

# Bolsover Infants and Nursery School

## Supervision Policy



This Policy has been written in accordance with the wishes of staff, children and Governors of Bolsover Infants and Nursery School.

Date Agreed.....

Signed.....

## Supervision

### Policy Statement

We believe that high quality supervision is the cornerstone of effective safeguarding for children and young people and should be seen to operate effectively at all levels within the organization.

This policy aims to promote effective supervision for all staff working with children, young people, parents or carers.

### Responsibility

The 'duty of care', places a specific responsibility on the Headteacher, as overall manager of the school, to ensure that full and appropriate supervision of all children occurs throughout the school day.

The 'duty of care' is a contractual obligation for all staff.

It is the responsibility of each member of staff to be aware of this requirement and work within the parameters of this policy.

We take the safety of our children very seriously and wish to ensure that they are kept safe from harm while at school. All staff in school are well aware of our visitor's policy and would expect any visiting adult to be signed in at the office and to be wearing a visitor's badge. All adults in school are CRB checked and a Single Central Register will be kept up to date regularly for these staff.

### Suitable adults

Any adult visiting school should be CRB checked and a Single central register will be kept of these checks. Staff should not allow any adult regular access to a child/ren if they have not been CRB checked.

Any visiting guests will be asked to show their CRB check, unless they are Derbyshire County Council staff, they will be asked for their ID (DCC will be responsible for these CRB checks, e.g SSEN, Behaviour Support, Educational Psychologist etc).

Any supply staff will be CRB checked and only supply staff that are regular to the school or from Capita Supply Agency will be used.

### **Student and work experience Students**

Work experience student are still classed as children (if under 16) and so will not need a CRB check. We will however discuss with them the confidential nature of a school and will ensure they are well aware of policy and procedure around safety and supervision. No work experience student would be left alone with a child/ren.

Student from the local college are CRB checked by the college and these are checked by the school. The class teachers are ultimately responsible for the students in their class and are asked to report any unsuitable behaviour to the head.

### **Before School**

The school doors do not open until 8.45pm. Before this time parents are responsible for their children's actions. Once the doors have been opened the children are only our responsibility once they have been passed on to the teacher. Adults will stand on each open door to ensure no child leaves the building and it is the delivering adult's responsibility to take the child into class.

In the summer term Year 2 children would be expected to take themselves into school. Once the child has entered the building they would become our responsibility.

### **Home Time**

Staff are not to let a child leave until we have spotted an appropriate adult. Children will only be allowed to leave with an adult who is named on the white form. If anyone different is to collect a child, we would ask that we have met them prior to the occasion or have been called/informed by an appropriate grown up. Staff are responsible for the children until they have been handed over to a grown up. If the child stays on the school grounds after they have been handed to their grown up, they are then the responsibility of the collecting adult.

### **School Grounds**

We would ask that all children are supervised when on school grounds before and after school. Children should not be playing in the school garden and should not be left unsupervised to play on the trim trail.

### **Supervision in School Time**

At play time children should be supervised to and from the school playground. Staff on duty should always be aware of visitors entering the yard. Non teaching Staff on duty at the top end of the playground should always send any visitors to the school office. If a non-teaching member of staff does not appear on playground duty to watch the front gate, the teacher on duty would be responsible and should position themselves outside the bottom door of main school. Children would then be encouraged to play in front of the teacher, allowing staff to see all of the children and the gate.

At morning and afternoon play they will be at least 3 staff in the playground. One of which would be responsible for watching the top gate. Staff should ensure they have a walkie talkie at all times and that it is fully charged and working. All staff will do at least 2 duties a week. Rotas would be issued at the start of the year.

Any first aid issues will be dealt with by a designated first aider inside school.

### **Classrooms**

Children should never be left in a classroom unattended at any time. They may leave the room to go to the toilet or get a drink but should be checked on if the task takes too long. Children will be accompanied by the teacher to assembly and out to play.

### **Moving around School**

Any child, in buildings separate to the main building, needing to return registers to the office should be accompanied or watched from the classroom door. Children in the main building may deliver the register unaccompanied. Any child moving around school unaccompanied should always do so in two's (unless the class teacher can see them). If a child needs to visit the office or headteacher from the midway building the head should be notified to watch the child from and to the classroom.

### **Lunchtimes**

Dinner staff will arrive in classrooms at 11.50 and will accompany children to and from the toilet and to collect their coats. They will then accompany the children on to the yard. Dinner staff will man the top gate in case we receive visitors and the senior mid-day will greet them at the main reception. Dinner staff will count their children before they go out and on their return. They will also check numbers before children receive their lunch. Dinner staff are

responsible for the children until the teacher arrives at 1.05pm. They must not leave the children unsupervised at any time.

First aid problems will be dealt with in the same manner as at playtime, but by a mid-day supervisor.

### **Nursery Children**

Nursery children will not be left unsupervised at any time. The teacher in charge must be aware of the children in the nursery unit at all times and should monitor the behaviour across the whole room. Nursery children will not be left outside unaccompanied. They may be supervised by non-teaching staff; however the class teacher is overall responsible for these children.

### **Reception Outdoor Learning**

Reception children will not be left outside unaccompanied at any time. They may be supervised by non-teaching staff; however the class teacher is overall responsible for these children.

### **After school clubs**

Staff will take a register of all children in their after school clubs. It is the class teachers responsibility to deliver children to the club and the after school club teacher is responsible for ensuring these children are delivered back to the correct adult at the end of the session. This is also true of gardening after school clubs.

### **School Trips**

Any trip out of school will be risk assessed and it is the class teacher's responsibility to ensure that the ratio of adults to children is correct. The class teacher will ensure all staff responsible for children are CRB checked and is an appropriate adult. We would ask all parents that wish to accompany the school on a trip to be CRB checked.

Most Nursery children are accompanied by their own adult when on a Nursery trip. However any child that is not accompanied by their own adult would be the responsibility of the nursery staff and ultimately the teacher. No child should be left with an adult who is not CRB checked if they are the schools responsibility.