

Author	Headteacher
Date	October 2020
Person Responsible	Headteacher
Approval/Review Body	Executive
Frequency of Review	12 months - Policies will be reviewed more frequently if legal changes or good practice require

Pupils attending Esland School have the right to learn in a secure and safe environment. All staff have a 'Duty of Care' to supervise the pupils in their charge placed upon them as a contractual obligation. Full and appropriate supervision of pupils must occur at all times throughout the school day.

The aim of this policy is to: -

- Ensure that a safe and secure environment is created for all within the school.
- Ensure that adequate levels of supervision are in place at all times.
- Ensure that all staff are aware of their duties in regard to the supervision of pupils.
- Ensure that arrangements are in place to promote adequate supervision.

The Headteacher has a responsibility to ensure a policy is implemented of full and appropriate supervision of pupils at all times throughout the school day.

The HLTA's in consultation with the Deputy & Head Teacher will ensure that staff are deployed in a manner consistent with their conditions of employment and that all are aware of the processes involved in maintaining adequate supervision. All staff have a responsibility for maintaining good order and safety at all times following appropriate school policies.

School routines

- The day starts at 8:15am for staff.
This will include a briefing as per the school's rota.
- Pupils should arrive at school between 8.50am and 9:00am.
- Staff will be deployed to monitor pupil arrival and handover from the transport to the school building.
- An identified member of staff will sign in each pupil on their arrival, mark them as late (and note the time) or leave the box blank to signify that the pupil has not arrived.

- At the end of the school day (3:00pm) pupils will leave the school in an orderly manner, under the supervision of the classroom staff. A member of staff will be identified to sign out each pupil to their transport.

Break times

There is a rota of school staff who are 'on duty' during breaktimes and which area of the school / pupils they are responsible for.

Lunch times

There is a rota of school staff who are 'on duty' during lunch times which includes any clubs, areas of the school and pupils they are responsible for.

Lesson times

During lessons pupils must be supervised at all times. Teachers must use their professional judgement in relation to pupils leaving the classroom unaccompanied. This will depend on the age and cognitive ability of the pupil. Developing the independence of our learners is a key part of our philosophy therefore we need to promote opportunities for this. Therefore, supervision from distance/tracking will be a supportive strategy (e.g. for pupils to visit the toilet or take a message to the office).

If pupils are outside of the classroom for whatever reason (such as a need for 'time out') they must be supervised (albeit as above – from distance).

A member of staff should be in a classroom prior to the arrival of the pupils and similarly the last to leave.

Uncollected Child.

In the event of a pupil not being collected at the end of the day, school will make every effort to contact the parent, carer or taxi company to ascertain why they have not been collected. Depending on the situation for each pupil, staff will make a professional judgment about the appropriate course of action. This will be done in conjunction with the Headteacher &/or Designated Safeguarding Lead. This might include contacting the emergency contacts for that pupil, contacting social care or the Police or as a last resort, transporting the pupil home. In all cases the best interests of the child and their welfare must underpin the rationale behind any decision.

Offsite Learning and Educational Visits.

The principles of this policy are to be followed when working with pupils who are educated offsite, or are educational visits. These are that no pupil should be unsupervised during the visit or activity. Equally the planning of any offsite visit or trip should include a clear plan for how pupils will be supervised during the trip. For these instances the schools “Health and Safety of Pupils on Educational Visits Policy 017” should be followed. This contains detailed information on planning a leading a visit, including emergency procedures.

Monitoring

The implementation of this policy will be monitored by members of the Leadership Team by:

- Learning Walks
- Monitoring of incident data and reports.