



MALTMAN'S GREEN
SCHOOL

SUPERVISION POLICY

This policy also applies to the EYFS

Updated	Review Date	Version
February 2018	January 2019	2018.01

Signed: _____ (Chair of Governing Board)

Next Review: January 2019 (annual)

SUPERVISION POLICY

General statement

Teachers are 'in loco parentis', and are responsible for exercising a standard of care that would be expected by a caring and prudent parent. It is our policy to ensure that a balance exists between the meticulous supervision of children every moment that they are at school and the desirable object of encouraging independence.

1. Supervision before school

The School's responsibility begins when the pupils join a supervised activity on arrival at school. No girl is permitted to be in a classroom unsupervised. Any child who arrives early should either be in breakfast club, at a school-based activity or, from 8.15am, in the Junior playground. Girls will be collected from the playground promptly at 8.30 by their form teachers. Our 'Little Malties' Pre-school opens from 7.30am. As girls arrive they are escorted from the front entrance of the school to the Little Malties classroom or the overflow dining room for Breakfast. From that point onwards these Little Malties are supervised by Early Years staff.

2. Supervision during the day

- a) No child is allowed off-site without prior permission from the Head in liaison with the Class Teacher and the School Office. If a child is required to go to the doctor/dentist/visit a school etc., a letter or email must be sent to the school and these letters should be kept on file in the school office. Pupils are collected from the School Office and signed out.
- b) No child should be sent off-site on an errand.
- c) When a child is taken ill during term time they should be taken to Matron who will decide on the course of action to be taken (See Health and First Aid Policy.). Should it be necessary, she will telephone the parent and will instruct the Class Teacher and Secretary that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out. The same process applies to any girl in the Little Malties class who falls ill outside of term time, however, the Manager/Deputy Manager will take the place of Matron.
- d) No class should be left unsupervised for any reason whilst in progress. In an emergency a pupil may be sent to the Office for help, or the girls removed to a place of safety.
- e) Those girls who are excused from swimming or PE will be supervised. Usually, they will accompany the class to the courts, gym or pool, to watch activities, learn rules of play etc. and are the responsibility of those giving the lessons. Alternatively, arrangements fitting the circumstances will be put into place.
- f) Admittance to the school during the day is via the front door. If visitors are expected, a Visitors form is filled in and circulated to the Deputy Head Pastoral, Office Staff and our Events Manager. The timings of the visit feature on the weekly arrangements which are circulated to all staff via email. A member of the office team also prints off a copy of the form and keeps it in a folder kept by the front entrance. This allows for checking and cross referencing upon arrival of the visitor. Visitors on school premises are signed in and wear a Visitors' Badge on a lanyard at all times. Once they have signed in and read the safeguarding card and other guidance they are requested to sit and wait until the member of staff responsible for escorting them around the school arrives.
- g) If a Visitor arrives through ADA and presses the intercom through to the office they are instructed to walk around the school site to the front office.

The office will:

Admit them if they are expected and known to the school. They will be asked to report to the office and sign in or have their business dealt with. Ask them to wait until the person/people the visitor is expecting to meet go to ADA to meet them (eg Builder visiting Maintenance team).

h) Visitors' badges are available in the main Office.

3. Supervision at break times

a) Playground Rules

No pupil may leave the playground without permission. With the exception of using the toilets adjacent to the playground no Reception aged child leaves the playground unescorted. Only those girls with permission may use the climbing frames or other 'special' areas, on a rota basis. At the end of break times, girls line up. Junior girls are picked up from the playground by a member of staff. For both the Senior and Junior breaks the staff on duty do not leave the playground until all the girls have been collected. All accidents are reported immediately to Matron. There must be adequate staff supervision at all times.

It is very important that staff are "spread" out and are keenly watching at all times. Lines of sight are important so that no child is in an area where they cannot be clearly seen. Staff to refer to Heads of EYFS, Junior School and Senior School for further guidance on where to stand when supervising. One member of playground duty staff **must** always be watching what is happening on the playground equipment.

Ratios of staff to children in Reception are adhered to during break times by ensuring enough staff are on duty. In the case of an incident occurring a teaching assistant rather than a teacher will leave the playground to deal with it, rather than a teacher to ensure ratios are maintained.

b) Wet Play

EYFS and Junior School children will be supervised in their classrooms by EYFS and Junior School staff. Classes may be amalgamated for this purpose, a member of staff will be present in each area where the children are gathered. Reception girls are supervised by the correct number of staff in accordance to the ratios for Early Years children. Senior School girls go to the Purple Block for wet play. A Duty teacher assisted by at least one teaching assistant will parade each corridor to check on each class in turn.

4. Supervision of younger siblings and uncollected EYFS and Junior School children after school

At the end of the day, siblings waiting in school for sisters in the Senior School and any uncollected children remain in Late Room until 4:00pm. Here they are supervised by members of Staff and enough staff are present to maintain Early Years ratios. At 4pm they are then taken to Junior Sundowners for their after school activities or to the Office for collection. The girls are escorted to Sundowners by a Teaching Assistant. Girls (including those in the EYFS) who attend Sundowners are supervised during after school club at all times by qualified staff and EYFS ratios are maintained.

5. Supervision after school

At the end of the school day the EYFS, Junior and Senior School girls are dismissed by their Class Teachers who escort them to ADA (Arrival and Departure Area) to meet their parents. Little Malties girls are escorted to the front hall for collection. The Senior School girls are dismissed by their Form Teachers or they go to the Dining Room or a classroom where they are supervised in After School Club. They may be collected and escorted to after school activities or remain in after school care until they are collected. Girls should not leave ADA unless they have shaken hands with their accompanying Form Teacher or a member of staff who is on duty (usually the Headmistress, a Deputy Head or Head of Senior School or

another member of SMT) and have been handed over to an adult known to them and to the member of staff.

Any girls left uncollected are taken to the School Office, who will then telephone home to make arrangements for their collection. The girls will be supervised in After School Club until they can be collected and parents will be charged the appropriate amount. Any girls uncollected by 5.45pm (6.30pm for any Little Malties aged children) will be left in the care of the Junior Sundowners staff in the Nursery.

If the school closes at 4:00pm or earlier for any reason, e.g. snow, then any girls who are unable to be collected will be supervised by the After School Club manager and resident staff until they have been handed over to a nominated adult and signed out.

6. After school activities

Girls staying beyond 4:00pm remain under supervision until they are collected. Any girls uncollected by 5:45pm will be left in the care of the Duty Resident in the Old Library until collected.

Girls staying for activities after school will be collected from the Dining Room by the activity leader, or a person deputising for them, and taken to the activity. At the end of the activity, the activity leader is responsible for ensuring that the girls are collected by an appropriate person or returned to the After School Club.

7. Late collection following school outings

The member of staff who has organised the outing is responsible for ensuring that all the girls have been collected safely, and must remain on duty until this has been satisfactorily accomplished.

8. Physical Education

The Director of Sport must ensure that there are adequate staffing levels for all lessons. The PE Teachers must consider safety factors such as the safety of apparatus, flooring and clothing. Watches must be removed before lessons and no jewellery is permitted in school, with the exception of studs or sleepers for *newly-pierced* ears only. Earrings must be removed before PE lessons, or covered with micropore tape if they cannot be taken out. Pupils are not allowed in the Junior Gym and Lapriak buildings, or to use apparatus and equipment unless properly supervised. The P.E. Staff are responsible for locking the doors in the pool that allow access to the poolside when they finish lessons and vacate the building. At no time should pupils be able to enter the pool area unsupervised. If a child is injured she must be accompanied by an appropriate person to Matron in the Medical room. A mobile phone must be taken to all off site events. Contact details must be left with the School Office, or the Headmistress, or in her absence the Deputy Heads, if the event is out of hours. See separate Policy for use of the pool.

9. Science laboratories and technology workshop

The Science laboratories are out of bounds to all pupils unless supervised. Chemicals and substances likely to cause harm are kept in locked store cupboards, or in specially sited stores away from the labs. COSHH regulations are displayed prominently. Apparatus and equipment must be properly maintained, secured and their safe use demonstrated. Goggles are available, and must be worn when appropriate. (See Science and Technology Policy Documents)

10. Art room

The Art and Pottery Rooms are out of bounds to all pupils unless supervised. The kiln room is kept locked at all times and glazes etc. are all stored away from pupils. (See Art Policy)

11. Supervision of off-site events (See separate Off-site visits policy)

Permission must be sought from parents in advance of an outing, and a reply slip giving consent must be completed prior to the off-site visit. The organiser of the outing must ensure that there is sufficient adult supervision and that sufficient risk assessment has taken place. Risk Assessments are completed following a pre-visit by the group leader. They are handed in to be scrutinised and signed off by the Headmistress before the outing. There must be one obvious group leader – who must set the pace for the visit and issue group instructions.

12. Going home independently

A covering letter should be on file stating clearly that this is a parental decision and not the school's responsibility in the event of an accident. A girl going home independently should first sign out at the Office, unless a specific other arrangement has been made with the Deputy Head Pastoral and her form teacher.

13. Dining room arrangements

Lunch times

Reception to Year 2 - 11.45 to 12.30 pm

Rolling Service for Years 3, 4, 5 & 6 - 12.40 onwards

Every day there are clubs, training sessions, and individual and group lessons taking place during lunchtime. Girls needing to have early lunch for activities are given priority.

Supervision in the Dining Room

Reception girls are escorted to the Dining Room by their teachers and classroom assistants who provide Family Service.

Girls in Years 1 and 2 are escorted to the Dining Room by their teachers, or other adults, who sit at the top of the tables to supervise.

Rolling Service – 12.40 onwards: *At the very start* of the academic year Y3 are escorted to the Dining Room by their teachers, who supervise them as they choose their meals from the servery. Girls in Y3 upwards are directed to free seats, after collecting their meal by the staff on duty.

Years 4, 5 & 6 line up outside the Dining Room in rotation to wait for the senior members of staff on duty to send them in when the Dining Room is ready. Staff supervise the queues and keep the registers of lunch attendance as the girls arrive in the Dining Room. They play an important part in maintaining an orderly flow into lunch. The order in which the year groups go into lunch changes on a daily basis. A rota is drawn up by the Senior School duty co-ordinator.

The staff duty rota for the Senior School is drawn up by the Senior School duty co-ordinator. The duty rota for the Junior School is drawn up by the Head of Junior School. The duty rota for the EYFS is drawn up by the Head of EYFS.

Lunch breaks – play supervision

After lunch the Reception and Year 1 girls will be supervised in their classrooms by their teachers until the playground opens at 12:45pm.

When the Year 2 girls have finished eating their lunch, they make their own way back to the classrooms to put away their aprons and if needed get ready for PE or clubs. There is a member of staff on duty to supervise this process in the Y2 classrooms.

12.45pm to 1.20pm Reception, Year 1 and Year 2 are supervised outside according to a rota drawn up by the Heads of Early Years and Junior School. There are always enough adults on duty to ensure compliance with EYFS ratios.

12.40 50 1.55 - Years 3-6 are supervised by staff outside according to a rota.

Serving

There are two hot serving stations situated along the edge of the lunch room. In addition, there is a salad bar, a cold dessert bar and a fresh fruit bar.

All girls are offered a choice of hot or cold lunch daily. Menus are posted, in advance, around the school and on the website. The girls serve themselves to the cold lunch. The hot lunch is served by the kitchen staff. Girls may have an appropriate mixture of both hot and cold lunches. Persistent poor eaters are monitored by staff and regular checks are made to ensure that they have eaten a reasonable amount. Staff report any concerns to the appropriate member of the SMT.

Little Malties and Nursery girls who stay for lunch are served lunch in the overflow dining room by EYFS staff. The Reception girls eat in the dining room and receive 'family service' at their table from EYFS staff.

14. Cloakroom arrangements

All Form Teachers are responsible for the cloakrooms attached to their classes and/or the separate cloakrooms that their class members use. It is up to these teachers to ensure that the areas are tidy at all times, and supervised at the end of the day. Help should be given to address problems with lost property, and pupils should be encouraged to play their part in maintaining a high level of order in the cloakrooms.

15. Supervision before and after PE lessons

The P.E. Staff are required to supervise changing rooms in any of the sports areas, and after matches or training at the end of the day. They should be present inside the changing rooms to monitor behaviour and clearing up. EYFS girls are supervised in the changing rooms by EYFS staff.