



Supervision of Children Policy

The Duty of Care

The teacher must act as a good and wise parent would, bearing in mind the teacher's responsibility for greater numbers and the teacher's more specific professional training. In judging any particular incident of supervision two factors would be critical:

- that a careful structured plan of supervision was in existence, known to all concerned
- that adequate care was being exercised at that particular time. For the purposes of this practice schedule the day-to-day allocation and supervision of duty rotas lies with the SLT, though the Headteacher is ultimately responsible.

Supervision before School

Children should not be on the School premises unsupervised before the School bell is rung at 8.45am unless they are registered to attend a morning club. The Parents' Prospectus contains this information and children are reminded regularly. In particularly inclement weather, children would be admitted to the classrooms 10 minutes before the bell is rung. Staff member who would normally stand on the gate will stand inside the building to welcome the pupils and ensure no one leaves the building unsupervised.

General Responsibilities during the School day

No child should be allowed out of school during school hours unless there is clear evidence of a request from a parent. If this is in the form of a letter, the letter should be kept until the pupil's return. Refer any doubtful cases to the Head.

Pupils taken ill during the School day should be referred to the office who are responsible for first aid to determine whether the child's parents should be contacted. Children must not be left in the medical room without a member of staff in the vicinity. Emergency lists are kept in a file (one for each year group) in the School office. The information on them is regularly updated. Where possible, children who are ill should go home or to carers named on emergency lists.

No class should be left unsupervised except in an emergency or during wet breaks to enable the teacher use of the toilet, when a colleague should be made aware of the situation and cover the class taking responsibility for them.

Children should not be allowed to:

- Carry or move unduly heavy or potentially dangerous equipment or apparatus e.g. AVA equipment, etc
- Open windows by standing on furniture or climb to reach a wall surface or ceiling well above their reach.

- Return equipment unsupervised to resource cupboards e.g. PE cupboard

Supervision at Break Times

During the fine weather, the duty teachers should dismiss their classes promptly and share supervision on the yard and field. All teachers should support them by dismissing classes promptly and supervising exit to the yards. Children are not allowed to stay in classrooms on dry playtimes and lunchtimes unless a supervising adult is present.

When children are indoors during wet breaks, teachers should escort their class to the supervised activity in the hall in order that staff may use toilet facilities etc.

Mid-day Supervision

A bell is rung at 12.00 pm. Children due to be first for a School meal should be dismissed promptly to enable them to visit toilets/wash hands before joining the dinner queue in the main corridor. The supervisory staff member on dining room duty will supervise the assembling of children into the first sitting. The remaining supervisory staff supervise the children on the yard/field when hot meals are completed. Lunch time is staggered to ensure a swift service for all pupils.

Inclement Weather

During the inclement lunchtimes, children are supervised in their own classrooms when not in the dining room. A rota for supervision is made at the beginning of each School year, as circumstances can vary between School years. Copies of the rota are given to staff.

Supervisory assistants will accompany children to the dining room. As each group of children begins to leave the dining room the supervisory assistants will accompany them back to classrooms, to be there when the bulk of children return. The high level of supervision allows one supervisor to be with one class at all times.

Children who stay for lunch are not allowed to leave the School premises during lunchtime without the permission of the Head. This would normally only be given in exceptional circumstances and where possible with the knowledge and permission of the parents.

Supervision after School

It is recognised that at the end of the School day, a concentrated mass of children is being dispersed. This takes time and so some degree of supervision is necessary to maintain discipline and ensure safety. Class teachers should supervise their classes to the cloakroom and then stand by the doorways to ensure the children are handed over to a responsible adult.

Accidents and First Aid

First Aid supplies are situated in the Medical Room. Each class teacher has a supply of first aid materials in their room. Any accident, other than of a minor nature should be referred to the First Aider. All head injuries and more serious injuries should be noted in the Incident book and an accident form sent home to parents.

Care with Electricity – Guidelines

Children and Electricity

- Children should not be allowed to carry any large/heavy apparatus
- Children should not plug in or disconnect electrical apparatus
- Do not allow children to use mains electrical equipment for science/maths experiments
- Keep children away from electricians or other workmen using electrical equipment when they come to repair something in School
- Children should always have an adult nearby when they are using anything connected to the mains in case of emergency. They should work in at least twos when the whole class is not present.

Using plugs, leads, switches and sockets

- If a plug is cracked or lead frayed please report to Site Manager.
- Twin sockets have only one circuit so when both sockets are to be used the sum of the two loads must not exceed the maximum rating (usually 3 kw).
- Do not use extension leads or plugs that have a lower rating than the apparatus intended to use.
- Always switch off before disconnecting plug (electric kettle etc)
- Report any loose covers on plugs, sockets etc. also any faulty switches or where a burring sound is heard
- Do not allow trailing extension leads use against a wall with the extension cable tucked behind a table. If unavoidable (e.g. projector) cover with a P.E. mat, chairs etc.
- Do not allow dangling leads. Tuck away to avoid pulling equipment off table.

Use of Electrical Apparatus

- Always disconnect apparatus as well as switching off when not in use (except e.g. some photocopiers). Leave fan on for at least five minutes after film strip/slide projector, overhead projector, film projector, heat copier etc before switching off.
- Do not touch any electrical equipment with wet hands.
- Do not investigate fault in electrical equipment until disconnected from mains
- Do not move television sets when on
- Do not leave hot electrical equipment (e.g. electric iron) where children might touch it or knock it off.
- Never use mains electrical equipment outside (humidity could cause short circuit or electric shock).

Miscellaneous

- Report any light bulbs or electrical fittings that do not work or appear faulty.
- Switch off at main before inserting a new light bulb.
- If anyone receives an electrical shock, always turn off electricity at the mains before trying to help remove from source of shock.

Fire and Emergencies

A fire practice is held each half term

- No member of staff is warned
- the event is recorded on the website after the event as well as the official records

Specific instructions for action in case of fire/emergency are posted in all classrooms and teaching spaces. Staff should make themselves familiar with these. This is particularly important at the beginning of a new School year when circumstances may have changed.

The need for careful marking of registers at the beginning of the morning and afternoon sessions is important in this context, to check that all pupils are present at assembly points during fire practices. This is a legal requirement of the adult responsible for the class.

Safety in Physical Education (including swimming)

Refer to the Authority's advice as contained in the booklet 'Safe Practice' in Physical Education – contained in Health and Safety Box File (staff room). The post holders for P.E./Games will also advise on safety factors.

Safety and Advice on Educational Visits

All educational visits should be cleared with the Headteacher before children or parents are informed. A pro-forma is required by the LA (see pad of forms on Staff Room notice board and explanatory sheet). See also the booklet 'Safety on Educational Visits' – Staff Room

Discipline Sanctions

This section does not attempt to be comprehensive, but makes specific points which reflect the present Headteacher's expectations on certain aspects of discipline. See also the section on Behavioural problems in the SEN policy document.

Our own standards of public behaviour and inter-relationships should be equal to or surpass those standards that we are expecting from children.

Reward and praise should exceed the use of punishment and sanctions. Please refer to me worthy examples of work, behaviour, etc for re-enforcing praise.

All staff should apply to all children generally accepted standards in School (e.g. walking in School, keeping noise levels acceptable when near working colleagues etc). It should not become the role of the Headteacher or certain individual teachers to be the only teachers to apply discipline generally.

Punishments should if needed, be fair, specific, consistent and usually brief. Most children live for the day and long-drawn-out punishments for one offence are not appropriate, except in serious circumstances. Most discipline will be minor and need not be brought to the attention of the Headteacher but should be logged on the individual pupil behaviour log.

Corporal punishment should not be used. This would include any form of physical contact intended as chastisement e.g. pushing, prodding, shaking etc

Please do not punish children:

- Simply for lack of 'social graces' where these have not been taught at home
- By placing them outside a classroom door. We have "Time Out cards" if a break is required.
- By withdrawing 'privileges' for long periods or by setting tasks as a punishment which will reinforce dislike of certain subjects (this does not include repeating of unsatisfactory work or completion of work already set).
- Punishment beyond the classroom situation. For misbehaviour outside of the classroom (e.g. in yards, corridors) or as a punishment for misbehaviour in the class situation, children may be told to take 'time out' of playtime or lunchtime and to stand/sit quietly in the Head teacher's room or a recognisable place.
- Where a child has persistently been anti-social or work/behaviour has been of unacceptably low standards the Headteacher needs to be informed and a weekly record card may be used. It can also be sent home to show parents if this is felt appropriate. Further action or parental action would require parent attendance at School and possible involvement of the SEN Co-ordinator, Behaviour Support Service, SEN advisory service or Educational Psychologist (see also SEN Scheme) to try to produce strategies to solve problems arising.

Further persistent misbehaviour could lead to notice to parents of internal exclusion (isolation) of a short fixed period. One off very serious misbehaviour will lead to permanent exclusion.

Physical Restraint

Physical restraint is an element of control that has its own policy. It should be at the end of the continuum of strategies and occur only on exceptional circumstances as defined by the legal framework.

The following principles apply to any situation where physical restraint is necessary. Physical restraint is only permissible in circumstances where staff are:

- Attempting to prevent a child from harming him or herself or others, or to prevent a child from harming him or herself or others, or to prevent serious damage to property.
- Only the minimum force necessary to prevent injury or damage should be applied.
- As soon as it is safe, restraint should be gradually relaxed to allow the child to regain self-control.
- Every effort should be made to ensure the presence of another adult in situations where physical restraint is a possible outcome