

Grimsdell

Supervision Policy

2020/21

Key Points for Grimsdell Supervision Policy

Purpose	The safety and security of the children in our care at the Mill Hill School Foundation is paramount. They are supervised throughout the day (before school, break-times, lunch-times, after school in late rooms, sibling supervision, during all clubs and at drop off, collections after school) by Grimsdell staff (including lunch-time supervisors. We expect all children to have good behaviour at all times, staff will observe and report any pastoral issues and oversee general play.
Expectations of Staff	<p>Staff must:</p> <ul style="list-style-type: none"> • Be punctual • Be constantly moving around the designated duty area • Deal with minor incidents on the spot • Investigate situations which may be a cause for concern immediately • Communicate concerns to other staff at the point of handover and to teachers if appropriate • Communicate details of any serious incident to a member of SLT immediately • Avoid lengthy discussions with colleagues which prevent proper supervision of pupils • Never leave an area unsupervised. • If the handover person does not arrive then ask another adult to inform them. • Best practice is that 2 members of staff accompany a line of children particularly when outside the school building or going to the playground, one at the front and one at the back. • Staff must lead from the back if escorting children alone so that all children are in view and can be accounted for.
Organisation of Duties	This is organised by the Senior Deputy Head. Staff are given a number of duties depending upon their role in the school, timetable and terms of employment.
Review by the Head and SLT	This is an annual policy that is reviewed and updated each year by the Senior Deputy Head. The policy is scrutinised by the senior team to ensure we have sufficient supervision whilst the pupils are on the Grimsdell site.

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority

Grimsdell Supervision of Pupils Policy

The school has a duty of care to ensure that pupils who are on any part of the school premises, or for whom the school has accepted responsibility are properly supervised.

SAFETY OF THE PUPILS IS PARAMOUNT

All teaching staff, teaching support staff and breaktime/lunchtime supervisors are required to perform supervisory duties around the school in addition to their teaching commitments. All staff are effectively on duty whenever they are involved in school related activities and are required to monitor behaviour and attitudes.

BEING ON DUTY TAKES PRECEDENCE OVER ALL OTHER COMMITMENTS. (Staff are responsible for finding cover if out on trips or courses etc.)

Aims:

- To keep pupils safe
- To ensure good behaviour around the school is maintained
- To observe individual pupils and pick up any pastoral care issues
- To ensure all pupils are made aware of the boundaries and rules for play outside the buildings, before, during and at the end of the school day.

Effective Supervision requires staff to:

- Be punctual
- Be constantly moving around the designated duty area
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
- Communicate concerns to other staff at the point of handover and to teachers if appropriate
- Communicate details of any serious incident to a member of SLT immediately
- Avoid lengthy discussions with colleagues which prevent proper supervision of pupils
- Never leave an area unsupervised.
- If the handover person does not arrive then ask another adult to inform them or use the walkie talkie.
- Engage with children in play and on the Friendship Bench
- Best practice is that 2 members of staff accompany a line of children particularly when outside the school building or going to the playground with one at the front and one at the back of the line
- Staff must lead from the back if escorting children alone so that all children are in view and can be accounted for.

Supervision throughout the School Day

Before School

The Main School doors are opened at 08:15 for pupils*. Parents are requested not to drop their children at school before 08:15 and left unsupervised. Pupils are greeted at the door by the Head or another member of staff in her absence and once in the school building go to their classrooms. The class teacher

and/or TA are waiting in class to greet the children. Pupils who arrive late (after 8.40am) enter through the doors to the school office and report to the office staff who amend the school register.

*During COVID19 these times are staggered and available on the reopening plans for staff and parents. (Appendix 1)

Morning Playtime

Morning break is split, with the Reception children and Keys Stage One children using the playground at different times*. The children are supervised by both members of staff from their class until they reach the playground and then there are 2 designated staff (3 for EYFS) members on duty including one teacher. All pupils are expected to go out for playtime unless in the event of inclement weather. There are 3 teachers on duty for Reception playtime.

*During COVID19 the children are in different locations according to the Whole School Rota (Appendix 1)

Inside break and Lunch

Inside break is determined by the members of staff on duty. The children usually play out in light rain. The children will not play outside if the rain is heavy or the winds are too strong. If there is a wet lunch time then the following happens;

INSIDE BREAK TIME

All teachers and TA's are to work the break time for themselves between them.

INSIDE LUNCH TIME

Depending on the amount of rain the tented areas can be used (See GREEN). If not suitable then those on duty will need support.

The red indicates wet lunch time support on following locations for Reception

Please ensure the children in Y1 know which class they are divided into and teachers know who should be where.

Year Group	Timings	Where:
Reception Lawn Tent	Term 1 11:45-12:15 Back in to school at 1pm	Lunch then RHD and REJ RAB to split between the two
Year One Astro Tent then Astro tent	Outside at 12:00pm Lunch at 12:15pm- 12:40pm	1SD split between 1TP and 1NS lunch then 1SD split between 1TP and 1NS
Year Two Astro Tent then Lawn Tent	Outside at 12:15pm Lunch at 12:40pm	Each class in own room 1 person to stand between 2AM/2RM and 1 person with 2YM

Lunchtime Play

The children either eat lunch and then play or play and then eat lunch. This rota is changed each term to allow different groups of children to eat and play together. The children are supervised in the dining

hall, to and from the playground and in the playground at all times by 2 lunchtime supervisors. In Term 1 the Reception children wear coloured tabards to help facilitate this.

At this time the children have separate lunchtimes and play in separate areas.

Year Group	Timings	Where:
Reception	Term 1 11:45-12:15 Back in to school at 1pm	Lunch then playground
Year One	Outside at 12:00pm Lunch at 12:15pm- 12:40pm	Playground then lunch then Collinson Field
Year Two	Outside at 12:15pm Lunch at 12:40pm	Collinson Field then Lunch then playground

Home time, Stay and Play and Club Arrangements

At the end of the day the children for Stay and Play and clubs gather in the hall for snack and to be grouped. There is a member of staff on duty in the hall.

The class teacher dismisses each child with a handshake to the adult collecting them. These are known adults or adults approved by the family and on the 'collection' list. All staff check with the office if they are unsure and phone calls are made. Children can be collected by other families if a letter has been sent to school stating the new arrangement. Any children who are late being collected wait on the bench and are supervised by a member of staff on Late Duty

After school activities run from 3:15pm-4:00pm. Children are supervised in the hall from 3:05pm-3:15pm. The teacher or Peri running a club must maintain a register. Children attending clubs are dismissed in a similar way with staff and Peri's dismissing the children to known adults. A member of Grimsdell staff is always available at this time. If pupils have not been collected after 15 minutes, parents are contacted and informed their children will be taken to the Stay and Play from where they may be collected.

External Agency or Supply Staff

All staff are given a briefing on the Grimsdell school policy concerning the supervision and Safeguarding of Children. Any concerns/disclosures should be directed/reported to the Deputy Head Pastoral/Designated Safe-guarding Officer or Assistant Head Early Years/Deputy Safe-guarding Officer.

Stay and Play (After School Care)

The Stay and Play Arrangements*

Children who are attending Stay and Play are collected in the hall by the members of staff who are employed to supervise this facility. The staff are all TA's at school and suitably qualified. There are ~~3~~ 4 members of staff present. Children are supervised until collection. These are known adults or adults approved by the family and on the 'collection' list. If a pupil has not been collected by 17.30 the member of staff responsible for Stay and Play will try to contact the parents. If it has not been possible to make contact by 17.45, the Stay and Play staff must contact the SLT on duty for advice. In the event of a non-collection by 18.30; (and no contact with either parent or the nominated emergency contact person,

being established by 19.00), the Head will be notified and Social Services may be informed so that arrangements are made for the pupil to be cared for.

*COVID 19 Arrangements

Teaching Assistants will escort any pupil going to Stay and Play directly from the classroom at 3.15

We will have four separate year group 'stay and play' sessions to avoid cross contamination of year groups.

□ Nursery with Miss Skelhorn in The Nursery (if no nursery children to join Reception)

□ Reception with Ms Staniford or Ms Oechler in the Cabin (and outside area)

□ Year 1 – RAB classroom with Mrs Noorbakhsh (and main playground)

□ Year 2 – Music room – Miss Richards (and lawn tent)

All staff have walkie-talkies for quick communication and a member of the senior team is always on site and will patrol the different areas for added safety.

The Supervision Policy should be used in conjunction with the following school policies:

Policy to Safeguard and Promote the Welfare of Children who are Pupils at the Foundation;

Health and Safety ;

Promoting Positive Behaviour;

Anti-Bullying and Harmful Peer Relations;

Missing Child

Supervision of Pupils away from the school site.

Individual Policies set out the principles of supervision when pupils leave the school site. The details may be found in:

Educational Trips and Visits Policy

Risk Assessment Policy

Missing Child

Promoting Positive Behaviour

Last review: Sept 2020 Next Review : Sept 2021

APPROVED BY RESOLUTION OF THE PASTORAL COMMITTEE OF THE COURT OF GOVERNORS

Appendix 1

Reception			
RHD	Time	Location	Notes
Arrival	8:00am	Front Main Door	
Departure	2:45pm	Front Main Door	
Break Time	10:00-10:15	Playground	Main door
Lunch	11:45pm (1 st Sitting)	Hall	
Lunchtime Play	12:15-1:00pm	Playground	Use main door
Wet Lunch		RHD	

Reception			
REJ	Time	Location	Notes
Arrival	8:00am	Blue Door	
Departure	2:45pm	Blue Door	
Break Time	10:00-10:15	Playground	Main door
Lunch	11:45pm (1 st Sitting)	Hall	
Lunchtime Play	12:15-1:00pm	Playground	Use main door
Wet Lunch		REJ	

Reception			
RAB	Time	Location	Notes
Arrival	8:00am	Hall Door	
Departure	2:45pm	Hall Door	
Break Time	10:00-10:15	Playground	Main door
Lunch	11:45pm (1 st Sitting)	Hall	
Lunchtime Play	12:15-1:00pm	Playground	Use main door
Wet Lunch		RHD /REJ	Please create a list of who is where.

Nursery			
NAM	Time	Location	Notes
Arrival	8:20am	Nursery Door	
Departure	11:35pm	Nursery Door	

Nursery			
NPM	Time	Location	Notes
Arrival	12:20am	Nursery Door	
Departure	3:05pm	Nursery Door	

Year One			
1NS	Time	Location	Notes
Arrival	8:10am	Hall Door	
Departure	2:55pm	Hall Door	
Break Time	10:25-10:45	Week A-Playground Week B- Lawn Tent	Week A- Use Blue Door Week B- Use Main Front Door
Lunch	12:15pm (2 nd Sitting)	Hall	
Lunchtime Play	12:00-12:15 12:40-1:00pm	Playground Collinson Field	Use main door
Wet Lunch		1NS	

Year One			
1SD	Time	Location	Notes
Arrival	8:10am	Blue Door	
Departure	2:55pm	Blue Door	
Break Time	10:25-10:45	Week A-Playground Week B- Lawn Tent	Week A- Use Blue Door Week B- Use Main Front Door
Lunch	12:15pm (2 nd Sitting)	Hall	
Lunchtime Play	12:00-12:15 12:40-1:00pm	Playground Collinson Field	Use main door
Wet Lunch		1NS and 1TP	Please create list of children

Year One			
1TP	Time	Location	Notes
Arrival	8:10am	Main Front Door	
Departure	2:55pm	Main Front Door	
Break Time	10:25-10:45	Week A-Playground Week B- Lawn Tent	Week A- Use Blue Door Week B- Use Main Front Door
Lunch	12:15pm (2 nd Sitting)	Hall	
Lunchtime Play	12:00-12:15 12:40-1:00pm	Playground Collinson Field	

Year Two			
2AM	Time	Location	Notes
Arrival	8:20am	Main Front Door	
Departure	3:05pm	Main Front Door	
Break Time	10:25-10:45	Week A- Lawn Tent Week B-Playground	Week A- Use Main Front Door Week B- Use Blue Door
Lunch	12:40pm (3 rd Sitting)	Hall	
Lunchtime Play	12:15-12:40 1:00-1:10pm	Collinson Field Playground	Use main door
Wet Lunch		2AM	

Year Two			
2RM	Time	Location	Notes
Arrival	8:20am	Blue Door	
Departure	3:05pm	Blue Door	
Break Time	10:25-10:45	Week A- Lawn Tent Week B-Playground	Week A- Use Main Front Door Week B- Use Blue Door
Lunch	12:40pm (3 rd Sitting)	Hall	
Lunchtime Play	12:15-12:40 1:00-1:10pm	Collinson Field Playground	Use main door
Wet Lunch		2RM	

Year Two			
2YM	Time	Location	Notes
Arrival	8:20am	Hall Door	
Departure	3:05pm	Hall Door	
Break Time	10:25-10:45	Week A- Lawn Tent Week B-Playground	Week A- Use Main Front Door Week B- Use Blue Door
Lunch	12:40pm (3 rd Sitting)	Hall	
Lunchtime Play	12:15-12:40 1:00-1:10pm	Collinson Field Playground	Use main door
Wet Lunch		2YM	

Break & Lunch Duty Rota 2020- 2021

Break Duty

<u>EARLY YEARS</u>	MONDAY RAB cabin	TUESDAY REJ cabin	WEDNESDAY	THURSDAY	FRIDAY RHD cabin
Main Playground 10.00-10.20am)
Snack Duty- Ratios With TA					

<u>KEY STAGE 1</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Take it in turns Week A / Week B					
Year 1- Main Playground 10.25-10.45am					
Year 2- Tent- Lawn 10.25-10.45am					

WET BREAK TIME

All teachers and TA's are to work the break time for themselves between them.

Lunch Duty (Inc in craft hut)

Lunch Duty requires staff to go outside with children, eat with children and then go back outside with children (Y1 & Y2) or

Eat with children then go outside with children (Reception)

Year Group	Timings	Where:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Reception	Term 1 11:45-12:15 Back in to school at 1pm	Lunch then playground	*	*			
Year One	Outside at 12:00pm Lunch at 12:15pm- 12:40pm	Playground then lunch then Collinson Field		*		*	*
Year Two	Outside at 12:15pm Lunch at 12:40pm	Collinson Field then Lunch then playground	*	*	*	*	*

***Staff will be able to take a 5 minute comfort break after being on duty and covered by their respective teacher or TA or another member of staff (Sarah W)**

WET LUNCH TIME

Depending on the amount of rain the tented areas can be used (See GREEN). If not suitable then those on duty will need support.

The red indicates wet lunch time support on following locations for Reception

Please ensure the children in Y1 know which class they are divided into and teachers know who should be where.

Year Group	Timings	Where:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Reception Lawn Tent	Term 1 11:45-12:15 Back in to school at 1pm	Lunch then RHD and REJ RAB to split between the two	One in each room-extra support				
Year One Astro Tent then Astro tent	Outside at 12:00pm Lunch at 12:15pm- 12:40pm	1SD split between 1TP and 1NS lunch then 1SD split between 1TP and 1NS	i				
Year Two Astro Tent then Lawn Tent	Outside at 12:15pm Lunch at 12:40pm	Each class in own room 1 person to stand between 2AM/2RM and 1 person with 2YM					

Nursery Cover (TERM ONE)

Nursery	Monday	Tuesday	Wednesday	Thursday	Friday
10-10:45					

Late Duty

Not required as everyone will have to wait with their class at their door)

