

14A: PUPIL SUPERVISION POLICY

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Reviewed by: BS

1. INTRODUCTION

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- First Aid Policy
- Educational Visits Policy
- Child Protection Policy
- Behaviour Management Policy
- Missing Child Policy
- Collection Policy
- Health and Safety Policy

It sets out the expectations for supervision of pupils at Cameron Vale School where we are committed to safeguarding and promoting the welfare of pupils' in our care. The Head Teacher is responsible for ensuring that appropriate levels of supervision are in place.

Forfar Education and the Head Teacher are required to ensure that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for both pupils and staff. All members of staff at Cameron Vale School have a duty of care for all pupils and this includes ensuring that pupils behave in an appropriate and in an acceptable way throughout the school day.

2. AIMS

The aim of this policy is to:

- clearly outline the strategies and routines adopted by the school to ensure that full and appropriate supervision of all pupils occurs throughout the school day;
- clarify for all staff their own responsibilities and roles with regard to the supervision of pupils;
- provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

All staff are responsible for:

- discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere;
- reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.

3. STAFFING RATIOS

EYFS

Section 3.28 of the EYFS states that providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/carers about staff deployment, and, when

relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.

EARLY YEARS PROVIDER RATIOS:

- For children aged two: At least 1 member of staff to every four children 1:4
- For children aged three and over: At least 1 member of staff to eight children 1:8
- If a practitioner has Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification working directly with the children the ratio can be one member of staff for every 13 children 1:13

Ratios and supervision levels will vary depending on the number of children in the Centre and also the behaviour and abilities of the children in the group. Considerations and decisions will be made if a child requires 1:1 to meet their individual needs.

IN LESSONS

In lessons, classes will have a teacher: student ratio of 1:20 or less. In practice, many lessons have a smaller ratio than this.

STAFFING RATIOS FOR ACTIVITIES

For trips and visits staff should consult with the EVC when determining staffing ratios for activities following the procedure set out in the Educational Visits Policy. Any on-site activity must also be supervised and staff must carry out a risk assessment for any activity significantly different from normal classroom activities. Any new activities must be discussed with a member of the Leadership Team before planning goes ahead.

Pupil teacher ratios of:

1:6 for Reception (greater for nursery according to EYFS framework),

1:8 for Years 1 and 2 and;

1:10 for Years 3 to 6 are required unless agreed with the Headteacher that the nature of the activity requires a different ratio.

4. PUPIL ARRIVAL

Pupils are not allowed on the school site without supervision.

Pupils may arrive at school from **08.20 (08.00 for Early Birds, booster groups/1:1 tuition)** and are expected to leave the site promptly at the end of their school day.

- **no pupils should remain on site after 18.00.**

As pupils arrive in the morning, they go straight into the classroom, where they are supervised by their class teacher or teaching assistant.

5. REGISTRATION

Registration takes place at **08.35** for all pupils at Cameron Vale School. The register is also taken at the start of the afternoon session. Parents are responsible for notifying the school by telephone or email, if their child is absent for any reason. **The school will always contact the parent if their child fails to arrive at school without an explanation.**

6. ILLNESS

When a pupil is taken ill during the day, school office staff will make every effort to contact parents, using the telephone numbers provided and filed in the office. **Parents are reminded regularly to update home information, change of work address etc.**

7. PUPIL DISMISSAL AT THE END OF THE DAY

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance

- Pupils in EYFS (Nursery) are dismissed by the nursery practitioners at the agreed time with parents. Regular collection points are 12:00, 15:30 and 17:00.
- Pupils in Lower School (including EYFS Reception) are dismissed by their class teacher at 15.30 each day from the main entrance
- Pupils in Upper School (Years 3 to 6) are dismissed from the main entrance by their class teacher at 15.45 each day.

Teachers taking after school clubs dismiss the pupils when clubs finish. A timetable of club start and finish times is provided to parents as well as specific arrangements for pick-up.

8. STAFF DUTIES

Duty rotas are in place for morning break, lunch time and wet days. These are sent to staff in advance of the new academic year and are displayed in the School Office and available online. A member of the leadership team is on duty at the main entrance of the school from **08.20** each morning.

MORNING BREAK

- all members of staff in are involved in supervision at morning break. A duty rota is prepared each term by the Deputy Headteacher

LUNCH BREAK

- pupils are supervised by class teachers or teaching assistants whilst they eat their lunch. Members of staff are timetabled to supervise lunch time breaks.

The duty rotas ensure that all pupils are adequately supervised at all times.

LESSON TIME

Pupils should never be unattended in any classroom at any time, except in an emergency situation, where no other option is available. Early Years children will always be supervised.

In the case of pupils who are excused lessons from Key Stage 1 upwards:

- PE/Games – the pupil will watch the lesson unless the class teacher is available to keep the pupil with them; the child may go home if the parents choose.
- Swimming – the pupil will sit with a member of staff, at the poolside.

EXTRA-CURRICULAR ACTIVITIES.

- Pupils remaining for after school activities are supervised at all times by the member of staff who runs the activity. All early years' pupils are supervised according to statutory ratio requirements.

Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time.

MEDICAL SUPPORT

The school has also provided paediatric training for teachers and teaching assistants enabling them to administer first aid. The names of all staff able to administer first aid are displayed inside the staff room and school office. First aid boxes are located in the school office and in all classrooms.

9. GENERAL SAFETY

- **Do not leave the class unsupervised except in an emergency and if necessary make arrangements with other staff.** Early Years children will always be supervised at all times.
- **Electrical equipment should never be left plugged in when a teacher is not in the classroom with the exception of the computer.**
- Please report any potential or actual hazard (floor etc.) to a member of the Leadership Team immediately.

- Report any loss or damage of equipment so that action may be taken to get it repaired or replaced.
- If equipment is dangerous (e.g. P.E. apparatus) take it out of use immediately and inform a member of the Leadership Team at the first opportunity.
- In law it is required that you care for the children's safety as a responsible parent would.

The Health and Safety Committee will meet throughout the year to monitor all aspects of safety around the school.

10. SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils, including EYFS, during educational visits outside school is described in our Educational Visits Policy.