



Student Supervision Policy 2024

Purpose:

The purpose of a policy on the supervision of students is to provide a common understanding of all the possible issues that may be present within the school environment. In addition, the content of this policy will provide consistency of practice throughout the school, which safeguards the welfare of both children and staff.

Students will be able to accept greater responsibility for their actions if they are aware of the parameters for action. The school will ensure that the responsibilities we give students are within their capabilities to accept and respond to and not put themselves or others at risk by being unrealistic in the expectations of students.

Summary:

- The school takes responsibility for students from 8.30am. It is likely that students will arrive at school by car.
- A member of staff is available every morning to receive each student from their car and ensure that they enter the school site safely.
- Once the student is within the boundaries of the school site, each student will have the opportunity to meet and play with friends until registration time. • All students will be supervised by a member of staff during this time. • It is each class teacher's responsibility to be with the class or group being taught at all times. Students in class should not be left unsupervised. Good preparation and classroom management will ensure that there is not necessity to leave the class except in an emergency.
- Where a student needs a break from the classroom this will be undertaken in line with the school's safeguarding policy and the student will continue to be supervised by a student support assistant.
- All students will be supervised at break time by a member of staff. • Lunch is a shared event with staff and students. Staff will provide supervision during this time.
- After lunch has been eaten, all students will be supervised in the school's play area by a member of staff.
- All students will be collected by car and each student will be handed over to either a parent or, where Local Authority transport is being used, to the appropriate driver. This process is fully supervised by a member of school staff.
- The school does not make use of extra-curricular activities at present.
- Where a student is not collected at the appropriate time, the student will remain with a staff member until the person collecting the student has arrived or has been contacted to ascertain if there are difficulties.
- Where a student has not been collected and it has not been possible to contact the person responsible for collecting the child, staff will discuss further with the

schools designated safeguarding lead and follow safeguarding procedures where appropriate.

Related Policies:

- HTS Behaviour Policy
- HTS Anti-Bullying Policy
- HTS Safeguarding and Child Protection Policy
- HTS Health and Safety Policy

Roles and Responsibilities:

This policy applies to:

- All staff and volunteers
- All students
- Parents and carers
- Transport personnel where applicable

Outdoor duties and responsibilities:

It is the responsibility of the staff member on duty that all students have due regard for school rules during break and lunchtime play.

- Students must not leave the school grounds at any time without parental permission and with knowledge and agreement from the Head of Learning.
- Staff members on duty during these times have responsibility for monitoring and reporting on behaviour in accordance with the schools behaviour policy.
- Staff members on duty during these times are the first point of reference for all students, particularly relating to first aid, a need for some quiet time, where a student may be struggling with friendships or a mental health need. Where appropriate the staff member on duty can signpost the student to other members of staff who may be available.
- Any member of staff who is on duty, must arrive on time and where they have been unavoidably delayed, must inform the Head of Learning immediately in order to ensure a replacement can be deployed.
- All accidents and incidents during break times and lunchtimes must be logged in the incident log on the school's internal drive.

Before School:

- The school takes responsibility for students from 8.30am. The student entrance will be open from this time. Staff members will be available to receive students from this time.
- Students will be able to use the play area until morning registration. • A staff member will signal the end of free play and all students will line up ready to enter the building and begin registration.
- The student entrance will be closed from 8.55 and any latecomers will need to

use the main entrance to the school.

In class supervision:

- All class teachers will collect their students from the rear of the school and supervise students whilst they move to their respective classrooms.
- Each class teacher has responsibility for their class during all learning sessions.
- Students will not be left unsupervised in any class space without prior approval and, where appropriate, a risk assessment form has been completed.
- At times student's may wish to have some time out of the classroom. Class teachers can give permission for this and all designated quiet areas in the school are visible by staff members at all times.
- In the rare event that it is necessary for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.

Morning Break:

- All students will be encouraged to go outside during the morning break.
- Break time will be supervised by a member of staff.
- This member of staff will have basic first aid training and will be the first point of contact following an accident or incident in the play area.
- Staff members will have a good view of all aspects of the play area. • The end of morning break will be signalled using voice only.
- Students will line up at the rear of the school building in order to begin their next learning session.
- Each class teacher will be responsible for collecting their students and supervising the next learning session.
- Where it is determined by the Head of Learning that the weather is too inclement to play outside, students will be supervised downstairs by members of staff where activities will be provided.

Lunchtime:

- All students will bring lunch to school.
- Staff and students will sit down together to eat their lunch.
- On Fridays a staff member will bring in and share lunch with all students.
- Once lunch has been consumed all students will be able to go outside to play.
- Lunch time will be supervised by a member of staff.
- This member of staff will have basic first aid training and will be the first point of contact following an accident or incident in the play area.
- Staff members will have a good view of all aspects of the play area. • The end of lunch break will be signalled using voice only.
- Students will line up at the rear of the school building in order to register for the afternoon session and begin their next learning session.
- Each class teacher will be responsible for collecting their students and supervising the next learning session.
- Where it is determined by the Head of Learning that the weather is too inclement to play outside, students will be supervised downstairs by members of staff where activities will be provided.

Games/PE:

- All PE will take place off site using local sports facilities.

- All students will travel to these facilities using designated cars.
- All students will be fully supervised whilst off site and in accordance with the school's risk assessment.
- On days where PE is timetabled, all students will be encouraged to wear clothing suitable for PE. Any student who wishes to change after PE can use the changing area, next to the shower on the school site.
- Where a student is not able to participate directly in PE, they can remain with their class and support other aspects of the activities in hand. • Where this is not appropriate, the student can remain on site with a member of staff who will support the student with alternate activities.

End of the day arrangements:

- At the end of the day, all students will be handed over to either:
 - A parent
 - An agreed alternative person (childminder)
 - A member of the transport team, for those students arriving in taxis or buses
 - No student will be handed over to any adult who does not have written permission to collect the student.
 - Where a parent or transport service has notified the school of a delay, the student will remain at school with a member of staff until collected.
 - Where a child has not been collected from school and the person who is due to collect them has not been in contact, the situation will be reported to the Head of Learning who will refer to the school's safeguarding and child protection policy for further advice and action.

Entering and Exiting the site:

- When students are on site, all main doors in and out of the main building will be locked.
- There is a main entrance to the building which is appropriately signed and under the supervision of CCTV which is also clearly signed.
- Any adult entering the building will be supervised by a member of staff at all times.
- The student entrance to the building will be supervised by a member of staff at all times when students are entering and leaving the building at the beginning and the end of the day or when accessing off site activities.
- In addition to the main entrances to the building, there are two access gates in the play area. Each gate is bolted and padlocked from the inside. Each gate is supervised by CCTV and has appropriate signage.
- In the event of an emergency any staff member will be able to open the gates from the inside to ensure all students are able to access the designated assembly area.

Play areas:


- There is a large play area to the rear of the site which has three parts. A paved area with some covered space, a bark area with trampolines and a large grassed area.
- Some of this area is fenced by 1.8m closeboard fencing. This is to ensure the immediate area outside the rear of the building is secure. The wider grassed ar

ea is fenced by 1.2m post and rail fencing that allows for good visibility for students to the wider rural site.

- 'Do not climb the fence' signs are clearly displayed and students will be supervised at all times when outside.
- Rewards will be given to students who demonstrate making good choices about following school rules when outside and, where appropriate and necessary, sanctions in accordance with the school's behaviour policy will be imposed.
- Any student who has a history of absconding will undertake a full risk assessment before being admitted to the school.

Off Site trips and events:

- All students will be supervised at all times when off site. Any off site visit, trip or event will require an appropriate risk assessment and will be staffed in accordance with each individual risk assessment.

Signed:  Head of Pastoral Care

Signed:  Head of Learning

Date: March 2024 Review Date: March 2025