



## Supervision Policy

<b>Person responsible</b>	SLT
<b>Last update</b>	September 2023
<b>Frequency of Review</b>	Annually
<b>Date of next review by Governors</b>	Autumn 2024

## **1. Introduction**

This policy applies to all children, including those in EYFS.

The safety and welfare of the children, regardless of their age, ability, aptitude and any special educational needs they may have is the prime responsibility of the School and all at St Christopher's The Hall School should do their utmost to ensure this. Making sure that all children are supervised during activities, in order to keep them safe, is a vital role of the staff at the School.

This policy sets out our supervision arrangements. Information about supervision may also be found in the Staff Information Guide.

## **2. Breakfast Club- SCAMPS**

There is a supervised Breakfast Club from 7.30am for any child in the School in SCAMPS which has a separate entrance and CCTV. The children attending must register with the member of staff.

A member of staff will supervise breakfast club each morning from 7.30 - 8.15am

At 8.15am, when the School gate opens, the children in SCAMPS will be escorted by staff to the Pre-Prep Playground to join the other children arriving at school.

## **3. Before-School Care**

Children are not supervised until 8.15am when the gates open. Children proceed to the Pre-Prep playground where they are supervised by three members of staff (two from SCAMPS).

8.15am - 8.30am: There are three members of staff on duty before children are allowed to enter the building. Children go outside to the playground unless it is raining or icy, in which case they go to the Hall. The whistle is blown at 8.28am. The children line up in silence in their classes at their designated areas. Form Teachers collect their classes from the playground. Staff on duty wait outside until all classes have been collected.

No child may enter the building earlier unless they have been given specific permission. In this instance, they will enter via the main door and be signed in by a Receptionist onto the early morning register.

### **3.1 Preschool**

The SCAMPS gate is opened at 8.30am for Preschool children to enter the establishment.

Parents escort their children round the side of the Year 6 classrooms and along the decking to access the Preschool classrooms where they are delivered to their teachers safely.

Parents then exit via the same gate.

## Break-time Supervision

### Adults

The safety of the children outside is the priority and is the responsibility of staff on duty. All children must respond immediately if they are asked to do something by a member of staff. If they do not, staff must seek assistance from another member of staff, Form Teacher, Phase Leader, or from the School Leadership Team.

Staff on duty ensure that they can see, between them, the entire playground areas, including the wooded area in the Pre-Prep Playground.

When appropriate, the Prep School children are also allowed to play on the field and are supervised accordingly.

### First Aid

In the Pre-Prep, First Aid should be carried out at playground level by staff on duty where possible. Advice can be sought from the LE Department if needed, and children with more serious injuries can be sent to the Office.

The Prep School first aid kit is taken out each break time and returned by Year 6 monitors.

In the Prep School, the two members of staff on duty are responsible for administering First Aid. Children with more serious injuries should be sent to the Office, accompanied by **one** other child. Alternatively, if **urgent** help is required, and the child cannot be moved, please call the LE department or a member of SLT.

Please see First Aid Policy for further details.

### **The following rules apply whilst in a supervisory role on the playground:**

- Do not carry hot drinks.
- Do not use personal mobile phones in the playground (or anywhere in the school in sight of the pupils).
- Staff patrol the area and it is requested that they do not stand in pairs, or a group, and chat as this detracts from the ability to supervise effectively.
- Staff on duty need to be vigilant at all times and ready to intervene to prevent any situation escalating.
- The climbing equipment in the Pre-Prep Playground needs staff to be particularly vigilant.
- All children should be reminded that they are not to use climbing equipment, or the slide in the Pre-Prep playground if it has been raining and the equipment is wet.

### Wet Breaks

In bad or uncertain weather, the members of staff on duty that day will make a decision just before break time as to whether it is to be an indoor or outdoor break. A message is sent round to every classroom.

**First break:** The Pre-Prep wet break time takes place in the Reception classroom with a duty member of staff, Year 1 in a Year 1 classroom with a duty staff member and Year 2 in a Year 2 classroom with Year 2 and Year 1 staff taking it in turns to cover.

Prep School break time in the Main Hall with duty staff.

**Lunch Break:** Pre-Prep see below:

Pre-Prep Wet Play Plan		
Duty	Duty	Duty
12.30 – 1.00 Pre-Prep Hall	12.30 - 1.00 Pre-Prep playground Duty	1.00 - 1.30 Pre-Prep playground Duty
<b>Duty Person 1</b> - Continue duty in hall as usual. (Overseeing Rec – Year 2)	<b>Duty person 1</b> - In lunch hall (instead of playground) with Year 1. When they have finished lunch take Year 1 to 1C classroom and stay with them to 1pm.	<b>Duty person 1</b> - with Year 1 in 1C classroom.
<b>Duty Person 2</b> - Continue duty in hall as usual. (Overseeing Rec – Year 2)	<b>Duty person 2</b> - In lunch hall with Year 2. Then take Reception to RC classroom and stay with them until 1pm	<b>Duty person 2</b> - with Reception in RC classroom and stay with them until 1pm
	<b>Year 2</b> will go to a Year 2 classroom with Year 2 staff. (share between you)	<b>Year 2</b> in Year 2 classroom with Year 2 staff. (share between you)

Prep lunch playtime takes place in the Upper Hall due to different timings. .

### Arrangements for EYFS Supervision

Pupils in Reception have the same morning break at 10.45am as the Pre-Prep.

Preschool have their morning break from 10.15-10.45am. During this time, there is always a qualified teacher on duty.

### **Lunch time supervision**

The Pre-Prep and Prep School have staggered lunch sittings and are supervised by qualified members of staff at all times.

The Pre-Prep lunch sitting begins at 12.15pm

Children with allergies are identified by photographs on the wall and are sat together and monitored by staff.

Once the children have finished their lunch, they are sent onto the Pre-Prep playground until 1.30pm where they are supervised by 2-4 members of staff.

The Prep School lunchtime begins at 1.00pm. The children are sent out to the playground and are supervised by 2 members of staff. The Year 3 children are sent directly into the dining hall.

The children are called from the playground by Year 6 monitors and are then escorted round from the playground and into the dining hall.

Staff supervise the dining hall daily.

Once all the children have been called into lunch, the children are sent out to the playground on a rotation basis, Year 3's first, at 1.20pm. The staff remain on the playground to receive these children.

Two different members of staff are on duty from 1.30-2.00 pm, after which the children are collected from the playground by the class teachers and escorted into the building for afternoon registration.

The Duty rota can be found in the dining hall, in the staffroom and on the shared drives under Prep School and Pre-Prep.

In the event of the named member of staff that day being absent, SLT will be informed and alternative arrangements will be made and all relevant staff will be informed.

### **Preschool**

The children who stay for lunch and the afternoons and are supervised in their classrooms by their class teachers.

### After-School Care

#### Pre-Prep

Those children in the Pre-Prep who have older siblings in the Prep School attend 'After School Club' from 3.15-3.45pm. This takes place on a rota basis in the Pre-Prep classrooms.

The children are then escorted to the front door and collected by their parents at 3.45pm.

The rota can be found on the duty timetable.

Those children who attend clubs are supervised by outside agencies and a member of staff dismisses them at the front door to their parents at the allotted time.

All external club staff are DBS checked and have read and signed our relevant policies.

Any child who is not collected by a parent or guardian is escorted to SCAMPS by a member of staff. (See below)

#### Prep School

Prep School children are dismissed from specified points by their class teacher. These collection points can be found advertised outside the School.

Prep School children who do not attend clubs and are not collected at 3.45pm are sent to SCAMPS where they are supervised until collected.

#### SCAMPS

Our afterschool club is staffed by three members of staff and a member of SLT is available on a daily basis for extra support. (See below)

Children must be signed in by the SCAMPS lead into the register.

Tea is provided for those children who request it.

Adults collecting their child must sign their child out of the SCAMPS register.

NO child is handed over to an unexpected adult without permission or further investigation such as a phone call.

Children who have not been collected in the Pre-Prep or Prep School by an adult are escorted to SCAMPS by their class teacher.

### Preschool

All children in Preschool are escorted by their class teachers to the SCAMPS gate and collected by an adult at the relevant time.

### LATE DUTY (SLT)

#### 3.15-5.30pm

A member of SLT is always on site until all children attending after school clubs or SCAMPS have been collected.

In the event of a child not being collected by 5.30pm, the SLT member will contact the child's parents and wait with them until the child is collected.

The adult will be charged a late SCAMPS fee and must sign the late collection form.

### Supervision for crossing roads outside of the School

The School has a risk assessment in place for walking trips to and from the church which can be found in our 'Risk Assessment' folder.

There is a crossing patrol employee who supervises the crossing directly outside the School daily for morning drop off 8-9am and afternoon pick ups 3-4 pm

In the event of walking to the church and crossing minor roads which has light traffic, staff members should adhere to the following procedure:

Accompanying staff and children should always wear hi-visibility jackets

#### **Crossing a group of more than 4 children:**

Children are always instructed to walk in pairs, with children up to Year 2 holding hands.

Pupils are instructed to walk in an orderly quiet manner and ensure that they do not block the pavement to other users.

When crossing the road, the children remain in their pairs.

The children should be stopped on the pavement, in as safe a place as possible, in preparation to cross the road.

The children should be clearly instructed to wait at this location, as far away from the kerb as possible, in an orderly quiet line ensuring they are not blocking the pavement to other users.

The member of staff should give clear instructions to the children: not to cross until told, to cross the road safely walking silently, without hesitation.

The children should also be given a clear instruction of what to do on the other side of the road. When a class is crossing, this will usually mean giving the line leaders a definite place to stop and wait.

The children will be trained to wait on the other side of the road as far away from the kerb as possible, in an orderly line not blocking the pavement

With the children waiting safely, the member of staff approaches the kerb and decides when the road is safe to cross.

The member of staff then position themselves in the centre of the road and continues to check both ways for traffic.

When the road is safe to cross, the instruction to cross is given to the children.

The children then cross the road, walking quietly without hesitation.

The member of staff remains in the middle of the road until the last child has passed them.

Should a car approach whilst children are crossing, staff will need to assess the situation and make a professional decision as to whether it is safer to continue the crossing of the remaining children or not.

#### **When crossing a road with an individual child or a group of 4 or fewer children:.**

The children should be stopped on the pavement, in as safe a place as possible, in preparation to cross the road.

The children should be clearly instructed to wait at this location, near but not on the kerb, in an orderly quiet line ensuring they are not blocking the pavement to other users.

The member of staff should give clear instructions to the children not to cross until told, then to cross the road safely: walking silently, without hesitation.

With the children waiting safely, the member of staff approaches the kerb and decides when the road is safe to cross.

When the member of staff is sure the road is safe to cross, the instruction to cross is given to the children

The children cross the road, walking quietly without hesitation, with the member of staff walking alongside them.

Should a car approach whilst children are crossing, staff will need to assess the situation and make a professional decision as to whether it is safer to continue the crossing of the remaining children or not.

In the event of a whole school event, children are paired up with older children ie- Reception with Year 6 and the older children are instructed to walk on the outside and hold the hand of the younger child.

The crocodile is split into smaller sections with staff allocated to each section to follow the same rules above.

Children who are not collected by their parents from the church are escorted back to school by members of staff.