils attending after school clubs will be expected to attend all sessions unless a written note or telephone call from a parent gives permission for the pupil to go home.

### **Supervision of children leaving School Premises during the day**

Children who need to leave school during the day, e.g. for medical treatment, must be collected by an adult. The person collecting the child must call at the school office before collecting the child to inform the school that the child is being taken from the school premises. This also applies to children who have to be collected because they have been taken ill or have sustained an injury at school. If the child is not ill or injured, then the adult should also collect a "Permission to be out of school slip" from the office. Nursery pupils can be collected directly from the Nursery staff and parents of these children do not need to visit the office first.

Children will be regularly reminded that they are not to leave the school premises on any occasion without permission, and that if they do have permission to leave the premises during the school day, they must be accompanied by an adult who has first visited the School Office, with the exception of the Nursery. Once a pupil arrives on the school playground, before school, they are not allowed to leave in order to return home, e.g. for forgotten items.

## **Playtime Supervision**

Children will be dismissed from class in an orderly fashion at breaktimes. The teachers on duty will ensure that they are in the playground as the children arrive, and will position themselves so as to be able to supervise visually as much of the playground/field as possible. The gate at the bottom end of the KS2 playground will be locked during playtime, as will the gate from the EYFS/KS1 to the outside path. The member of KS2 staff on playground duty will ensure the green gate at the top of the drive is also locked with a coded padlock at the start of playtime and opened at the end. The gates leading to the shared Early Years garden will be closed and locked from 9.05am to 3.10pm. At the end of playtime, the teachers on duty will ensure that all children return to the school buildings safely and in an orderly manner. Where possible, Teaching Assistants will support the class teachers on duty by making sure that all pupils have left the class and are ready to receive pupils as they return from breaktime.

During wet breaktimes pupils will be supervised in classrooms.

The Medical Room will be staffed at break and lunchtime to receive pupils requiring medication (see Medicines in School Policy) and for initial first aid assessment.

Should a pupil be seen leaving the grounds, the Headteacher or a member of the Leadership Team should be informed immediately by the member of staff on duty, and the following steps will be taken:

- an initial check of the area where the child was last seen, followed by contact with the parents if the child is not found
- if parents are unavailable, emergency contact numbers will be called
- the Police will be contacted if the child has left school without permission
- if safe to do so, a member of staff will shadow the pupil who has left the site but will not chase the pupil.

## **Lunchtime supervision**

Overall supervision of the children at lunchtime is the responsibility of the Headteacher or Deputy Headteacher in his/her absence. The responsibility for the supervision of children in the EYFS/KS1 and KS2 classes is delegated to Teaching Assistants who cover as Midday Supervisory Assistants (MASs), who are employed to fulfil this role. MASs are also responsible for supervising the pupils in the dining rooms, the classrooms and in the playgrounds according to the weather conditions. They will ensure that they are in the classrooms when the children are indoors, or on the playground as the children arrive. They will position themselves individually so as to be able to supervise as much of the playground/field as possible visually. The gate at the bottom end of the KS2 playground will be locked during lunchtime. The MASs should monitor this to ensure that it is not left open by school staff. The KS2 MSA rota will also name the member of staff responsible for ensuring the green gate at the top of the drive is also locked at the start of lunchtime and opened at the end. The gate from the EYFS/KS1 playground to the outside path will also be kept locked, and the gates leading to the shared EYFS/KS1 garden will remain locked. At the end of lunchtime, the MASs will ring the bell, collect in play equipment and ensure that all children are returned to the care of their teachers in an orderly manner and supervise class cloakrooms. MASs/TAs will then complete any necessary CPOMS entries.

**What to do if a pupil is seen leaving the grounds?**

Should a pupil be seen leaving the grounds the Headteacher or a member of the Leadership Team should be informed immediately by the staff on duty, and the following steps will be taken:

- an initial check of the area where the child was last seen, followed by contact with the parents if the child is not found
- if parents are unavailable, emergency contact numbers will be called
- the Police should be contacted if the child has left school without permission
- if safe to do so, a member of staff will shadow the pupil who has left the site but will not chase the pupil.