

## Supervision of Pupils Policy (Junior School)

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms.

This policy applies to teaching staff (including volunteers) at Silcoates School.

Our aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the School day.

### Legal obligations and the duty of care

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, that Silcoates School is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the School day is adequate to ensure their health, safety and welfare.

All members of staff are responsible on a day-to-day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

In order for teachers to carry out their duties effectively the Headmaster has certain responsibilities. These include:

- Formulating the overall aims and objectives of the School and policies for their implementation.
- Ensuring that teachers at the School receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the School day (including breaks) when pupils are present on the School campus and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere.
- Making arrangements for the security and effective supervision of the School buildings and their contents and of the School grounds.



In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The School bounds are clearly delineated. Pupils are regularly reminded which areas are out of bounds.

Regard for the ages and capabilities of our pupils.

- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during tutor time and are regularly cross-referenced in assemblies and classroom discussions.
- Teachers have a responsibility to be aware of their supervisory responsibilities.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.

## **Protective measures**

With this guidance in mind, Silcoates School has the following measures in place to protect pupils:

All pupils are registered at 8.35 am on SIMS. Parents inform reception of absence from School, which is recorded as authorised absence with an appropriate code. Pupils are assigned as 'Out of School' for authorised absences. If pupils are late to school and miss registration, they sign in at Junior Reception. If any pupil fails to sign in for the morning registration without satisfactory explanation, a call is made to the pupil's home by Junior School Reception to establish their whereabouts. This information is then recorded on SIMS and the class teacher / Head of Junior School informed.

Members of staff register all pupils in lessons using SIMS. Use of the registration system is tracked by the Junior School Receptionist and the Head of Junior School.

All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil is ill/injured and visits the School Nurse, this is recorded on SIMS so that the class teacher is aware. If a pupil cannot be found following the protocol stipulated in the Registration Procedure, the School will instigate the Missing Persons Procedure. This will require a member of SLT to be contacted immediately. Staff will search the site and speak to peers for any information on the possible whereabouts of the missing pupil. If the pupil is still not located, parents will be informed.

Pupils are not allowed to leave the School premises without permission from the Head of Junior School, the School Nurse or a member of the SLT.

Copies of pupil timetables are available on SIMS and Firefly.

If any lesson has to be cancelled or moved for any reason, i.e. staff illness, special regard must be paid to any pupils in the group. The cover procedure is overseen by the Head of Junior School.



Similarly, if a pupil has to be sent home unwell, they will not be allowed to leave the School premises until their parent or guardian is at school to collect. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian arrive and assume responsibility.

## School Hours

Pupils should not be in school before 8:00am as they will not be supervised. Between 15.30 and 17:30, the pupils work under supervision in After Care. Various activities that may occur each day after school are supervised by a member of staff. At the end of these activities, pupils are collected up by parents. Pupils should not be in School after 17:30 unless they are being directly supervised by a member of staff. The Junior School Reception will be staffed between 8.00am and 4.00pm, if contact with the School is needed.

## Staff Duties

The Head of Junior School draws up a rota of staff duties. These duties are designed to ensure a suitable level of supervision before school, at break time, lunch time and after school. The rota is shared with all staff and displayed in the Staff Room. All areas that are 'in bounds' to the pupils are supervised by staff during the break and lunchtimes. After School, staff supervise the handover to parents of pupils. For all duties, the priority is to maintain a safe environment for the pupils, and this is often best achieved by a vigilant, proactive presence that engages with the pupils and has the added benefit of building relationships and reducing the likelihood of problems occurring. Where particular issues are noticed, staff should deal with them immediately, if appropriate (for example, assisting a pupil who has hurt themselves playing football and needs medical attention), or speak to the Head of Junior School who has overall responsibility for the duties. When staff are unable to do a duty on a particular day, it is their responsibility to organise a replacement for it wherever possible.

## School Transport

There are buses which provide a service to Silcoates from outlying districts. These are organised by the School.

A Code of Conduct for the School buses is sent to parents when a pupil starts to use the service. This must be signed by both parents and pupil, explained by the parent and followed. A copy of the Code of Conduct is available on request.

## Wearing Seatbelts in Vehicles

In order to ensure that all journeys by Silcoates pupils are undertaken in the safest possible manner, it is the School's policy that **seatbelts must be worn at all times by all staff and pupils in cars (including taxis), minibuses and coaches**. All staff and pupils are made aware



of this and are asked to adhere to the policy strictly. We will do everything we reasonably can to enforce this policy.

Members of staff do not travel on the School buses to and from school each day so it is not possible for us to guarantee that seatbelts are worn by pupils. There is a member of staff on car park duty each day and prior to travel they enter the coach to remind pupils to put on seatbelts. Depending on the age of the passengers, the current law does not insist that the coach driver is responsible for ensuring that everyone is wearing a seatbelt. We have asked the coach companies to make sure that all their drivers are aware of the School's policy, but ultimately each pupil is responsible for ensuring that he/she is wearing a seatbelt at all times.

We therefore ask parents to help us to reinforce this message about the use of seatbelts to pupils, so that we can continue to ensure their safety when they travel in vehicles.

## **Lessons**

During lessons, the supervision and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with the Head of Junior School or the Bursar.

## **Classrooms**

Classrooms are always out of bounds without the approval of a member of staff

## **Trips and Visits**

Members of staff planning to take pupils out of school for off-site activities must read the Trips and Visits Policy, as published on the School's website. This contains advice with regard to the safe supervision of pupils on school trips.

## **Occasional Events**

After school events, such as a play, which start later in the evening and may result in significant numbers of pupils remaining on site, will be supervised either directly by the organising staff member, or delegated staff, or through the normal channels of After Care. This applies before the event and after, until pupils have been collected by their parents or another appropriate person. If the event for which pupils are required does not begin until later in the evening, the member of staff organising it must ensure that all the pupils are accounted for, either under direct supervision at School or by knowing they have gone home.



## Daily Routines & Supervision Duties

### Assemblies

Assemblies take place each week in the School Chapel or the School Hall. These assemblies are used for reports, presentations, distribution of awards and whole class presentations, and for spiritual observance. On days when there is no assembly, pupils spend time with their class teacher in the classroom.

### Morning Breaks

Members of staff, on a rota basis, will supervise the children on the playground and in designated classrooms if wet.

### Lunch supervision

Staff on duty ensure good behaviour, appropriate table manners and politeness to the catering staff during lunchtime.

Lunch supervision between 11.45am and 1.15pm is part of the Junior School duty rota.

## School Day 2022-2023

### Junior School

8.30	Movement Bell
8.35 – 8.45	Registration
8.45 – 9.00	Assembly/form
9.00 – 9.55	Period 1
9.55 – 10.15	Break
10.15 – 11.10	Period 2
11.10 – 12.10	Period 3 (staggered end depending upon the age of child)
12.00 – 1.10	Lunch & activities
13.15 – 14.10	Registration & Period 4
14.10 – 15.05	Period 5
15.05 – 15.30	Period 6 (slightly different end times for KS1 and KS2)
15.30 – 17.30	Optional Activities & After Care



## **The Duty System (Junior School)**

The duty system is drawn up by the Head of the Junior School and comprises the following duties:

### **Early morning (8.00 to 8.30am)**

Duty staff should be ready in the respective areas at 8.00am  
KS1 and Reception staff – middle block  
KS2 staff – MUGA

If the weather is inclement then pupils will go to the following areas:

KS1 and Reception – classrooms in the middle block  
KS2 – Junior School Hall  
No ball games are allowed in the playground at this time of day.

At 8.30am

KS1 and Rec pupils assemble in the middle block classrooms  
KS2 pupils walk to their classrooms and line up

### **Morning break (9.55am to 10.15am)**

Duty Staff should patrol the playgrounds to ensure good order and to keep children within the accepted boundaries. NB: you must know where all pupils are at any time. The duty involves the staff being mobile. At the end of break (10.15am) the staff should ring the school bell – all pupils stand still; the bell is rung again and the pupils line up. Pupils are then escorted from the playground to their classroom by Junior School staff.

Reception and KS1  
Share the middle block playground

KS2  
Share the main playground

### **Lunch for Reception**

These children will go over to the dining hall at 11.45am escorted by their classroom coordinators and/or class teachers. There is a rota in place for supervision.

### **Lunch for Year 1 & Year 2**

Year 1 and Year 2 will go for lunch at midday escorted by their classroom coordinators and/or class teachers. There is a rota in place for supervision.



## **Lunch for Years 3-6**

Years 3 will go for their lunch at 12.05pm, escorted by their class teacher or a Junior School Classroom Coordinator.

Year 4 will go straight to lunch at 12.05pm, escorted by their class teacher or a Junior School Classroom Coordinator.

Year 5 will go straight to lunch at 12.10pm, escorted by their class teacher or a Junior School Classroom Coordinator.

Year 6 will go straight to lunch at 12.15pm, escorted by their class teacher or a Junior School Classroom Coordinator.

## **KS1 and Reception (12.20 to 1.15pm)**

As for morning break (see above)

## **KS2 Large Playground and Astro (12.40pm to 1.10pm)**

As for morning break (see above)

## **End of day:**

### **KS1 and Rec: Finish at 3.30pm**

Some children collected by parents  
Remaining children taken to clubs or into after care

### **KS2: Finish at 3.35pm**

Some children collected by parents  
Remaining children taken to clubs or into after care

## **After Care**

### **KS1 and Reception:**

This will all take place in the Middle Block

### **Years 3 to 6**

This will all take place in the Junior School Hall from 3.30-5.00pm. At 4.30pm all children come together in the Middle Block

Junior School staff and Classroom Coordinators will all be on a rota system, covering these duties.

## **After Care – finish time of 5.30pm**



The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

<b>Reviewed by:</b>	Mrs Moss – Head of Junior School		
<b>Date of last review:</b>	April 2023	<b>Date of next review:</b>	April 2024

