



ST. ANTHONY'S SCHOOL  
FOR BOYS

# Supervision Policy

**Policy reviewed by** AOC

**Review date:** June 2018

**Submission:** June 2018

**Policy actioned from:** September 2018

**Next review date:** June 2019

**Reviewer's Signature:** AOC

**Head Teacher's Signature:** PK

**Circulation:** This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

# A12/E6 Supervision Policy

## Part 3, paragraph 14

This policy applies to all pupils in the school, including those in Reception (EYFS).

All staff are responsible for supervising pupils during the school day, during their contracted hours (between 8.30 and 16.30) and, where appropriate, beyond these times. At all times staff must ensure that the supervision of pupils is in accordance with the appropriate policies (contained in the Staff Handbook) and that the pupils' behaviour is in accordance with the school's "Behaviour Policy".

### On School premises

**Before school.** Members of Senior staff supervise pupils from 0815 (when the school is opened) until such time as the pupils are supervised by their class teacher.

#### **Between lessons.**

- **Senior House.** There will be times in the school day when pupils are in their classrooms and are not directly supervised - lesson changeover times. Teachers must endeavour to arrive at their lessons promptly to minimise the time that pupils are left without a teacher present. At these times all staff are responsible for ensuring that pupils behave in accordance with the school's "Behaviour Policy" and "Code of Conduct".
- **Junior House.** Staff need to ensure that they are in their classrooms in sufficient time first thing in the morning and at the end of morning and afternoon breaks to ensure that children are not left unsupervised. In the event of teacher changeover between lessons, in the Junior House, staff must stay with the class until the next teacher arrives. At these times all staff are responsible for ensuring that pupils behave in accordance with the school's "Behaviour Policy" and "Code of Conduct".
- **Breaks.** On duty in the playground, staff need to monitor pupils' play and endeavour to ensure that this is, at all times, safe. They may need to make a judgment, if accidents occur, about whether to send a child for first aid treatment or, for more superficial injuries, whether re-assurance is all that is necessary. In the event of upsets between pupils, a judgment needs to be made as to whether form teachers need to be informed and any incidences of bullying should be recorded and investigated. Reference should be made to the school's "Behaviour policy" and the "Health and Safety Policy".

**Lunchtimes.** These are usually covered by a combination of teaching assistants and classroom teachers on duty, with a member of Senior staff on call. Staff need to supervise the pupils eating, to ensure that they all eat something and to encourage appropriate behaviour. Special attention needs to

be paid to boys with food allergies to help ensure that they do not eat food that is inappropriate for them, though the responsibility for this relies, in the main, with the Catering Manager. If it is noted that a child has not eaten sufficiently, form teachers should be notified so that parents can be informed, particularly if this is happening on a regular basis.

### **End of day**

- Junior House. It is the teacher in charge of seeing out the class who is responsible for ensuring that boys are collected safely at the end of the day and that the person collecting is known to the child. In the case of uncertainty, a phone call should be made to the child's parent for clarification. Any boys not collected by the time the school gate is locked should be sent to the secretary for supervision. Boys travelling home on the school bus or who have been authorized to attend the 'Big Brother' facility, should be sent to the appropriate rooms where supervision is provided. In the case of boys in Years R, 1 and 2 who have not been collected, they should be taken to the appropriate room.
- Senior House. Year 6-8 boys are seen out by their form teachers from their classrooms. Year 4 and 5 boys are seen off from the playground by their form teacher. Any difficulties with collection or with journeys home are referred to the school office.
- Siblings. Boys in the Senior House, and of an appropriate age, whose parents have given written permission to the school, may come to the Junior House to collect their younger brother/s.

**After school.** A senior member of staff is always on duty in the school buildings until 1700. This member of staff is responsible for ensuring the supervision of any pupils that remain on site. If necessary that member of staff will remain on-site until pupils have been collected. In the case of planned or regular activities that continue beyond 1700, the member of staff responsible for that activity is responsible for the pupils, whilst they are on the premises.

**Swimming pool.** The supervision of pupils in the swimming pool should be in accordance with the school's "Normal Operating Plan for the Swimming Pool", which details the arrangements that exist for the use of the pool. This is contained in the Staff Handbook

### Off the School premises.

**Road crossing.** Road crossings are made in accordance with the school's "Road Crossing Policy", which is in the Staff Handbook. Pupils should never cross roads unsupervised during school hours or whilst they are engaged in activities supervised by the school. Exceptions to this can only be made where the school has written permission from the parent/guardian for the pupil concerned to cross independently.

**At Games.** The arrangements for the supervision of pupils during routine Games sessions and on "away" fixtures should be in accordance with the school's "Policy for out of school activities" and the "Health and Safety Policy". The teacher in charge should carry a mobile phone so that they can be contacted by the school. Any boys who are 'off Games' and have not been

collected by their parents need to be placed with another class for the duration of the session.

**Visits, excursions, “away” sports fixtures.** On trips – the party leader has ultimate responsibility for the organisation of the trip and for the health and safety of the children. The party leader will ensure that supervision is organised, as appropriate to the age of the children, in accordance with the school’s “Policy for out of school activities” and in discussion with the Head of Senior House or Head of Junior House. Requirements for the supervision of pupils whilst travelling are detailed in the Staff Handbook.

### **Supervision while travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils using the school minibus service are the responsibility of the driver: they must wear seatbelts at all times.

### EYFS-specific procedures

- Reception classrooms are open from 8.30am from which time they are supervised by their form teachers and a team of teaching assistants. At 8.55 the class teacher registers the boys.
- Between lessons if there is any gap between the departure of one teacher and the arrival of the next, the assigned teaching assistant is always with the class.
- At the end of break times the class teacher or teaching assistant can be found in the classroom. The person on break duty accompanies the boys back to class.
- Reception boys are collected from their classroom between 3.15 and 3.30pm. Parents collect the boys from the classrooms, via the front door and the class teacher and teaching assistant see the boys out. Other than the children’s parents, only adults who have prior written consent to pick up boys can collect them. A list of these people is posted on the classroom wall

