

St Patrick's RC Primary School



Pastoral Care - Section D Guidance for Supervision of Pupils

Updated January 2016

SECTION D SUPERVISION

1.0 General Principle

Children will remain under the supervision of the designated adult(s) throughout the school day.

2.0 Classroom Supervision

2.1 Pupils remain supervised at all times by the teacher or teaching assistant. The teacher will utilise another colleague to maintain supervision as the occasion demands it. (e.g. personal emergency / attend to a sick pupil).

2.2 Health & Safety specific requirements:

- ✚ staff should operate electrical equipment, inc. photocopier;
- ✚ staff should move large equipment (i.e. laptop trolley, sound system)
- ✚ staff should operate classroom windows;
- ✚ staff requiring items from a central store or another part of the school, in class time, should request assistance from a colleague, teaching assistants or senior staff. This include the collection of photocopying

3.0 Physical Education

3.1 Before each PE lesson staff should check:-

- ✚ the suitability (safety) of each pupil's kit (**school kit is required**);
- ✚ the safety of all equipment that is to be used (this is a brief visual check
An annual PE inspection is carried out);
- ✚ the condition of the hall, field or playground;

3.2 The arrangement of large PE apparatus is under the direct supervision of the teacher, in lesson time. (arranging large PE apparatus is judged by the teacher according to the pupil's age, aptitude and ability).

3.3 The PE lesson activities are to be assessed by the teacher/teaching assistant staff, as being within the pupil's capabilities.

3.4 Pupils excused PE or are without PE clothing, remain within the room, outside area.

3.5 If an accident occurs and a pupil requires treatment, the lesson stops and the assistance of the appropriate staff should be used - first aider, teaching assistant, senior staff (as appropriate)

4.0 Pupil Break Times

4.1 In YF & KS1 pupils should be escorted from the classroom to the playground, in KS2 pupils should be monitored on their way to the playground (encourage responsibility for their own actions and behaviour).

4.2 **á minimum of two members of staff** to supervise in each Key Stage – (a member of staff in the play area and another who should ensure the building is clear of pupils);

4.3 In an accident/emergency occurs, one member of staff continues supervision;

4.4 The duty adult should retrieve balls/equipment from outside the school perimeter;

4.5 At the end of the break time, other relevant staff immediately join duty.

In the playground, designated staff prepare pupils as follows:-

4.5.1 bell is rung/ the children stand still

4.5.2 on the second whistle the children line up in designated groups

4.5.3 other staff take charge of their class from the playground and escort them into their classroom.

4.6 During wet break times:

- 4.6.1 pupils & staff stay together in the classroom
- 4.6.2 designated staff remain in classroom
- 4.6.3 designated staff who require a comfort break arrange cover supervision of with other staff (a staff member should temporarily supervise NO MORE than two classes for a short period (3-5 minutes)

5.0 Lunch Break

5.1 LUNCH TIME PRINCIPLE

Children remain under the supervision of the designated adult(s) throughout the lunch time period.

5.2 Lunchtime prayers are said in the classrooms with the teacher/teaching assistant.

5.3 Classroom staff should ensure that the pupils handed over in the designated area indicated on lunchtime rotas.

5.4 Directions for lunchtime are that:

- 5.4.1 KS1 children are taken to the playground calmly and quietly by the designated staff, KS2 children are monitored going to the playground;
- 5.4.2 KS1 children are brought from the playground calmly and quietly by designated staff, KS2 children are escorted from the playground;
- 5.4.3 the corridors are monitored by designated staff;
- 5.4.4 children are continually supervised in the playground by designated staff (midday welfare staff actively lead and encourage games and activities – good behaviour needs proactive action by the adults)
- 5.4.5 children are lined up at the end of lunchtime by the midday welfare staff (as indicated in 4.5.1 to 4.5.3) and supervised into the classrooms.

5.5 Directions for INDOOR lunchtimes are:

Pupils remain in their classrooms and supervised by designated staff on a 1 member of staff to 1 class ratio.

5.6 Pupils and playgrounds:-

- 5.6.1 pupils in KS2 in the playground are escorted to the hall by designated staff;
- 5.6.2 pupils in KS1 in the playground are escorted to the classroom and to the _____ hall by designated staff;
- 5.6.3 pupils in KS2 are escorted to the playground on completion of lunch;
- 5.6.4 midday welfare staff collect pupils from the playground and escort them into the classroom;
- 5.6.5 during wet lunch times pupils remain in their classrooms and are supervised by designated staff on a ratio of 1 staff member to 1 class;

5.7 In the event of an **accident or other emergency in the playground:-**

- 5.7.1 at least one staff member must remain with the pupils (play area or dining hall);
- 5.7.2 A first aider, the Head Teacher, Associate Head Teacher or Assistant Head teacher are available for emergencies);

6.0 Movement Around School

6.1 Children in KS1 are to be escorted out of the building by designated staff at break time, KS2 children should be monitored (see 4.1);

6.2 Children enter the building after break and lunch time, should be under the direct supervision of the designated teaching staff into the classroom;

6.3 Moving around the school, pupils should walk quietly, on the left side of corridors;

(this is primarily for safety)

7.0 Before and After School

- 7.1 Teachers should observe directed time, in their classroom from 8.30am onwards. Pupils are lined up by teaching staff in the playground at 8.40am and escorted into the building in preparation for registration.
- 7.2 Registration takes place between 8.45am and 8.50am. Registers close at 8.50am.
- 7.3 Designated teaching assistants close doors at 8.45am and supervise the cloakrooms until the remaining children have gone to class. Then doors must remain locked during teaching time. Doors should be opened by designated adults at break times or for outdoor PE lessons.
- 7.3 Foundation pupils are collected from the classroom doors by parents at 3.15 p.m.
- 7.4 Pupils in KS1 are escorted to the external doors and passed over to parents or other authorised persons. (pupil update sheet in school office)
- 7.5 KS2 pupils' are supervised from the school building at 3.15pm.
- 7.6 Teachers supervise the children until 3.25pm as part of directed time directed time in the classroom and then brought to the school office after that. Persistent late comers should be reminded by teachers and if this continues then report to unit leader, then senior leadership team.

8.0 Pupils Leaving the School Premises

- 8.1 Pupils may be required to leave school when in session for a variety of reasons (sickness, appointments) normally notified by a letter or appointment card.

Consequently children:-

- 8.1.1 are only permitted to leave the school following parental/guardian request (see the parent consent form);
- 8.1.2 must ONLY be collected from the school (no external rendezvous point).
- 8.1.3 the parent or other authorised collector must sign out at the school office (authorised collectors are named on the pupil information update – if uncertain, staff check with the School Administrators, Head Teacher, Associate Head Teacher, Assistant Head Teacher.

9.0 School Visitors

- 9.1 All visitors to the school sign in at the school office using electronic registration
- 9.2 Staff will be informed of contractors working on the premises by the administrator and any appropriate safety arrangements are notified by written memo.
- 9.3 **Strangers on the premises must be challenged and reported immediately to the Head Teacher, Associate Head Teacher, Assistant Head Teacher or School Administrators.**

10.0 Designated Play Areas

- 10.1 The playground, school garden and school field are the designated play areas.
- 10.2 The designated areas for play are YF - Foundation Area; KS1 –KS1 playground; (not the cycle track), KS2 – large 'active games' area; small seating area.

11.0 First Aid

- 11.1 The school first-aiders are identified on the staffroom notice board;
- 11.2 All teaching & welfare staff will be trained to appointed person status on a rolling programme.

12.0 These guidelines should be read in conjunction with the school health & safety policy.

[O/sch/pupils/pastorc/pupilwelfare/d-supervisionpolicy](#)