



Supervision Policy at Azbuka Bilingual Primary School

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PERSON RESPONSIBLE: Head Teacher
Approved by: Governors of AZBUKA Foundation
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Supervision Policy - School

For Supervision (EYFS), see separate section below.

Pupils' arrival and departure

Pupils may arrive at school from 8.45am, and are expected to go home by 3.15pm unless they are staying late for a club.

The main supervisory duty times are:

- Before /After School (from 8.45-9.00am / from 3.15 - 3.30pm)
- Break Time
- Lunch-Time

Pupils are supervised by a TA/Senior Leader on the door, and a TA at break and lunch times.

Please note that children are not allowed into school before 8.45am.

Supervision during the school day

Class teachers should be in their rooms ready to receive pupils at 8.45am. Electronic registration closes at 9.05am

No pupil should be allowed off-site during school hours unless there is clear evidence of a request from the parent(s) or guardian(s) who have legal custody of the pupil. Such requests should be made in writing and the letter/email kept in the pupil's file.

No pupil below Year 6 may leave the premises unless accompanied by the adult responsible for him/her. Year 6 pupils may walk home alone if prior, written consent has been received.

If a pupil is taken ill during the course of the day his/her parents should be contacted. Parental contact details are to be located in the school office. The decision to send a child home should be made by the child's class teacher, Deputy Head or Headteacher.

If a pupil is injured while on the school premises it is important that the details are recorded in the Accident Report file.

No class should be left unsupervised except in an emergency and even then a colleague should be made aware of the situation and asked to keep an eye on them.

In the case of pupils attending clubs, they should be supervised by the teacher in charge.

All staff should be aware of the need to check whether strangers they see on the premises are there officially. Visitor badges indicate that a person is known to the school and the status of their DBS check, if any. If in doubt they should contact the Headteacher who will arrange for the removal of undesirable persons.

Supervision at break times

The school must ensure that there is adequate supervision both outdoors and, where applicable, indoors throughout all break times. This requires that staff should be present in the playground. Staff on duty should ensure that they supervise all areas of the playground.

Pupils should not be left in a classroom at break times unless supervised by a member of staff. The level of supervision provided for normal weather may not be sufficient during weather conditions which may cause all pupils to be indoors. In the case of wet weather arrangements pupils will need to be supervised in their class rooms.

As mentioned in our Outings policy, on walking to/from the park, there should be 1 adult to every 8 children.

Supervision after school

Any pupil who has not been collected by an adult should be sent to the head teacher.

All teachers and assistants must ensure that children are collected by an adult after their after-school club. Any pupil who has not been collected by an adult should go to the head teacher.

If a child is collected by an adult unknown to the school then the parents of the child will be contacted before the child will be allowed to leave the school premises.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. We will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance.

Medical support

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are displayed around the school. A qualified paediatric first aider is always on duty whilst Nursery and Reception children are in school. First aid boxes are in all potentially high risk areas, as well as in the staffroom and medical room.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. If parents choose to use private transport arrangements, eg, taxi, day care vehicles, it is their responsibility to notify school of these arrangements. The school will not be responsible for pupils once they have been handed over to the driver at the end of the school day or before being handed over on arrival.

Supervision during Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Outings policy.

High Risk Areas

Pupils are not allowed into the staffroom unless accompanied by an adult.

Pupils do not have access to the cleaning, catering and caretaking areas of the school.

Staff Induction

All new members of the staff receive an induction into the school's expectations and appropriate levels of pupil supervision. The staff handbook provides initial literature for discussion and questions. Meetings with new staff are regular until the individual feels comfortable with their new environment and understands what is expected of them.

Supervision Policy (EYFS)

Attendance records

EYFS practitioners must accurately record the arrival and departure times of all children on the daily register as soon as a child arrives / leaves the nursery.

The manager/senior person in charge must check to ensure that the register accurately reflect the attendance of all children on a daily basis.

Headcounts must be taken regularly, the frequency of these must meet the individual needs of the nursery:

- Every time there is change to the group
- A child arrives and leaves the nursery
- The group move e.g. between inside and outside area in settings
- When bathroom routine taking place
- Before, during and after outing a separate outing register must be completed daily and signed by a practitioner who did the headcount

Supervision

EYFS practitioners must be always aware of the position of all children. Children must be within sight and hearing of practitioners.

All practitioners should be aware of their own position and those around them, ensuring children are cared for and ratios are met at all times and that children are not left unattended whilst routine jobs are completed.

When practitioner is required to complete a task which will momentarily take him away from the main group of children e.g. taking a child to the toilet or fetching something they must communicate this to their colleagues who must ensure that supervision and deployment is adapted accordingly.

Special care should be taken when children are using large apparatus e.g. climbing frame, and when walking up or down steps/stairs.

When outdoors, practitioners must be aware of any danger relating to bushes, shrubs and plants. Children must be supervised and closely monitored at all times when eating.

No hot drinks are allowed in room under any circumstances.

Children must be carefully supervised when using scissors, small objects, glue and paint etc.

Supervision at arrival and departure time

Each arrival and departure must be accompanied with a handover between the parent and practitioner.

On children's departure practitioner must be sure of the identity of each adult who is collecting a child.

Staff: child ratios

For children aged two and under three years there must be at least one member of staff for every five children.

For children aged three and over there must be at least one member of staff for every 13 children.

For children that will reach the age of five or older within the school year there must be at least one member of staff for every 30 children.

When on visits out of the nursery the preferred ratio will be as high as possible. If parents are included they will be responsible only for their child.

