



**Milefield Primary School
School Supervision Policy
December 2023**

Review Date: September 2025

At Milefield Primary School, we aim to ensure that full and appropriate supervision of all pupils occurs throughout the school day and to provide a reasonable level of duty of care for all pupils. We aim to ensure that all pupil's, parents, and staff are safe when attending school premises.

Adults entering School Premises

All adults entering the school building will be expected to sign in via reception, following Health and Safety regulations. All adults who are not employed by Milefield will be given a visitor or Governor Lanyard which has safeguarding details attached and will always be escorted through school by a member of school staff.

Supervision within Foundation Stage

Children are accompanied by a parent to the class base. If the foundation stage leader suspects that a child is arriving unsupervised then the parent will be contacted immediately to rectify the situation.

Breakfast Club

Practitioners are present from 8am and the morning session runs from 8am to 8.45am. It is the parents' responsibility to ensure that children are escorted safely to the 'breakfast club' door. Children are then fully supervised until school starts.

General supervision before school

Parents are regularly reminded that no member of staff is specifically looking after the children prior to the start of school but if they have a problem they may come into school for help.

At 8:45am children may enter the school building before registration at 8:50 and go to their classes quietly under the supervision of school staff.

Registration

The responsibility to ensure that a child attends school regularly is that of the parents. Please refer to the school's attendance policy. Parents of specific children who are at risk of truancy will be contacted immediately if their child does not attend for registration, but this is not a feasible practice for all the children in the school. If a child fails to arrive at school after leaving home then it will be the duty of the parents to take appropriate action.

Going off the school site

If it is suspected that a child has left the school site then staff will try to get the child back into school. However, if a child refuses or runs away then parents, carers or emergency contacts will be contacted immediately by telephone. If no one is available on the emergency telephone numbers and staff are unable to locate the child the police will be informed. Parents are regularly reminded of the importance of the school having up to date emergency contact numbers.

Children will only be allowed off site during school hours if they have written or verbal consent from the parents to the school, and if the school is satisfied that the child will be safe. Children going off the school site during school hours must be collected by an adult. If a child is ill then they will not be allowed to go home unless they have a parent/ carer as an escort.

General supervision during lesson time

All children will be under the general care of their class teacher during the school day, excluding break and lunch times when they will be supervised by other school staff. Although pupils may be called out of the classroom to work with other adults they remain in the overall care of the class teacher. Children are allowed, unaided, to go to the toilet, walk around the building or run internal errands for staff at the teacher's discretion. From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

Visits

Teachers complete a checklist whilst organising a school trip and a copy is given to the headteacher and school visits coordinator to ensure that the appropriate level of supervision will be available. For all trips, an EVC (Educational Visits Coordinator) risk assessment is completed. Children go on visits at the headteacher's discretion. If it is deemed that a child's inappropriate behaviour will put themselves or others at risk then the child will not be permitted to go on a school visit, but will still be expected to attend school and will be expected to complete work set by the teacher.

Breaktimes - Responsibilities of teachers on duty

The responsibility of the teacher in duty is to be present in the area for which they are responsible and only to leave that area in exceptional circumstances.

To observe pupils' activity to detect as far as possible any individual or group action which might:

1. Be considered intimidating
2. Give rise to injury
3. Cause damage

In the event of an accident take appropriate action. At the end of break the teacher on duty is responsible to ensure children return into class appropriately ready to continue with their learning.

Any behavioural incidents will be recorded on CPOMS or Arbor, inline with the behaviour policy.

Inclement weather

Breaks must be outdoor, however there will be times when poor weather will prevent that. The duty teacher will decide whether outside conditions merit a break being declared indoor. A message should be sent, in plenty of time, to other teachers for activities to be prepared for the children. Different decisions may apply for pupils of different ages.

Responsibilities of staff at the end of breaks

At the end of break teachers and TAs will proceed to the playground without delay to escort the children into the classrooms.

Lunchtimes

It is the headteacher's duty to ensure a reasonable level of care for all pupils during the lunchtime break. At all times, a reasonable number of SMSAs (School Meal Supervisory Assistant) are employed to supervise the children at lunchtimes.

SMSA'S will have had appropriate training around providing age-appropriate activities to enhance the child's social and emotional skills during lunchtime and will help them to manage conflict and find solution focused responses to challenging behaviours.

SMSA (School Meal Supervisory Assistant); SMSAs will uphold the school's behaviour policy throughout lunchtime and where extra assistance is necessary will use walkie talkies to ask for support from SLT (Senior Leadership Team).

Teachers will collect their classes at the end of lunchtime and any significant issues will be discussed and actions taken in line with the behaviour policy and recorded on CPOMS/Arbor.

Where clubs exist, there is always an adult present to supervise the children.

Children are regularly reminded of the need to be in appropriate areas of the school so that they can be supervised. If the headteacher deems that a child's behaviour at lunchtime is putting themselves and others at risk then there may be a possibility of a lunchtime exclusion.

Where poor weather prevents the children from outdoor play, children are supervised within their classroom under the supervision of SMSAs. It must be noted that children going to and from areas of supervision e.g. along corridors or staircases are expected to do so without direct supervision.

Emergencies

Regular fire drills are undertaken, every term, at different points in the school day. All children and staff leave the building immediately and registers are checked. If an emergency occurs during a lesson then the teacher will send an adult to the office. Classes are not left unattended. When a child is unwell and awaiting collection of parents, they are under the supervision of office staff. If the child is deemed to require urgent medical assistance and parents cannot be contacted then they will be taken to the hospital by school staff or ambulance whilst every attempt will continue to contact the parents. A record of all accidents is kept in the school office.

Supervision after school

All after school clubs and activities are fully supervised by an adult. If a child is not collected by a parent at the appropriate time, then school staff will make every effort to contact the parents. Any child left on the school premises after the end of the school day is the parents' responsibility unless they are attending an activity or club. Where children are not collected by parents then emergency contacts will be used initially and if still no contact Children's social care will be informed.

Travelling to and from school

The headteacher is not responsible for the supervision of pupils travelling to and from school. However, the headteacher can discipline pupils if necessary, regarding their behaviour when they are travelling to and from school. All staff recognise the need to care for pupils at the end of the school day to allow all pupils to leave the premises safely. If a child is not collected in a reasonable amount of time after the end of the school day parents will be contacted.

Where children are not collected by parents then emergency contacts will be used initially and if still no contact Children's social care will be informed.

P.E. lessons

Staff ensure that children are appropriately dressed and trained in the safe use of equipment and the required behaviour for safe P.E. lessons. If a parent fails to comply with the P.E. dress code (including piercings and tied up hair) and the headteacher deems the child's attire to be unsafe then the parents will be invited into school to discuss a solution since P.E. is part of a pupil's entitlement to the national curriculum.

Risk Assessments

When children are deemed to be unsafe to move around school independently either due to a serious behaviour incident or SEND (Special Educational Needs and Disability) then a risk assessment will be put into place to support the child and they will be escorted through school by school staff.