



Hereford Cathedral Junior School Pupil Supervision Policy

This policy applies to the Junior School

September 2024

Review Date: September 2025

Purpose

The purpose of a policy for the supervision of children is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. Children can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

Summary

- The school takes responsibility for children from 8:30am. From that time a member of staff is on duty in the playground. Pupils that arrive on school transport are taken into school at the moment their bus arrives, where a member of staff supervises them on the playground or in a classroom.
- It is the task of the staff on duty to supervise the children with due regard for break-time and playground behaviour.
- A teacher's primary responsibility is to be with the class or group being taught.
- Children require a break from work and, unless there is good reason, they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.
- Children should go to after school clubs or straight home after school and not play in the playground.
- For children who have not been collected after school, they are looked after by a member of staff under the arrangements of the JS Arrive and Collect Policy.
- Children should never wait outside on the pavement unattended.

Relationship to other policies

- Safeguarding Policy
- Behaviour, Rewards and Sanctions Policy
- Arrive and Collect Policy
- Anti-bullying Policy
- Missing Child Policy
- Health and Safety Policy
- DfE EYFS Statutory Framework January 2024

Arrangements for monitoring and evaluation

The Headteacher will review termly that supervision is effective with the Senior Leadership Team of the Junior School. Additionally, the Headteacher will check accident logs to ascertain whether there are recurring accidents which could be resolved through premises management or additional mitigations. Accident Logs are submitted to the Governors' Health and Safety Committee termly.

Breakfast Club

HCJS provides quality childcare provision between 8:00am and 8:30am. All sessions are supervised by school staff, with at least one member of staff who is First Aid trained. Equipment and procedures for the School's catering are checked biennially by Environmental Health in line with food safety legislation, with all food handling procedures reviewed regularly by the catering team. All staff are DBS checked. All staff have undertaken Safeguarding training and adhere to the school's Safeguarding Policy.

Outside Duties

Risk Assessments are conducted annually for all outside spaces. It is the task of the staff on duty to supervise the children with due regard for break-time and playground behaviour:

- Children must never be allowed to leave the school grounds at any time without confirmed permission and if leaving the school site, must sign out at the Front Office.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour (in line with the Behaviour, Rewards and Sanctions Policy).
- The duty staff are the first point of reference for children with problems or minor injuries. Children are not expected to come into the main school for any reason (other than to use the toilets or in case of an emergency), without the permission of the staff member on duty.
- It is essential that duty staff be on duty promptly. The task of being on duty takes primacy over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstances, then the Deputy Head must be informed immediately so that another staff member can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to report to the School Nurse and complete the log. If the Nurse feels it is a serious incident/accident this is immediately reported to a member of the SLT.

- If a teacher knows that he/ she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Deputy Head should be informed.

Before School

- The school takes responsibility for children from 8:30am. From that time a member of staff must be on duty in the playground.
- The member of staff on duty will allow children to enter the school building from 8:30am and then supervise children coming in.
- Parents are responsible for the supervision of their children outside the school before 8:30am.
- The entrance to school is locked at 8:40am and any latecomers have to come in via the main entrance and report into the school office.
- Pupils that arrive on school transport are allowed into the school building as soon as their bus arrives, and they are supervised by staff either in a classroom or outside on the playground until the bell rings at 08:30am, at which time they join all the other children coming into the cloakrooms.

Outside Supervision of breaktimes throughout the day

- Children require a break from learning and unless there is good reason, they should be encouraged to take their breaks outside.
- There is a published duty rota for staff to be on duty outside during breaks in the morning, at lunchtime and in the afternoon.
- The adults will supervise all areas of the playground ensuring that less visible areas are continually supervised.
- The adults will blow the whistle to signal the end of break time and for the children to stop and in year groups be dismissed to walk back sensibly into the building.
- If the Deputy Head designates the break as an indoor break due to bad weather, then the duty staff will supervise the children, circulating around classrooms and toilets.

Lunch Arrangements

- Children are supervised by staff to walk to the HCS Dining Hall on a ratio of 1:18. Children never walk to or from the Dining Hall unaccompanied.
- All staff are responsible for monitoring pupil behaviour and ensuring that children eat a well-balanced meal. Staff sit in the centre of a table with the children.
- There is a published rota for staff duty at lunchtime, to supervise the children going to and from the dining hall.
- Children line up and are served by the catering team. They carry their own trays of food to their seats, with supervision where appropriate.
- Children are encouraged to return their trays independently, and staff assist in supervising this.

Inside Supervision

- Teachers should be in the classroom to receive the children at the beginning of each session.

- A class teacher's prime responsibility is to be with the class or group being taught.
- Classes or groups are to stay with their teacher until the end of the session and they are dismissed from that classroom in an orderly manner.
- Children learning outside the classroom must always be supervised by a member of staff.
- Children may use the library at breaktimes, according to a rota, with Year 6 librarians supervising.
- On a wet break, the children return to their own form room and the duty team circulate.
- In the rare event that it is necessary for a teacher to leave their classroom, then the support staff member must supervise the class and another nearby staff member should be informed to enable them to keep a watching brief.

EYFS Supervision

- At HCJS our EYFS setting adheres to the EYFS Statutory Framework and ratios match these regulations at all times.

Physical Education

- Children wear their sports kit to school on days when they are doing games or PE.
- Children who cannot take part in sporting activities can join their group as an observer and given learning to complete specific to the lesson. If this is not appropriate then children must be designated a class or person and must report to that teacher/ staff member with learning to complete. They must stay with that class/staff member until the end of that session.
- All children are supervised when walking to any sports area, whether on the Senior School site, or an off-site location, at a ratio of 1 adult:18 pupils.

After School

- Children who go to after school clubs should go to their clubs in an orderly manner.
- Staff dismiss their children at the front gate for KS2 and at the back gates of the Moat for EYFS and KS1.
- All staff escort their classes to the appropriate gate for collection and stay with all children until they have been collected by the designated parent/carer.
- Staff on duty hold a register of any changes to agreed persons to collect (see Arrive and Collect Policy) and ensure that all children are collected by the designated parent/carer.
- Children should go straight home after school and not play in the playground.
- Children who have not been collected after school should be taken to the school office and a member of staff will contact the parent/carer and ensure continued supervision of the child according to the JS Arrive and Collect Policy.
- No child is left unsupervised outside.

After School Clubs

- HCJS runs after school clubs from 3:35pm - 4:15pm.
- Suitable ratios of adults to children are maintained according to the nature and activity of the club.

- Parental permission must be given prior to any child attending a club.
- If a club is oversubscribed a waiting list is kept.
- A register is kept by the club deliverer and is taken at each session. Where a child is absent without an explanation, procedures are followed according to the Missing Child Policy to establish their whereabouts and should the child not be found, the Policy followed through to contact the parents.
- The adult responsible for the club ensures that all pupils are collected by the designated parent/ carer or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed then the child waits until the member of staff has spoken to the parent/ carer concerned.
- A member of SLT is on duty every evening until 5.30pm to assist all staff in matters regarding the supervision, welfare and safeguarding of all pupils.

These procedures are reviewed annually or more frequently if legislation determines.

Reviewed: H Hoffmann, September 2024