

St Thomas Becket Catholic Primary School

Date	Review Date	Drawn up by	Committee Approving
Spring 2021	Spring 2022	SLT	H&S

CARE AND SUPERVISION OF CHILDREN POLICY

DURING LESSON TIMES

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. collecting registers, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Teachers should not leave a class unsupervised at any time unless there is an extreme emergency and only when another adult is asked to supervise.

CARE AND SUPERVISION OF PUPILS OUTSIDE LESSONS

It is often during lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

To ensure the most secure play environment for all pupils, adequate teacher supervision throughout the school day is vital. To that end a duty rota for both infant and junior playgrounds will be displayed in the staffroom and on doors to outside playgrounds.

Whilst such duties are onerous, they are nevertheless crucial, as serious consequences can follow for pupils, staff and school should inadequate supervision lead to pupil harm.

RESPONSIBILITIES OF STAFF ON DUTY

Before School

Teachers should be in their classrooms to receive children by 8.45am each morning. Formal class work will not start until 8.55am but should children arrive in class before this they will be able to read a book or choose a learning activity in class. Support staff on duty in the playground (8.30-9am) should follow the supervision rota for before school and should wear high visibility jackets. Those on duty in the junior corridors should ensure that children come into the building in an orderly fashion and direct them to go straight to classes.

If it is raining or there is inclement weather which necessitates children having to wait in the hall, support staff should direct children into the hall. One junior and one infant supervisor should go into the hall, whilst the others supervise the infant and junior doors at the end of the corridor. Teachers should be in their classes to receive children at 8.45 and children will be sent from the hall to classes. The infant LSA on duty that morning should escort the Year 1 children out to their classrooms. Children arriving from 8.45am should proceed to their classrooms as normal and corridor doors should be locked.

Break Times (including lunch break)

The members of staff on duty to supervise need to be in the playground before the children come out. **This is an important health and safety requirement.**

At the end of sessions (including KS1 & 2 assemblies) **all classes should be brought to the playground by the class teacher** (the exception being that teachers on playground duty should ask an LSA to collect their class from the hall and supervise their safe exit to the playground) to ensure an orderly exit and to check the playground is staffed before children are released. Children needing to go back into the building to collect coats **should be supervised by their teachers** in order to ensure that they enter and exit the building safely.

At the end of breaks teachers should be punctual in picking up children from the playground.

LSAs will only take children back to class when they are carrying out cover supervision duties.

Morning Breaks for Staff

All LSAs' morning break times are from 10.10 until 10.25am in order to allow time for getting to the playground before the children are released. **This timing applies also to Friday class assemblies** which usually run over time.

Teachers on duty can take a hot drink to the playground using a safety cup.

After School

Teachers on PPA or general release time must return to help release their class at the end of the school day.

All injuries to children which require treatment or have caused concern should be reported to the adult picking up the child. These children should have received a medical injury report form.

KS2

Class teachers and LSAs should bring their classes to the playground where children:

- A) Are handed over to authorised adults (list provided by office)

B) Go home alone or with older siblings (teachers should have authorisation)
Teachers will be issued with an end of day register with a laminated list indicating who has permission to collect children. Teachers should indicate on the list whoever has collected the child. If a person who is not on the list tries to collect a child and the teachers has not received a message to say there is a change, office staff should make a phone call to the parents to confirm who is collecting the child.

***Children who have not been collected should be handed over to the teacher on duty before the class teacher leaves the playground.**

***LSAs should not release classes at the end of day unless they are carrying out cover supervision.** Teachers on duty should remain in the playground until 3.25pm to supervise any children who have not been collected and bring them to the office. Responsibility for these children will then be handed to the admin officer so parents can be contacted.

Early Years & KS1

Teachers dismiss their children from their classroom door.

Each class teacher takes their own 'late' children down to the office by 3.20pm. Responsibility for these children will then be handed to the admin officer so parents can be contacted.

Absence of duty teachers

In the event of the absence of a duty teacher any supply teacher employed in their place will assume their duty. Teachers should specify in notes to supply teachers if they are required to cover their duty.

If there is a planned absence (for example for a colleague to attend a meeting), it is the responsibility of the person who is unavailable for duty to make arrangements in advance to swap with a colleague if a supply teacher is not covering.

If a member of staff is unable to carry out a playground duty they must inform the Head Teacher so adequate cover can be assured.

Wet Plays

During morning indoor plays the teachers on duty will monitor behaviour in classes. LSAs will supervise classes according to the rotas for KS1 and KS2. Staff will inform the Head/ Deputy where an issue of inadequate supervision arises.

Children remain in their classes and have access to quiet games/activities. Children are not allowed to use computers during wet plays.

During lunchtimes the lunchtime supervisors will supervise all classes on a rota organised by the lunchtime manager.

First Aid

The school has appointed and trained first Aiders. A list will be displayed in the staffroom. All accidents must be reported and recorded in the medical room medical injury report book. Teachers must be informed of any injuries to children in their class so this can be communicated to parents/ carers.

PPA Cover

Where PPA is covered by a peripatetic teacher the LSA in class will work alongside the teacher. During games the LSA will stay with the class to support the teaching unless otherwise agreed by the Head/ Deputy.