



Be part of the family

Pupil Supervision Policy

Date	August 2022
Date of Review	August 2023
Approved By	A Pincher

Change of Record		
Version	Date	Description

Aims

The Regis Academy is committed to provide, as far as is reasonably practical, a safe environment for the pupils of the school. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

Responsibilities

The Head of Centre will:

- Ensure adequate staff are available to meet the supervision requirements
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance
- Continue to develop a safety culture throughout the school
- Ensure that this policy is communicated to parents/carers
- Review and evaluate supervision procedures to accommodate local factors.

Employees will:

- Support the implementation of this policy
- Reinforce a “safe play” message, through the Ready, Respectful and Safe ethos
- Report any supervision concerns to the Head of Centre

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Inform the school of any changes to the arrangements for the collection of their child.

Supervision Arrangements

Before School

The school gates on Brasshouse Lane always remain closed. Parents/ Carers and pupils can gain access from 8.50am. Staff are on duty to meet and greet the pupils when they arrive. Parents/ carers are welcome to come into the drive area or the adjacent car park from 8.40am and not before. There is no supervision for children until the start of the school day, at 8.50am, so parents / carers are expected to be responsible for their own children during that time unless arriving on school transport.

The doors into the school itself will be opened by staff at 8.50am unless transport arrives earlier.

At 9.05am pupils will be designated as late and will need to use the intercom system to enter the school. The pupil will be met at the gate by a member of staff, signed in and taken to their classroom.

Break Times

Teachers will

- Ensure that if they are on duty they make their way to the outdoor area 5 minutes before the official start of break time, taking their class with them if necessary
- If it is deemed inadvisable for a child to be on the playground because of their unacceptable behaviour, the class teacher will make the decision that the child attends supervised Refocus Time.
- If on duty, space themselves out in the playground, so all areas are covered and supervised
- Check for any changes to duty timetables due to unforeseen circumstances
- Ensure their duty is covered should they know they are going to be absent for any reason
- Ensure they are vigilant while on duty, and able to pre-empt problems before they occur
- Follow school policies on First Aid, Accidents and Behaviour

First Aid kits are easily accessible from the Pastoral Room or First Aid room on the ground floor.

Lunchtimes

The playground is supervised by a minimum of 2 members of staff, working in the lunch area and the playground.

Visitors to the school during lunchtime can only use the one main gate on Brasshouse Lane, ringing the office, identifying themselves and letting office staff know their business in the school. They will then be met by a staff member who will escort them from the entrance gate to the building to sign in. This gate is closely monitored by the lunchtime supervisors.

After School

The main school gates on Brasshouse Lane will be open from 2:30pm Monday to Friday

Parents/carers need to have visual contact with the teacher or teacher assistant before collecting their children.

If a parent/carer is not collecting their child as usual, and they have organised for the child to go home with another adult, the office must be informed in the morning. Without prior arrangement with the school no child will be allowed to leave with a different adult at the end of the day.

Children using school transport will be escorted to their minibus by a transport escort and registered.

No child will be allowed to go home with a young sibling, even if the parent/carer so wishes.

Children who are not collected on time will be brought up to the office area by their class teachers, who will then ring home to find out the reason for the delay. The school has the right to ring Children's Social Care should a child still not be collected at 4pm, when we have not been able to contact the family to find out the reason. It is therefore very important that you inform the office if for any reason you are running late.

We ask parents/carers to make their way out of the school grounds as soon as you have your children with you, as staff members often have after school meetings and commitments.