



Weston Green School

Pupil Supervision Policy

This policy applies to all pupils at Weston Green School, including those
in the Early Years Foundation Stage (EYFS)

Date:	Summer 2012
Reviewed and updated:	Summer '13, Autumn '14, Autumn '15, '16, '17
Next review:	Autumn 2018

This policy should be read in conjunction with the school's Safeguarding Policy, Anti- Bullying Policy, Missing Pupil Policy and Behaviour Policy. It sets out the expectations for supervision of pupils at Weston Green School where we are committed to safeguarding and promoting the welfare of pupils' in our care. The Head Teacher is responsible for ensuring that appropriate levels of supervision are in place

The Bellevue Governance Committee and the Head Teacher are required to ensure that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for both pupils and staff. All members of staff at Weston Green School have a duty of care for all pupils and this includes ensuring that pupils acknowledge the Golden Rules, Code of Conduct and also behave in an appropriate and in an acceptable way throughout the school day.

Aims

The aim of this policy is to maximize the safety of pupils whilst they are in our care.

The purpose of this policy is to offer guidance to all staff about the expectations and levels of supervision of all pupils throughout the school term.

Pupil arrival

Pupils are not allowed on the school site without supervision

Pupils may arrive at school from 8.10am (7.45am for Breakfast Club) and are expected to leave the site promptly at the end of their school day – no pupils should remain on site after 5.30pm.

Pupils arriving between 08.10 and 08.25 go either to the Hall (EY pupils) or the playground / Music Room (KS1 & KS2). From 08.25 all pupils go straight into class where they are supervised by their class teacher.

Registration

Registration takes place at 8.40am for all pupils at Weston Green School. The register is also taken at the start of the afternoon session. Parents are responsible for notifying the school by telephone or email, if their child is absent for any reason. The school will always contact the parent if their child fails to arrive at school without an explanation.

Pupil dismissal at the end of the day

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance

- Kindergarten are dismissed from their classrooms by the class teacher at 12.15 or 3.15pm.
- Reception are dismissed from their classrooms by their class teacher at 3.15pm each day.
- KS1 are dismissed from their line in the playground by the class teacher at 3.15pm
- KS2 are dismissed from their line in the playground by the class teacher at 4pm (or from Old Cranleighans on a Friday afternoon).

Pupils in Year 6 are allowed to walk to and from school unaccompanied, providing a permission form has been signed by parents and returned to the school office.

Teachers taking after school clubs dismiss the pupils at 4pm for EYFS & KS1 and at 5pm for KS2.

Staff Duties

Duty rotas are in place for morning break, lunch time and wet days. These are organised in advance of the new academic year and are displayed in the staff room

Teaching staff are on duty at the school gate(s) from 08.10am each morning.

Morning break - all members of staff in EYFS, KS1 & 2 are involved in supervision at morning break. A duty rota is prepared each term for KS1 and KS2 by the Senior Manager.

Lunch break- pupils are supervised by their class teacher or staff in their department whilst they eat their lunch. There are also other members of staff in the hall including the Head Teacher, the Deputy Head, Teaching Assistants and peripatetic teachers during the lunch sittings. Members of staff are timetabled to supervise lunch time breaks.

Wet Day rota - is used when it is not possible for pupils to take their breaks outside. In KS1 and KS2, this involves the staff who would be on duty at that time. Additional staff may be used as required. Children in EYFS are supervised by teachers and teaching assistants.

The duty rotas ensure that all pupils are adequately supervised at all times.

Movement within the School

- At the end of morning break, classes are lined up by the duty teacher and TA and walk from the playground back to class.
- At the end of the school day, pupils in KS1 and KS2 are lined up and taken to the playground by their class teacher to be dismissed.

Medical Support

The school has two Appointed Persons at Work first aiders, plus one person with First aid at Work training who are available to administer first aid and deal with accidents and emergencies, or help if someone is taken ill. The school has also provided first aid training for teachers and teaching assistants enabling them to administer first aid. The names of all staff able to administer first aid are displayed inside the staff rooms. First aid boxes are located in Key Stage areas or year groups; one in EYFS, one on the ground floor, first floor and second floor.

Supervision during educational visits

The arrangements for the supervision of pupils, including EYFS, during educational visits outside school is described in our Educational Visits Policy.