

IMAM ZAKARIYA PRIMARY SCHOOL

PUPIL SUPERVISION POLICY

Date reviewed: 29th December 2017

Date of next review: 28th December 2018

Imam Zakariya Primary School, we aim to ensure that full and appropriate supervision of all pupils occurs throughout the school day. To provide a reasonable level of duty of care for all pupils.

N.B. The term “parent” is used throughout the policy and refers to all adult carers who have charge of the pupils during out of school hours.

GENERAL SUPERVISION BEFORE SCHOOL

Pupils are not permitted onto the school grounds until 7.45am. Two staff members will be on the in the main hall to supervise the pupils as they go straight into school, while one member of staff will be outside at the dropping area as to supervise pupils being dropped off. Assembly starts at 7.45, which is followed by registration at 7.55am

REGISTRATION

The responsibility to ensure that a child attends school regularly is that of the parents. Please refer to the school’s attendance policy. Parents will be contacted by phone (If they have not notified the school by 8.15) if their child is absent. If a child fails to arrive at school after leaving home then it will be the duty of the parents to take appropriate action.

GOING OFF OF THE SCHOOL SITE

If it is suspected that a child has left the school site then staff will try to get the child back into school. However, if a child refuses or runs away too quickly then parents and emergency carers will be contacted immediately by telephone. If no one is available on the emergency telephone numbers and staff are unable to locate the child the police will be informed. Parents are regularly reminded of the importance of the school having up to date emergency contact numbers.

No member of staff will ask a pupil to run a personal errand for them that involves leaving the school site. If a child is ill then they will not be allowed to go home unless they have a parent as escort. If a parent requires a child to leave school early, they must collect them. No child will be allowed to leave the school site alone within the school day.

GENERAL SUPERVISION DURING LESSON TIME

All pupils will be under the general care of their class teacher during the school day, excluding break and lunch times. Although pupils may be called out of the classroom to work with other adults they remain in the overall care of the class teacher. Pupils are allowed, unaided, to go to the toilet, walk around the building or run internal errands for staff at the teacher’s discretion.

All staff, helpers, adults and volunteers who work in the school all have enhanced DBS checks to ensure their suitability. These checks are recorded on the schools Single Central Register

Record.

All main exits are locked during lesson times and entry to the main entrance is via an entrance entry system. Caretakers have been asked to ensure all external doors (playground) are locked after all pupils have returned from break and lunch play.

VISITS

Teachers complete a risk assessment whilst organising a school trip and a copy is given to the Headteacher to ensure that the appropriate level of supervision will be available.

Teaching staff are responsible for ensuring all the correct risk assessments are obtained or devised and a detailed itinerary is draw up. All parents must give consent for the visit. All members of staff are qualified in Paediatrics First Aid with Ms. Rayhana, Ms.Brenda, Ms.Faiza, MIn.Tayyab, Hfz Zubair, amongst others.

The borough recommendation for child supervision is followed, with even higher supervision levels for Ks1 pupils. Pupils go on visits at the Headteacher's discretion. If it is deemed that a child's inappropriate behaviour will put themselves or others at risk then the child will not be permitted to go on a school visit. An individual pupils' behaviour focused risk assessment will always be produced in these situations.

BREAKTIMES & LUNCH TIMES

A minimum of 3 staff members supervise the playgrounds at break times to ensure that all pupils are supervised whilst out at play. There are two members of who supervise the pupils at lunchtime in playground at each Key stage and one in the eating. Pupils are only allowed back into the building with an adult's permission.

The school has a detailed procedure and Risk assessment (re- avoidance of community during worship (see Risk Assessment during Worship)

If there is an indoor playtime due to bad weather then all pupils are supervised by an adult and year 6 School Council members. Pupils do not leave the classroom without an adult's permission and they are encouraged to play quiet games, read books or draw.

Some pupils with specific needs or in certain circumstances are allowed the choice of remaining inside during a break time. This is under the supervision of the class teacher and the above supervisory conditions apply. No child is to be left unattended in any space within the school

Headteacher deems that a child's behaviour at lunchtime is putting themselves and others at risk then they may enjoy an inside playtime only.

It must be noted that pupils going to and from areas of supervision e.g. along corridors or staircases are expected to do so without direct supervision.

EMERGENCIES

Regular fire drills are undertaken, at different points in the school day. All pupils and staff leave the building immediately and registers are checked. If an emergency occurs during a lesson then the teacher will contact the school office telephone. Classes are not left unattended. When a child is unwell they rest in the medical area under the supervision of a member staff, or, if they are waiting to be collected, they rest in the blue seating area under the supervision of the office staff. If the child is deemed to require urgent medical assistance and parents cannot be contacted then the emergency services may be called or they will be

taken to the hospital by school staff –all the time every attempt will continue in order to contact the parents. A record of accidents is kept in the reception.

SUPERVISION AFTER SCHOOL

All after school clubs and activities are fully supervised by at least two adults. If a child is not collected by a parent at the appropriate time then school staff (usually senior management) will make every endeavour to contact the parents. Any child left on the school premises after the end of the school day is the parents’ responsibility unless they are attending an activity or club.

P.E. LESSONS

Staff teaching PE (ensure that pupils are appropriately dressed and trained in the safe use of equipment and the required behaviour for safe P.E. lessons. If a parent fails to comply with the P.E. dress code and the Headteacher deems the child’s attire to be unsafe then the parents will be invited into school to discuss a solution since P.E. is part of a pupil’s entitlement to the National Curriculum.

This policy will be updated annually or when any changes come in as to be in line with the new legislation.

Related Policies:

- Safeguarding Policy
- Health & Safety Policy
- First Aid Policy

Signature Head teacher..... Date:.....

Signature Chair of Governors..... Date:.....