

# Supervision of Pupils Policy

## Salcombe Preparatory School



September 2016

***This policy applies to Salcombe Preschool (EYFS), Pre-Preparatory School and Preparatory School***

### Salcombe Preparatory School

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### Policy Statement

Above all other considerations the safety of pupils must be an over-riding concern. Children should be under supervision at all times during the school day. 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.

### Rationale

Each and every teacher and ancillary staff member has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

### Guidelines

#### During lesson times

- Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.
- If for any reason a teacher needs to leave the classroom for any length of time, the Head Teacher or another appropriate adult should be summoned.

#### During Interval and Lunch

- It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.
- To ensure the most secure play environment for all pupils adequate teacher supervision of mid-morning and mid-afternoon breaks is vital. To that end a rota for both Prep and Pre-Prep school play grounds are displayed in the staffrooms.
- Whilst it is clear that such duties are among the most onerous that fall to teachers their execution is plainly crucial as serious consequences can follow for pupils and staff should there be an untoward occurrence.

#### Responsibilities of Teachers on Duty

- To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.
- To patrol visibly the outdoor and cloakroom areas used by the pupil group under supervision.
- To observe pupils' activity to detect in so far as possible any individual or group action which might :
  - Be considered intimidating (bullying)
  - Give rise to injury
  - Cause damage
- Enforcement of such rules as may apply to play areas.
- To be aware of such individuals and to challenge those whose presence on school premises is not justified.
- In the event of an accident take appropriate action.
- Ensure that the appropriate signal (bell) is given on time to indicate the end of break.
- Supervision of orderly lines until the class is collected by the class teacher.

### Inclement Weather

- Whenever possible 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 indoors. A message should be sent, in plenty of time, to other teachers in order for activities to be prepared for the children.
- Different decisions may apply for pupils of different ages.
- Responsible pupils from the Y6 class may be used in classes to assist in supervision but they can never be regarded as having any charge of other pupils.
- All responsibilities attaching to an outdoor playtime still apply though emphasis will differ.

### Responsibilities of staff at the end of breaks

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

### Timing of Breaks

Currently the timing of breaks are as per the timetables displayed in staffrooms

### Absence of duty teachers

- In the event of the absence of a duty teacher any supply teacher employed in their place will assume their duty. The deputy head teacher will ensure they are aware of their duties.
- If no supply teacher is engaged at the time of an absent teacher's duty other members of staff will on a rota basis fill that duty.
- Should a member of staff feel for any valid reason that they cannot complete a duty they must inform the Deputy Head of either the Pre-Prep or the Prep School who will endeavour to cover it.

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Related documentation	
Related documentation	<ul style="list-style-type: none"><li>• Health and Safety</li><li>• Learning Outside the Classroom</li><li>• Accident and Incident Reporting</li><li>• Administration of Medicines</li><li>• First Aid Policy</li></ul>