

Iceni Academy
Part of Connected learning
Supervision Policy May 2016

Introduction

The aim of this policy is to:

- 1. Ensure as much as possible the safety of the children.**
- 2. Protect all the staff.**

It is necessary that we have a clear policy of supervision because the 'Health and Safety at Work Act' places all staff in a position, which could result in criminal action being brought where they are believed to have been negligent.

As a result of this Act it is vital that new and existing members of staff understand the policy and follow the same procedures at all times.

This policy will be reviewed annually.

Breakfast Club

Children should not arrive at school before 8.15am. However a member of staff will be on the playground from 8am to supervise early arrivals.

It is the responsibility of the breakfast club staff to supervise the children and make sure they stay in the breakfast area until they go to classes at 8:40am.

Before school clubs.

Responsibility for supervision lies with the leader of the club.

Break Duty

It is the responsibility of the teacher, Classroom Assistant and Midday supervisors on duty to send children into school promptly at the following times:

10:30 or 10:50	12:50 or 13:00
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All Teachers will be responsible for the supervision of their children in the classrooms from 08.40.

All teachers are responsible for children from 08.40 until 15.00. (excluding Lunch time)

Duty Staff must be waiting for the children on the playground at 10:30 and 12:30. This is most important as children must not be on the Playground or field without supervision. Duty personnel will decide if the field is fit to use.

No child may be left in a classroom unless under the direct supervision of a member of staff.

A 'runner' should advise the staff that the children are about to be sent into school. All teachers should be in their classrooms before the children enter the buildings.

All Staff (excluding those on duty should be in their allocated classrooms **before** children come into the classrooms.

It is for each duty team to decide whether it is too wet or inclement to go outside. In the event of a 'wet playtime', LSAs will supervise classes at break and MDAs at lunchtime.

Lunchtime Supervision

Children who stay at school are under the supervision of the Mid-day meal supervisors. In the case of wet lunchtimes the children will stay in their classrooms but must not engage in potentially dangerous activities unless under the direct supervision of a teacher. Children, who cannot go out for approved medical reasons (note from a doctor required), stay in the Games room. Children should not return to their classrooms unless told to do so by a teacher or midday supervisor.

Classroom Supervision

When a teacher is away from his/ her teaching area, for whatever reason, a colleague or the Head teacher should be informed so that arrangements for supervision can be made.

P.E./ Games

Children must not change for P.E. or games unless being supervised by a teacher.

Children who cannot take part in P.E./ Games (note from a doctor received) should either accompany the class to the hall/ field or, by agreement, go into another teacher's room. **No children may be left unsupervised in a classroom.**

Children can only take part in P.E./Games lessons if they are wearing the correct kit.

Extreme care should be taken when moving large pieces of P.E. equipment. It is vital that the children are given clear instructions about moving such equipment and are supervised when doing so.

It is not permissible for children to take part in P.E. in the hall without plimsolls. **Training shoes are not allowed in the hall.**

Children may not take part in P.E./Games if wearing earrings. They may however, do so if they have 'sleepers' and these are **taped.**

P.E. should take place in a quiet and controlled atmosphere at all times.

Illness

If a child becomes ill in school she/ he should be referred to Mrs Szpytma or other reception staff. In the rare and approved event of medicine being brought to school this should, in normal circumstances, be kept in the medicines cupboard. (Excluding inhalers).

Leaving School

Where parents wish to take their child out of school for a medical appointment they should inform office staff of the time and date. They should record when they take children out in the appropriate book in reception.

It is the responsibility of the teacher to ensure that the children in their care behave sensibly in the cloakrooms and leave the school in a calm and orderly manner. **Children should be dismissed from classrooms in an organised way that is directed by and under the control of the teacher.**

Teachers must accompany their class out onto the playground.

After-School Clubs

Children in clubs must be supervised when changing for sports.

A register must be filled in at the start of the club and returned to office staff as soon as possible.

Keep a register of children attending on a weekly basis. It is the Club Leader's responsibility to ensure the children leave the school at the end of the session with whoever is collecting the child.

Policy adopted

Review date.....