

COGNITA
TEACHING EXCELLENCE



KINGSCOURT

**Safeguarding –
Pupil Supervision Policy**

September 2017

Safeguarding – Pupil Supervision Policy

Policy Statement

Cognita as the governing body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that supervision of all pupils throughout the school day is sufficient to ensure their health, safety and welfare. All staff in our school will ensure that their practice is based on the principle of ‘duty and care’ that will be applied at all times and are responsible for ensuring appropriate behaviour of all children at all times in our school.

Key Facts:

- It is paramount to us that our children remain safe and secure
- Clear rigorous procedures and routines are in place at our school, before, during and after the school day
- Staff, Children and parents are aware of these procedures
- This ensures that all children are safe while they are at school, during the school day and during clubs, both before and after school.
- A clear system of signing in visitors and contractors is in place using the red/green lanyard system.

Supervision before School: Larks (0800-0830)

- Children who arrive before 0800 will wait outside the office door within sight of the Head Teacher who is working in the office.
- At 0800 members of school staff take responsibility for registering these children together with other children arriving in school before 0830
- A parent must accompany their child upstairs before 0830 if they need to go to their classroom.
- If a child is arriving in school to take part in a club, they will still ensure they are registered with the staff member before being collected by the staff member leading the club.

Registration 0830 – 0850

- Children may go into their classrooms from 0830. The class teacher will be present in their classroom from this time and will use the SIMS register to mark the children in as they arrive. The Register closes at 0850 when it is saved and any children not marked as present or are known absent (either via phone message, email or through previous authorised request) will be followed up by the office staff.
- Registration takes place again between 1300 and 1340 with the same procedure as in the morning.
- Children may not leave the premises during the school day unless an authorised request has been received by the school from the parent/guardian. (phone/email/letter) They will always leave with their parent/guardian or an adult authorised by the parent or guardian of which the school is aware.

Illness

- Parents will be contacted if a child is unwell and asked to take their child home. Parents should ensure that an emergency contact number is given to the office and should update the office should this number/contact change.
- Requests for updated information are sent out on a regular basis.

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- All illness absences are recorded on SIMS.

Emergency/ Lesson Time Supervision

- No class of pupils will be left unsupervised for any reason. If a member of staff requires support, they should send 2 children to the office or the closest class room for adult support.
- In PE or specific lessons, supervision should be appropriate to that activity and staff should provide appropriate advice or support to ensure that children carry, put out or use all equipment safely at all times.
- If Staff are lifting and moving equipment, this should comply with manual handling policy and care should be taken at all times to ensure staff safety.
- If a member of staff is alone with a pupil, the door should always be open and where appropriate, other staff aware of this situation.
- If intimate care is required, staff are aware of what is appropriate in line with this policy.
- If a child for any reason cannot take part or go with their class to a lesson (for example PE) then the teacher taking that lesson must ensure that appropriate supervision is provided for that child, either in another class or in the office where staff are present.

Breaktimes

- There are clear Duty rotas for morning and lunchtime breaks. These are in the academic area on the computer and printed in the staffroom for reference. At Kingscourt 2 members of staff will be on duty at each playtime in the morning and on the playground for lunchtime play.
- Amendments will be made on the weekly memo for staff who are absent or away on trips. Staff are encouraged to make their own arrangements to 'swap' if they know they will not be able to make their duty on a particular day.
- On Wet break times, there is a duty rota for staff covering the 3 floors of our building.

Lunch Hall Supervision

- There are 2 duty Lunchtime supervisors in the hall from 1145 – 1300. These are there to ensure the safe operating of our dining hall, to help the younger children and to ensure the correct behaviour expectations.
- Class teachers and other staff also eat in our Dining hall and they are also expected to monitor the eating habits, behaviour and supervise the children in the hall at that time.

Duty Rota

- There are duty rotas also for Gate/Car duty and front door in the morning from 0830 – 0900 and also at the front door from 1530-1600 in the afternoon. This is to ensure the smooth running of our 'drop off' system and for safeguarding purposes on entering the school building.

Lunchtime and After School Clubs

- At Kingscourt we run a range of clubs, using all areas of our school building and grounds.
- There is an adult staff member who runs and supervises the children in each of these clubs They will take a register of students attending each week, so that in the case of an emergency, they are aware of names/numbers. They are directly responsible for the supervision of these children during this time.

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- When the club has finished, this member of staff is responsible for ensuring the children return to their classroom for afternoon registration (at a lunchtime club) or making sure the children are collected by an adult/parent at the end of an after school club.
- If a child is not collected within 10 minutes of an after school club finishing, they are taken and registered in Owls Club.

Supervision after School :OWLS (1600 – 1800)

- This is run by 3 members of Kingscourt Staff including one who is EYFS qualified.
- A register of children is taken by the Owls Supervisor who then notes how long the child is in Owls.
- The children may have either a drink/biscuit or a tea (prebooked). This is served by the Owls staff.
- Owls have telephone access from 1600 and can communicate with parents or staff should they have any concerns about a child in their care.

Supervision after School: Homework Club (1600 -1700)

- This is run by a member of Kingscourt Staff in a designated classroom.
- They will register all the children on arrival and note when they are collected by their parent/adult or sent down to Owls on completion of their homework.
- This staff member from 1600 is also responsible for releasing the front door catch when an adult arrives to collect their child.

Children off Site: Day trips and Residential trips

- When pupils are off site and involved in a trip, they remain the schools responsibility. The members of staff involved in that activity, as per the risk assessment submitted on Evolve.
- Staff members are responsible at all times for pupils safety, welfare and happiness at all times.
- We have a Residential trips logbook that staff members will fill in and return to the DSL at the end of the residential trip to monitor and take appropriate action if required.
- Evolve also requests that post trip evaluations are completed to ensure that the correct information is provided for the future.
- Teachers on trips carry mobile phones for emergency use only and must comply with the acceptable use policy at all times.

Children Missing/Lost

- Safeguarding: Child Protection Policy & Procedure states
- This refers to a time when a child is lost or missing during the school day after they have arrived, including when working off-site. This should be distinguished from Children Missing from Education (see separate policy).

When a child is lost or missing during the school day, it is our agreed procedure to:

- Alert the Office
- Alert other staff, especially those outside in our school grounds using the radio system wherever possible.
- Allowing for the child to return from the toilet, be at a music lesson or other place within the building, We should then search for up to 5 minutes.

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- If we have not located the child, we should alert parents and then
- Contact the Police (Emergency 999 / Non emergency 101)

Staff Absence

- Any member of staff who is absent due to illness should phone/email into school prior to 0730, to the Head teacher and staff members who are expecting them in their class that day.
- Any staff member who needs time away from school for personal/professional reasons must have prior permission/approval from the Head Teacher.
- All staff cover arrangements are handled by the Head Teacher or in his absence a member of the SLT.

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