



## **Supervision Policy** *(Junior School)*

**2011-12**

*This policy applies to Early Years Foundation Stage, Junior School and Senior School.*

Teachers at Hollygirt School have a duty of care to all pupils in the school. It is the Headmistress / Head of Juniors' responsibility to ensure that pupils are adequately/effectively supervised while on the school site, while moving between sites as well as during activities off the site. It is also her responsibility to ensure that there is effective supervision of the school buildings and that the site is secure.

All staff employed by the school must have full CRB clearance. No children, under normal circumstances, should be left unsupervised at any time.

### **Supervision during the School Day**

#### ***Before School***

Stafford House playground and Room 1 is available from 8.00am. This is supervised by two members of staff with a third member of staff on duty at 8.15am. At 8.30am girls in Years 5 and 6 are walked to No. 9 Villa Road and remain with the two members of staff until registration. At 8.30am girls in Years 3 and 4 in Stafford House go to their classrooms where they are supervised by either the Year 3 or Year 4 teacher. The remaining KS1 and Nursery girls remain in Room 1 and are read a story until registration.

#### ***Lesson Time***

Class teachers are responsible for pupils during their lessons. No class should be left unsupervised for any reason.

#### ***Lesson Time Emergency***

In case of emergency teachers might:

- Summon a teacher from the adjacent class to supervise both classes while the incident is dealt with
- Nursery/Reception & No. 9 Villa Road: call the office or Headmistress/Head of Juniors, activate the panic button, send 2 pupils to designated class with a message.

#### ***Break Time (dry)***

At break times a minimum of two teachers or teaching assistants will supervise the children in the playground. Staff on duty should ensure that they are out on the playground before the children come out. The gate to Elm Avenue must be closed and staff must carry the small first aid kit and whistle at all times.

Girls requiring additional first aid treatments, e.g. ice packs, will be sent to the Staff Room with a Year 6 monitor. Staff interact with children, join in or talk with the children. All supervisors must watch out for any 'vulnerable children' (children left out of games, the child on their own, the child looking sad and the child without friends) and report concerns to a Class Teacher or directly to the Head of Juniors. Duty staff will keep relevant other staff informed if there has been an incident. Break time ends with a ring of the bell for children to stand still, and a member of staff will call the classes to line up. All teachers must go to the playground to collect their classes promptly. All other staff must be in the classrooms on time to receive the children.

#### ***Break Time (wet)***

One member of staff should patrol the ground floor, the other the first floor. Nursery and Reception in Room 1, Year 1 and 2 in the Year 2 classroom, Year 3 and 4 in their classrooms, 5 in the Library and Year 6 will be prefecting. Year 6 prefects will go to their assigned classes to help instigate play and creative activities. Classes should have drawing, reading materials in place and a few games of a suitable nature. Year 6 and Year 4 monitors (when Year 6 are not present) are pre-selected on a rotational basis.

### ***Children Kept in at Break Time***

Children who remain in at break time in order to finish work must be supervised by the teacher setting that work. Children kept in at break time for health reasons can remain in the library with a friend and a teaching assistant who will take their break once lessons have commenced.

### ***Lunchtime***

Until 1pm children are supervised by a Class Teacher while they eat their lunch. When the bell rings at 1pm girls are supervised by the designated lunch time supervisors.

### ***Emergency during Break or Lunchtime (outside)***

Teacher to blow the whistle repeatedly while the girls are taken inside as quickly as possible.

### ***Movement between Buildings***

All classes moving between buildings must be supervised by two members of staff. When crossing Villa Road, staff must do so at the designated place. Girls are reminded to walk to twos and quietly.

### ***End of School Day***

At the end of the school day girls attending 325 Club will be left in Stafford House foyer with a member of 325 Club staff. Remaining girls will be escorted to Elm Avenue and released into the care of their parents/guardians.

### ***After School Clubs***

Those girls doing an after school activity are under the supervision of that member of staff running the activity until its conclusion. Any girls who are not collected on time are handed over to the care of 325 Club staff.

### ***Trips***

Any off site activity must be undertaken in compliance with the school's Education Visits Policy. Supervision must be in accordance with the school supervision ratios. Refer to the Educational Visits Policy.

### ***Visitors***

All visitors will sign in and out of school at the Reception in Senior School and wear a visitor's badge of the designated colour for the day. All staff are prepared to challenge strangers on the premises and report concerns to the main school office/ Caretaker.

### ***Additional Security***

Whenever children are doing activities in the Stafford House playground, the gate to Elm Avenue should be closed. The side gate at Stafford House is kept locked during school hours and only members of staff are given the door code. There are buzzers on the Nursery/Reception classroom doors to alert staff to people entering and leaving the building.

This policy will be reviewed annually.

*August 2011*