

The Weald Federation

Of Five Ashes, Frant, Mark Cross and Mayfield Church of England Primary Schools



With God's love we grow and learn together

To be an inspirational place of learning. Together, with our community, we strive for excellence enabling every child to flourish.

Through our Christian ethos, we aim to empower our pupils to become independent, reflective learners able to contribute to our ever-changing and diverse world.

Supervision of Children at Mayfield CE Primary School

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Aims

Mayfield CE Primary School is committed to providing, as far as is reasonably practicable, a safe playground, EYFS area and learning environments for the children at our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies, and third-party organisations) and parents or carers are aware of the standards that are expected.

Supervisory Responsibilities

The Executive Headteachers and Heads of School will:

- Ensure the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises or on educational visits.
- Ensure adequate staff are available to meet the supervision requirements for the school before the start of the day, during break times and lunch times, and at the end of the day, until all children have left the school grounds or are under parental or carer supervision.
- Organise appropriate training for school personnel.
- Ensure that staff are aware of their supervisory responsibilities.
- Continue to develop a culture of safety and a safe environment for our children.
- Ensure that this policy is communicated to parents and carers.
- Monitor the effectiveness of this policy by speaking with pupils, members of staff and parents/carers.
- Review and evaluate the supervision procedures as required.

Supervising staff will:

- Support and assist in the implementation of this policy.
- Reinforce a 'safe play' message with pupils.
- Adhere to the following policies: Safeguarding and Child Protection, Health and Safety, Behaviour Policy, Staff Code of Conduct, plus the additional policies listed on page 13.
- Report any concerns to the Designated Safeguarding Lead (DSL), Head of School (HoS) or Executive Headteacher (EHT) as appropriate.
- Understand their prime supervisory responsibility; to be with the class or group all the time. Children should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.
- Have a strong awareness of the need for supervision at transition times. This includes supervision of cloakroom and toilet areas and the transition to after-school clubs and collection at the end of the school day.

- Have an awareness of which pupils have specific health needs/conditions which may warrant an immediate response in an emergency e.g. pupils requiring an inhaler / EpiPen and that emergency medication is available as stated in their individual health care plans.

Parents and Carers will:

- Respect the arrangements provided for the supervision of their children and understand the times that supervision will be available.
- Support the supervisory staff by ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities.
- Report any concerns to the DSL, HoS or EHT as appropriate.
- Inform the school of any changes to the arrangements for the collection of their child.

Before School

Children, which includes pupils and their siblings, must behave in a way that respects others on the playground. No scooters or bikes should be ridden on the playground and no ball games are allowed before school starts. Parents/carers should not allow their children to use any of the playground equipment before the start of the school day.

- The duty staff (usually the HoS or EHT) open both the side gate and gate leading to Court Meadow at 8.35am.
- It is the responsibility of the parent/carer to bring their child to the hall door (all KS2 children) or to their classroom (all KS1 children). Only children in Year 5 and 6, who have permission to walk to and from school, may come in to school independently.
- Duty staff are situated outside of the hall or classroom door to ensure that children enter the school safely and take any messages from parent/carers. KS1 teachers will meet their children at the classroom entrance (Robins and Wagtails).
- Staff should be in school by 8.00am to ensure that they are prepared for the start of the school day.
- All teachers should be ready to receive their class and take responsibility for children from 8.35am.

Parents/carers remain with their children until the gates are opened. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until children enter the school building from 8.35am.

The gates will be opened at 8.35am for access to the school and will remain open until 8.45am. Any latecomers must report to the main school reception and pupils will be marked as late in the register.

On rare occasions, such as in particularly icy or windy conditions, alternative arrangements may be made for pupils to safely enter and leave the school site. These will be decided by the HoS or EHT and communicated to parents via the Arbor messaging service.

Supervision Arrangements

During the school day all visitors with business in the school will be admitted through the school office where they will sign in and receive a visitor's lanyard. Certain visitors to the school will be accompanied by a member of staff throughout their visit.

Leaving the school site: Children should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

Errands: Children should not be sent off-site on a personal errand on behalf of a member of staff.

Illness: When children are taken ill during the school day, the school will contact the parents/carers, whether at home or at work. Information about contacts is stored securely on Arbor.

Lesson Time: Children must always be supervised and should not be left unattended.

PE:

- If it is not appropriate for children to change together in the classroom for PE (this usually applies to upper KS2), then the teacher should ensure that they supervise both groups whilst changing.
- Children who cannot take part in PE should be given an alternative role in the lesson, such as keeping score, identifying good technique and sporting attitudes, designing a game for the playground or sport in which they are learning. If this is not appropriate, then it is the class teacher's responsibility to provide the child with work and arrange supervision in another class. For further guidance on this please refer to our *PE Clothing Risk Assessment*.

Visitors: All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's lanyard. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

Parents/carers are not allowed to approach children from other families to sort out disputes or arguments. Staff or parents/carers should report any concerns about this to the school office or a member of staff.

Break and Lunch Times

The Head of School/Executive Headteacher will:

- Create break and lunchtime rotas for staff, considering First Aid qualifications and experience.
- Review break and lunch duty arrangements daily in the event of any staff sickness/absence thereby providing adequate supervision ratios.
- Make the decision about whether it is a wet break/lunch time and ensure that there are adequate levels of supervision throughout the premises. Please see the school's *Playground Activities and Wet Play* risk assessment for further guidance.
- Provide supervision training for new members of staff to ensure children are safeguarded.
- In the event of a serious incident or unexpected occurrence, the EHT/HoS or senior teacher will ensure additional support is provided to assist in the situation.

Children's Responsibilities and Duties

- When allocating jobs/tasks to pupils, safety and supervision must be a prime consideration.
- Children should not be left in classrooms or communal areas during normal break times without appropriate adult supervision.
- All children have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet and they have been given a red band by an adult.
- If children are asked to stay inside to finish work, the teacher requesting them to do so is responsible for their supervision.

Staff will:

- Supervise the children in their care all the times.
- Lead and dismiss their class to the playground, checking that staff on supervisory duty are present before leaving the children.
- If a child has been excluded from the playground during break or lunch times because of their behaviour, the class teacher must ensure that suitable supervision is in place for the child.
- All staff passing the toilets in the main corridor should check that pupils are using them sensibly and encourage pupils are returning to the playground as soon as possible.

- At the end of break and lunchtimes, staff should lead children in a calm and appropriate manner to return to their classrooms and ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested cloakroom areas.

Members of Staff on Supervisory Duty:

- Keep to the break and lunch time rotas allocated by the HoS/EHT. These will allocate specific members of staff to positions/areas on the playground that provide the best sightlines.
- Inform the HoS/EHT if unable to carry out a scheduled duty.
- Read relevant policies and procedures and undertake training as required.
- Inform the HoS/EHT/DSL if you become aware of any health and safety issues or an area which you believe requires additional vigilance or falls outside of sightlines in terms of supervision.
- Must be in the playground promptly from the start of break or lunchtime and remain there until all the children are led inside.
- All staff responsible for supervisory duties are issued with a high-vis jacket to be easily identifiable. Trained First Aiders will wear a jacket that identifies their role.
- Not indulge in protracted conversation with other members of staff.
- Deal with any incidents of behaviour/bullying and report them to the relevant member of staff via CPOMS before the end of the school day.
- Report any safeguarding incidents/concerns to the DSL/Deputy DSLs immediately via CPOMS.
- Organise activities for the children during wet lunch breaks following guidance in the *Playground Activities and Wet Play* risk assessment.
- Over-seeing children's care and welfare during the lunch break, especially in the playground.
- Treat the children fairly, equally and with respect.
- Be vigilant of groups of mixed-age children; pay attention, particularly, to EYFS/KS1 pupils.
- Be vigilant of pupils with special educational needs and disabilities/ behavioural needs to ensure the safety of others and appropriate support for the individual pupil.
- Encourage pupils to play with their peers through initiating games, rather than allowing them to spend too much time with adults.
- Build positive relationships with children but avoid asking leading question that could be interpreted as 'prying' into family matters.
- Avoid getting too absorbed in games or conversations with pupils that may result in distraction from what is happening elsewhere on the playground - be vigilant.

First Aid Arrangements during Break and Lunch Times

- Minor first aid incidents and accidents should be managed on the playground by a trained first aider and recorded in the first aid folder. Staff managing first aid should alert other staff on duty so that they can adjust their sightlines accordingly to cover the designated areas.
- More serious accidents may require children to be taken to the office to be monitored by the secretary, who is first aid and administer of medicines trained. When this happens, if only one member of staff is left on duty on the playground, the HoS/another teacher will be asked to support pupils' supervision.
- There are two first aid stations: one is on the bench near the corner of hall and the other is just inside the hall entrance.
- Staff on supervisory duty should take the first aid kit and folder to the outdoor first aid station at the start of break/lunch.
- At the end of break/lunch, they are responsible for taking the first aid kit inside and delivering any first aid incident records to the school secretary.
- Class medical boxes, containing named inhalers and epi-pens, are taken to the hall by Y6 monitors in order that they are close to pupils if medicine is required.
- First aiders should ensure that use of an asthma inhaler by a child is recorded on their individual record card and given to the secretary in order that they can inform the child's parent/carer.

Dining Hall

- Supervise children eating their lunch, assisting them with their meals as necessary.
- Managing the children's behaviour, including orderly queuing, encouraging good table manners and maintaining an acceptable level of noise in the hall.
- Ensure that any spillages are cleared up swiftly to avoid slips and falls.
- Support Chartwells staff to clear the hall where possible, but keep pupil supervision as the priority during your duty.
- One supervising adult should move to the playground to support colleagues as soon as possible during the 12.30pm to 1.00pm session. Up to 30 pupils can be supervised by one adult in the dining hall, as a general rule, unless there are children with specific needs or EYFS pupils in the group.

After school

The Court Meadow playground gate will be opened at 3.15pm. Class teachers will ensure that children are collected by an appropriate adult from the classroom unless they have permission to walk home (Years 5 and 6 only). The class teacher should use the home time collection permission list provided by the office. Where a child has said they have permission to walk home but this has

not been confirmed, advice needs to be sought before the pupil is allowed to leave the school site.

Staff **MUST NOT** release children to persons that are not known to them, and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.

Children waiting for taxis/lifts/after school providers should be collected from the reception area.

For pupils who qualify for travel assistance and are transported to and from school via a taxi and/or other school transport, staff should ensure that unfamiliar/new transport personnel are confirmed as the appropriately assigned persons to transport that pupil. They will check and seek reassurances before releasing the pupil.

Children, which includes pupils and their siblings, must behave in a way that respects adults and smaller children on the playground at the end of the school day and are not to use scooters, balls or the playground equipment.

Safeguarding - After School Provision

After School Clubs:

- After school clubs usually commence at 3.30pm. Class teachers are responsible for the supervision of pupils until they are handed over to the club leader.
- Only children who have signed up to after school clubs should be allowed to participate in after school clubs.
- All club leaders have a list of pupils due to attend the club and take a register for each session.
- KS1 teachers/staff should supervise pupils' changing in Wagtails' Classroom and take children to the club, ensuring that they hand over responsibility to the relevant club leader.
- KS2 teachers should take children to change in the upper KS2 classrooms (boys in Falcons and girls in Nightingales) where they will be supervised until the club leader arrives.
- Teachers having PPA should return to their class at 3.10pm to dismiss their class at the end of the day, releasing Jo Tigg (PPA cover) for a break.
- Jo Tigg will take responsibility for supervision of pupils changing for clubs from 3.20pm.

Club Providers

- It is the school's responsibility to ensure third party providers are prepared to adopt the school's policies. All providers will be informed by the HoS/EHT of the systems, procedures, and expectations for safeguarding.
- It is the responsibility of the provider to contact the Designated Safeguarding Lead (DSL), Head of School or SPOA in the event of a safeguarding incident/concern e.g., child disclosure.
- All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education' (DfE - 2024).
- Insurance: All third-party providers offering activities provide a copy of their public liability insurance and their employer liability insurance as appropriate.
- The school ensures that it has written confirmation from third party providers that their staff have been safely recruited.
- All club leaders have a list of pupils due to attend the club and take a register at the start of each session. Should a child not be present, the club leader will call the school secretary to confirm their absence.
- Each term, all club leaders remind pupils about procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour, and changing arrangements.

Collection from Clubs

Upon the completion of after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, parents/carers are asked to collect their children from the agreed collection point. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone (Years 5 and 6 only) or be collected by another named person.

Activities Off-site

During all class trips/ activities off-site (including local visits such as use of Court Meadow or St. Dunstan's Church), staff have a heightened responsibility for supervision and must always follow procedures and risk assessments written and approved by the Educational Visits Co-ordinator.

All Other Times

Parents/carers must be aware that the school will **not** provide supervision for children in the playground outside these times, including open days, parents' evenings, and parent events. The children will be the supervisory responsibility of the parents/carers at all other times other than those stated in this policy.

Relationship to Other Policies and Risk Assessments

- Behaviour Policy
- Anti-bullying Policy
- Equality Objectives Statement
- Safeguarding and Child Protection Policy
- Health and Safety Policy (including First Aid)
- Supporting Children with Medical Conditions Policy
- Educational Visits Policy
- Crisis Management Plan
- ESCC Incident Reporting Policy and Guidance
- ESCC Policy on Outdoor Play Equipment

There are a number of risk assessments in place, linked to these policies, that staff should be aware of and follow. These can be found on the Mayfield All Staff Share Point.

Roles and Supervisory Responsibilities

This policy applies to:

- All staff and contractors, agency, and other third-party organisations
- Children
- Parents/carers (at dropping off and picking up times).

Arrangements for Monitoring and Evaluation

The designated safeguarding lead, alongside the HoS and EHT, will periodically monitor minor injuries and behaviour records, individual pupils' risk assessments and bullying incidents to ascertain whether there are recurring trends and how they could be resolved. These will be reported to governors at FGB meetings.