

SUPERVISION POLICY

Author:	Amran Suleman
School Role:	Head of School
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Reviewer:	Niall Kelly / Sarah Morgan
School Role:	Proprietor
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1. Purpose

The Supervision of Students Policy provides a common understanding and also a continuity of practice throughout the school, which will help to safeguard, protect and promote the welfare of both children, staff and visitors to the school.

This policy on supervision and support also has benefits related to discipline. At Howard House School we believe that Students are able to learn to take responsibility for their actions, if good adult modelling takes place and kindness informs discipline. We are careful to ensure that the responsibilities we place upon Students are within their capabilities to accept and that we do not put them or others at risk by being unrealistic in our expectations.

2. Summary

1. The school takes responsibility for Students from 8.50am.
2. From this time teachers will be available to meet their students in the meet and greet area
3. It is the task of the teachers to supervise the Students from 8.50am with due regard to the rules relating to start of school, break-time and play area routines.
4. A class teacher's prime responsibility is to be with the class or group being taught at all times.
5. Students in class should not be put in the position of being left unsupervised.
6. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
7. Students require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
8. The responsibility for the quality and quantity of supervision at lunchtime rests with the class teacher.
9. Students who have not been collected after school will come back into school to be cared for whilst parent/caregiver contact is made.
10. Students should never wait for lifts or taxis unsupervised.
11. Students should be collected from the meet, greet and departure area and the teacher will escort them out to the known adult collecting them.

Roles and responsibilities

This policy applies to:

- All staff

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- Pupils
- Parents/Carergivers (at dropping off and picking up times)

Outside Duties

It is the task of the teachers to supervise the Students with due regard to the rules relating to break-time and usage of the outdoor areas.

- Students must never be allowed to leave the school grounds at any time without parental and/or Head Teacher permission and adult supervision.
- All staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of conduct, which recognise the rights of children.
- Staff are the first point of reference for Students with problems or minor injuries.
- Supervising Students takes precedence over all other activities.
If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the child to take to their home/care provision.

Before School

- The school takes responsibility for Students from 9am. From that time a teacher will be on duty in the playground area to sign Students in.
- Any latecomers must come in via the children's entrance to the school.

Morning and Afternoon Breaks

- Students require a break from indoor work and unless there is good reason they should be encouraged to take their breaks outside.
- Adult pupil ratio is 1:1 or 2:1 and this level of supervision remains both inside and in the play area.
- The adults will supervise all areas of the play area ensuring that less visible areas are supervised.
- The staff will supervise the students going in through the return entrance.
- If the Head of School designates the break as an indoor break due to extreme or bad weather, then the teachers will supervise the students.
- No whistles or bells are be used - to support sensory needs.

Lunchtime

- All teachers are expected to eat lunch with students. This is an opportunity to model pro social expectations and communication surrounding meal times and a community opportunity to support social engagement.

Inside Supervision

- Teachers should be in the classroom to receive the Students at the beginning of each session.
- Students should never be left in school to carry out any activity, task or duty whilst unsupervised unless it has been approved by a senior leader.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Students in class should not be put in the position of being left unsupervised.
- Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the session when they are supported to transition to their break.

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- Students will not be left unsupervised in the toilet areas. The designated toilet is single use only.

Games/P.E

- Students come to school in their sports kit and PE takes place in the afternoon
- Students who cannot take part in games activities can join their group as an observer (warm weather only). If this is not appropriate then Students must be designated a class or person and where an alternative or differentiated activity will be provided. The student will stay with that class/person until the end of the session.

Children's Responsibilities and Duties

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for Students to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Students doing jobs / tasks must be directly supervised by the teacher. Students will not be left in the classrooms during break times without class teacher supervision. Any other Students performing tasks (i.e. paper recycling) are the direct responsibility of the allocated staff member.