



supporting **YOUR** future

Arbour House

Supervision of Pupils Policy

Policy Date Review: **November 2017**

Introduction

Arbour House School has the responsibility to act in loco parentis for all pupils whilst they are in the care of the school. Part of creating that safe environment is the level of supervision that we provide during the school day. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected. It is of paramount importance that the school maintains vigilance over pupils at all times and the staff are fully aware that procedures must be followed to ensure this.

This policy should be read in line with:-

- Teaching and Learning Policy;
- Risk Assessment Policy;
- Off Site Activities Policy;
- Safeguarding Policy;
- Behaviour Management Policy
- First Aid Policy;
- Medicines Policy

For staff there is additional information in the Staff Handbook.

Responsibilities

The Headteacher in conjunction with the Executive Headteacher will:

- Ensure adequate staff are available to meet the supervision of pupils;
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance;
- Continue to develop a safety culture throughout the school;
- Ensure that this policy is communicated to parents / carers;
- Review and evaluate supervision procedures in line with relevant guidelines and best practise.

Employees will:

- Support the implementation of this policy;
- Reinforce a "safe play" message across the Arbour House community;
- Report any supervision concerns to the Headteacher.

Parents/Carers will:

- Respect the arrangements provided for the supervision of their pupils and acknowledge the times at which provision is available;
- Inform the school of any changes to the arrangements for the collection of their child.

Supervision Arrangements

Before School:

- Arbour House will be open at 8.00am and remain open until 6.00pm when it will be locked by cleaning staff.
- Access to the school between 8.00am and 9.00am will be for staff. Pupils are able to access the school from 9.00am
- A teaching assistant will be available from 9.00am to greet and supervise children until the start of the school day at 9.30am. The ratio of staff to pupils at this time will be 1:3
- All children arriving on buses or taxis are met by staff so that they can safely disembark.

Break Times

- Pupils can only go onto the playground when those staff on the duty rota allows them to access it;
- If it is deemed inadvisable for a child to be on the playground because of their behaviour or a medical reason, the Class Teacher will make the decision that the child stays inside the school building for the duration of break time, under the appropriate supervision of a member of staff;
- If it has been risk assessed that a pupil should have a different break time then supervision will be appropriate to their needs.

Lunchtimes:

- The playground is supervised on a rota basis by teaching staff, TAs and the Leadership Team if necessary (between 12.00pm and 1pm);
- Should additional support be required to assist with a particular incident or with a particular pupil then assistance will be sought from the Senior Leadership Team or the main office;
- A First Aider will be on duty during lunchtime to deal with any minor first aid requirements;
- During lunchtime, the playground will always be supervised by staff appropriate to the needs of individual pupils and their personal risk assessment.
- Visitors to the site are always required to go to the Main Office in line with our visitors' procedures.

Wet play

- When it is too wet to go outside to play then pupils will be supervised in the Harbour room and undercover area using the same staff rota as for play / leisure time.

After School

- Pupils will be escorted by classroom staff out of the building and check that they are being collected by the appropriate person;
- Pupils who are travel training to and from home have a written plan and risk assessment in place which all staff are aware of;
- Pupils will not be released to a person that they or the school does not know and parents/carers must make arrangements with the school if they wish their pupils to be collected by another person;

- With regards to buses, all pupils are escorted onto the bus by a designed member of staff, where they will ensure that the pupils are seated safely, their seatbelts are secured;

Supervision of Play Equipment (during breaks, lunch and outside of school)

- Whilst we ensure a close level of supervision during breaks for play, adults may not always be positioned close to the equipment. That said, they will intervene in the pupil's play on any apparatus if they see any of the following:
 - Children behaving in a way that puts them or another child at risk of harm
 - Children pushing or pulling other children
 - Children climbing equipment not designed for that purpose
 - Children lifting other children in order to access that equipment
 - Children causing damage to the equipment.
 - When the equipment is particularly wet (and therefore slippery), we will inform the children that they are not able to access it, though clearly we want to provide as much opportunity for children to play as practicably possible.

Off-site Activities

The IN/OUT boards, which shows whether each pupil (and staff member) is within the school premises or not, and the 'Out of School Trips' sheet or 'Off-site diary), which displays details of those pupils' included in an education visit or trip.

Our School Day

Our school day is 9.30 – 3.30

9.00 – 9.30	School open to pupils
9.30 – 9.45	Registration and group activity
9.45 – 10.30	Lesson 1
10.30 – 11.00	Play / Leisure time
11.00 – 11.45	Lesson 2
11.45 – 12.30	Lesson 3
12.30 – 1.30	Lunch
1.30 – 2.15	Lesson 4
2.15 – 2.45	Lesson 5
2.45 – 3.15	Reward session / SEAL
3.15 – 3.30	Class group activity / assembly