FCJ Primary School

Student Supervision Policy

Mission Statement

Teach the children with all the kindness and gentleness possible.

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Article 3: Acting in the best interest of the children in our care.

The FCJ Governors are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment.

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1 Purpose

This guidance is applicable to all those involved in student supervision at the school and outside of the school.

2 Objective

The objective of the policy is:

2.1 to ensure that students are appropriately supervised during school activities.

2.2 to consider supervision on arrival and departure from the school.

2.3 The SLT will be responsible for the implementation of this policy.

3 Students' Arrival and Departure

3.1 Normal school hours are 08:45 – 15:00 (EYFS & KS1) and 08:45 - 15:10 (KS2). There are a number of After School Activity Clubs that take place during the week which are always supervised.

3.2 Where students are on site outside of normal hours, at least two members of the staff will be present.

3.3 Staff members will supervise students for home and away matches.

3.4 A class register is completed for all students at the start of the morning and afternoon sessions.

3.5 Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation (refer to FCJ School Attendance Policy).

4 Student Break Times

4.1 Staff will supervise students during breaks and lunchtimes. An overview of the staff duty rotas can be seen on the following pages.

4.2 At lunchtimes students eat their packed lunch in their classroom.

4.3 Students will be in designated areas on the playground or field during outside play. Suitable equipment will be provided.

5 Medical Support

5.1 At least one qualified first aider is on duty in the school to administer first aid and deal with accidents and emergencies, including illness.

5.2 A number of staff are trained first aiders and are available to give first aid treatment.

6 Unsupervised Access

Students will not have unsupervised access in designated areas which will include:

6.1 School hall

6.2 Science laboratory

6.3 PE equipment and cleaning storerooms - designated areas will be kept securely locked when not in use.

7 Travelling to and from School

7.1 Parents are responsible for ensuring that their children travel safely to and from school.

7.2 Students are not supervised by a member of staff when travelling on school buses but are expected to behave responsibly in line with their bus contract. Complaints of unsatisfactory behaviour will be investigated.

7.3 A member of staff will supervise the school bus and walking bus departure for children with walking/bus contracts.

8 Educational Visits

Arrangements are detailed in the Educational Visits Policy.

9 Supervision Rota

9.1 Morning Break

PS/R - 5 staff; KS1/2 - 5 staff

9.2 Lunch

PS - 2 staff; R/KS1/2 - 7 staff

9.3 Lunch Break

PS - 3 staff; R/KS1/2 - 5 staff