

PENNTHORPE SUPERVISION POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE



ISI Code:	14a Supervision Policy
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POLICY STATEMENT:

Acting *in loco parentis*, Pennthorpe staff have an overriding responsibility to protect and promote the health and safety of all our pupils. Proper supervision through the school day is essential. This policy applies to all staff at Pennthorpe. Throughout the day, staff should consistently exercise the school's Behaviour Management and Sanctions Policy and should follow the school's Missing child Policy.

POLICY AIMS:

The aims of this policy are to:

- Protect the health and safety of the pupils at the School
- Promote responsible and considerate behaviour
- Ensure that staff are aware of how they might best be deployed to ensure the proper supervision of pupils
- Ensure that staff understand their supervisory responsibilities
- Give guidelines on effective supervision

PRACTICE AND PROCEDURE (SUPERVISION AND DUTIES), PRE-PREP AND PREP:

There is a rota system, prepared for the Pre-Prep and for the Prep by the Deputy Head for duties throughout the day. These timetables are distributed at the start of the year and displayed around the school. Guidance is given below as to the nature of these duties and what is expected of the duty teacher. **Where necessary there is a Covid-19 addendum if procedures have been modified, this will show in red.**

Breakfast Club:

Breakfast Club runs between 0730 and 0800 in the Dining Room and staff take sole responsibility for children at this time and act as fire officer in the event of the Fire Alarm sounding. Staff should arrive at 0730 and open the school if necessary (Duty staff should have their own key). Children should be registered on arrival and then staff should help with and supervise their breakfast and provide a stimulating activity for the children to try, should they wish, ensuring all tables are cleared and wiped at the end. **Pupils will be split in to two groups, Pre prep and Prep and where possible be at tables in their bubble age groups around the dining room.**

Early Bird:

Staff supervise children from Year 3 upwards in the library from 0800 to 0815. Pupils may come directly from Breakfast Club at 0800 and any other pupils arriving at school before 0815 should go to the library

and report to the member of staff on duty. Children may quietly prepare for the day, talk with friends or read books. At 0815 children will be escorted to the Netball Courts where they will line up in their Form and be collected by their Form Tutor. **Prep children will be go to the Sports Hall and not the Library and be supervised in three bubble zones across the room. Children will sanitise their hands before registration.**

Children in the Early Years and Years 1 and 2 who have been at Breakfast Club will be collected and escorted to the Pre-Prep building at 0800 where they will be looked after in the Pre-Prep Hall. There will be a range of quiet activities for them to do until 0820 when they will be escorted to their classrooms. **Pre-Prep children will be permitted to go into their classrooms and not the Pre-Prep Hall.**

Break Duties:

Break duties occur throughout the day. In the Prep, pupils are staffed by a team of between two and five duty teachers across the following areas – Top court, climbing frame, Woods, Courts, Dining room. At the end of morning break, Prep pupils will return to lessons sensibly. **Children will sanitise their hands before lessons.**

In the Prep, lunch Break runs from 1pm till 2.00pm. At 1.30pm Year 3 & 4 pupils line up on the courts for collection by their tutors for registration and Years 5-8 pupils either go out to play or line up by the back door, organised by Year 8s on queue duty who will see them into lunch where they will be supervised by a member of staff. **Children will sanitise their hands before lessons.**

In the Early Years and Pre-Prep, break times are supervised by one or two members of staff, depending on location and numbers of children. When the whistle is blown, all children should stop and stand silently and listen to the member of staff. When the second whistle sounds, children should line up in class lines. Children should stand quietly in their class lines so that they can follow instructions.

During some morning breaks children are allowed to use the woods and 2 members of staff will be assigned to supervise this. Staff should assist children with getting boots and coats on and off at the start and end. They should ensure play is safe in the woods during break, and also that all children have left the woods at the end.

If a member of staff takes children onto the Treehouse for break time, they must ensure that they supervise from a location where they can see all areas of the Treehouse. Only 2 pupils are allowed on the swing at any given time.

For all duties across the school it is extremely important that supervision should be much more than a mere adult presence. Supervision should be pro-active, not re-active, and the duty teacher should be actively on patrol, interacting with the children and on the lookout for inappropriate behaviour (or other problems - the playground is, for example, a prime location for spotting bullying or other social issues). In determining the appropriateness, or otherwise, of particular behaviour, the duty teacher should use his or her own professional judgment and common sense: it is the duty teacher on the day who calls the shots, not the children by reference to what 'other teachers allow'! **Children will sanitise their hands before lessons.**

Additional guidance is given on the Pastoral notice board in the Staff Work Room explaining the expectations for staff and children.

Lunch Duties:

Each lunch session is staffed by a duty teacher and a team of other staff who offer support, and in the Prep School, eat with the children. From Year 3, pupils should enter the dining room quietly and take their seats at tables and wait to be asked to join the queue by the member of staff on duty. The quietest tables will be sent up for food first and the duty staff should ensure that the queue is both orderly and never too long. Duty staff will sit with the pupils and monitor good manners and healthy eating habits.

They should also be alert to any unkindness or exclusion that may take place and be proactive in quelling loud noises. Seconds may be called should the kitchens suggest this. Tables should be cleared once children have finished their meals by servers in Years 3 & 4 and by nominated children (by the duty teacher or amongst the children themselves) on each table (although all pupils have a responsibility to leave the room clear and tidy and may be asked to help). At the end of the sitting grace should be said and tables released by the duty member of staff. The duty staff should be last to leave at the end of the sitting. Additional guidance is given on the Pastoral notice board explaining the expectations for staff and children.

In Years 1 and 2, pupils should enter the dining room quietly and sit down at their set table, where their cutlery will already be set out for them. EYFS pupils eat lunch in the Pre-Prep Hall or the Beehive and are supervised by EYFS staff. Staff help children cut up their food, promote acceptable eating habits and good table manners, monitor noise levels, help the kitchen staff clear the tables and serve the puddings. **Children will sanitise their hands before and after Lunch.**

Wet Breaks:

In the Prep, wet breaks will take place either in the sports hall or the clock block depending on availability. The library and ICT facilities should also be available. Year 8 pupils will report to duty staff to act as "sweepers" to ensure all pupils are in the correct place. Additional guidance is given on the Pastoral notice board in the Staff Work Room explaining how breaks might be run in the sports hall/library/clock block and ICT suite. **When in the Sports Hall the room will be split in to three sections for each bubble.**

In the Pre-Prep wet breaks take place in the classrooms supervised by the Duty Staff.

Children will sanitise their hands before lessons.

Prep Duty in the Prep:

This duty is taken by designated members of staff (indicated on individual staff timetables). The duty involves the overseeing of Years 5 & 6 between 1600 and 1700 and Year 7 and 8 between 1700 and 1800. Year 5 and 6 prep is always in the Clock Block. Year 7 and 8 prep is always in the Octopod. Duty staff should actively supervise and support the children with their Prep. If work has been completed, then pupils should read. Pupils are also allowed to use their Art Sketchbooks. The Year 7 and 8 Prep duty teachers should 'blob out' all pupils at the front of the school at 1800.

Bus duty:

Those pupils taking the bus home on Friday evening will report to the teacher on bus duty in a room designated by that member of staff. They will then be escorted to the bus and checked off on the register. The member of staff on duty will ensure that all missing pupils can be accounted for before the bus is allowed to leave. **Children will sanitise their hands before boarding the bus.**

Changing room duty in the Prep:

Changing room duty is managed by members of the games staff. Supervision should ensure sensible, quick changing occurs and that noise is kept at an acceptable level. Staff should encourage pupils to be responsible for their belongings. Above all, staff should ensure active supervision occurs so that changing rooms should never become a place where bullying or unpleasant behaviour can set in. No pupil should ever enter the changing rooms without a member of staff being present.

Games Lessons – Years 1 to 6 will change in their classrooms and supervised by a member of staff. Years 7&8 will change in the changing rooms.

PE Lessons – Years 1 to 4 will change in their classrooms and supervised by a member of staff. Years 5 to 8 will change in the changing rooms.

Goodbye duties:

At the end of the school day pupils are marked off on a register ('blobbed'!) as they leave school. Year 3 say goodbye to their Tutor on the Terrace and Year 4 say goodbye to their Form tutor at the Front of School at 1600. Years 5 and 6 are signed out from 1600 and Years 7 and 8 from 1700. The member of staff on late prep will blob out those pupils who remain at 1800. All pupils must blob out even if they leave at a time when there is no one on duty. Those doing Flexiday activities will be signed out by their activity leader at the end of the session. The registers are held in the School Office and should be returned there when the duty is complete. Any pupils remaining after the end of the duty should be sent to Prep or after 1900 the duty teacher should wait with children until all have been collected.

In Year 2 and below Class Teachers hand each individual child over to their parents at the end of the day at the back door of the classroom. Beehive and Honey children will be handed over to parents at their front doors.

Measures for arriving at and leaving school (inc break/lunch times) The start and end time of school will vary for each phase bubble:

HP/BH and Reception: 9.00am – 1.00pm/3.00pm

Year 1&2: 8.15am – 3.30pm

Year 3&4: 8.15am – 4.00pm

Year 5&6: 8.00am – 4.10pm

Year 7&8: 8.00am – 5.00pm

Day 1 of term will be different to accommodate all parents desire to bring their child into school. Pick up times will be normal.

HP/BH and Reception: 9.30am

Year 1&2: 9.00am

Year 3&4: 8.45am

Year 5&6: 8.30am

Year 7&8: 8.15am

Drop off and Pick Up:

Parents will be permitted to enter the site in a socially distanced manner. HP and BH children will be met in the garden or at the front door where possible. Pre-Prep children will be taken to the rear of the Pre-Prep building and dropped at the classroom door. Whilst parents are waiting, social distancing must be adhered to. Prep parents must wait outside of school. Again, social distancing must be adhered to. Prep children will be where possible, dropped in the drop off zone or at the door of Clock Block. Teaching staff will be there to greet them. No Parents will be allowed in the Classrooms. Pupils will sanitise their hands before going home.

Lists of children attending Flexiday activities are distributed to Class Teachers by Flexiday staff whose responsibility it is to keep teachers abreast of any changes to daily lists.

Where possible, children should be kept in age group bubbles for example, in the flexi-day rooms, eating Tea or when attending a club. Pupils will sanitise their hands before going home.

TRIPS AND VISITS:

For the supervision of children during organised school trips please refer to the Educational Trips Policy. In addition to these organised events the school mini buses are used to transport pupils on the morning school run and to and from swimming and fixtures. It is the member of staff's responsibility to check that the bus is road worthy and to check that every pupil has his or her seatbelt fastened before setting off.

PRACTICE AND PROCEDURE IN THE EYFS SETTING:

Arrival:

A member of staff meets and greets the children and their parents/carers as they arrive for the session. Once the children are settled and their parents/carers have left the building, the doors and gates are checked and secured, a head count is taken, and the class electronic register is marked. If a child leaves early this is noted in the register and **all** staff in the unit are informed. At the end of each session the children remain seated in one area as a member of staff calls each child individually to meet their parent/carer. Once the children have been handed over to their parent/carers it is the parents/carers responsibility to care for and keep their child safe.

Beehive children staying for an extended day are checked against the register. Reception staying for an extended day stay in their classrooms until 4 pm. If the children need to stay at school after 4 pm, they are taken to the Beehive classroom until 5 pm. Parents/carers are also encouraged to take an active role in keeping their own and other children safe by securing the gates and shutting doors as they enter and leave the Beehive/Pre-Prep buildings and to drive with care when driving in and out of the school car park.

Departure:

All EYFS staff must ensure that each child is handed over into their parents / nominated carers care at the end of each session. Parents must inform the school in writing if another person will be collecting their child. One letter covers regular arrangements. For daily changes a form is available for parents to sign. In an emergency a parent can telephone and advise us of a change, if we have not met this person before we will ask them to show us some form of identification and a shared password.

Should a parent/carer fail to arrive, we keep the child with us and contact the parent or the named emergency contact from the emergency contact form. (*Located in the child's file and registration folder*). Parents/ Guardians are responsible for informing the relevant class teacher in writing of any changes in their personal circumstances regarding any court orders that may have been made in restricting child access to a parent /parents as set out in Pennthorpe schools Terms and Conditions and in the Pre-Prep Handbook.

Example of Reception Supervision Provision during the day:

8.00	Children can be escorted from car to the Pre-Prep Hall by Pre-Prep TA/brought to the hall by their parent/carer. A teaching member of staff is on duty in the hall until 8.20am
8.20	All Reception/Pre-Prep children walk from hall to their classrooms in class groups.
8.20-9.00	Children can be taken to front door of classroom by parents and handed to a member of staff.
9.00	Register children and electronically sent to school office.

9.00-10.00	Children in classroom supervised by Teacher and TA.
10.00-10.30	Children escorted to playground by duty Teacher/TA for playtime.
10.30	Children escorted back from playground by duty member of staff and handed over to Teacher.
10.30-11.50	Children in classroom with Teacher and TA.
11.50	Children escorted to bathroom then up to Pre-Prep Hall by Teacher or TA.
11.50-12.20	Children have lunch and are supervised by TA/Teacher
12.20	Children escorted back to pegs by TA/teacher and helped into coats.
12.25-12.55	Children handed to duty Teacher/TA and escorted round to Beehive Playground for playtime
1.00	TAs hand children over to Teacher in classroom.
1.00-2.10	Children in classroom with Teacher and TA.
2.10-2.30	Children supervised by either Teacher/TA for playtime.
2.30	Teacher/TA takes children back to class.
3.00	Children handed over individually to parents by Teacher at classroom back door.
3.00-5.00	After School Club in Reception/ Beehive Children handed over to After School staff
Monday – swimming Children supervised by Teacher and TAs on minibuses, changing rooms, swimming pool and the return journey. Swimming lesson carried out by qualified pool teaching staff.	
Tuesday – Gymnastics –Creative Dance Children taken to Sports Hall by Teacher/TA and handed over to the Gymnastics Coach or Dance Teacher. Children collected by Teacher/TA and escorted back to classroom.	
Wednesday – Forest School Children taken to the woodlands by Teacher/TA and then supervised during activities. Children escorted back to the classroom.	
Thursday - Music and Pre-Prep Assembly Children take to the Pre-Prep Hall by Teacher/TA. Children collected by Teacher/TA and escorted back to classroom.	
Friday – Sport Children collected by Sports Teachers and taken to Sports Hall or playing fields and then escorted back to the classroom at the end of the lesson.	
Outdoor learning Area When using the Outdoor Learning Area the children are accompanied by either Teacher or TA.	