



SPRINGMEAD SCHOOL – PUPIL SUPERVISION & LOST AND MISSING CHILDREN POLICY

This policy covers the supervision of pupils from Reception to Year 6.

1. INTRODUCTION

- 1.1 It is the responsibility of all adults employed in School to have the safety and security of our pupils as their primary concern. All staff are expected to use sound judgement and good intention to achieve the desired result of safe and happy play for all our pupils. Staff should note the following:

2. PLAYGROUND

- 2.1 Duty staff should position themselves strategically around the playground in order to ensure that all areas are carefully watched. The following areas have been designated as being most efficient in monitoring as many children as possible, and duty staff should spread themselves between these areas. They are:

- Near the covered classroom.
- In the gateway between the garden area and the playground.
- Moving around the playground during the duty means that children feel supported in different area.

- 2.1a Staff sitting on benches **either under the cover or on the far side of the playground does not give a full view of all areas and time there should be limited.**

- 2.2 Each supervisor should take responsibility for areas to supervise but remain in regular contact with the others. Additional help can be requested from the Staff Room at any time or from the office and staff should remain distanced from each other.

- 2.3 Before going on duty, staff should read and be aware of staff meeting minutes in the staff room.

- 2.4 Staff should ensure that the children behave properly and sensibly whilst playing and enjoying their recreation time. Be aware that both overt and subtle instances of bullying may be taking place in the playground. Look out for signs of such behaviour i.e. a child being lonely, unhappy, cold-shouldered, unable to join in group play, anxious or refusing to move far from an adult. Support the child and any concerns should be communicated to the class teacher when they collect their class.

- 2.5 **First Aid** - There is always a qualified First Aider on duty in the office, staffroom dining room or playground. If possible send the child to the office, but if the child has fallen and cannot move, or you think they should not move, send for the First Aider. Children should not be lifted and no child should deal with another child's injuries. Use of space - As far as possible utilise the greatest amount of playground space for pupils to play in.

- 2.6 **Discipline** - Staff should insist on the highest standards of discipline. Any persistent rudeness or inappropriate behaviour should be brought to the attention of a teacher or one of the senior members of staff.

- 2.7 **Rough play** - We do want the children to run and burn up energy but we don't want children hurt in bouts of rough play. As far as possible, try to ensure that children play sensibly and properly.

- 2.8 The co-operation of parents is sought in ensuring that children do not bring to School any precious items or valuable items that may be lost or damaged. Any potentially dangerous item



must not be brought into School. We do like to allow children to bring in some things to play with but if these become the source of a problem then we ask pupils to take the offending articles home and leave them there. Under no circumstances should money or sweets be brought into School. Any member of staff unsure of policy on a certain type of 'toy' should raise it with the Headteacher after which it can be discussed in staff meeting. Clothing - No child should be sent into a building unaccompanied to fetch a coat, an adult must accompany them or monitor their visit.

- 2.9 Children are not allowed in classrooms unaccompanied by an adult. The exception to this is on Thursday for swimming bags to be taken up stairs to go on pegs.
- 2.10 Bells are rung at the end of playtimes.
- 2.11 In order to foster independence on the part of the pupils, staff should not collect up belongings for pupils. Instead, staff, at line up, should ensure that all pupils remember to pick up their own belongings before going in to class.
- 2.12 Staff must communicate with class teachers at line-up to report any problems that have arisen or instances of First Aid which must be shared on Tapestry with parents. Any head injury occurrence must have a courtesy phone call made by the administrator. It is particularly important to communicate over any pupils that have been mentioned specifically by class teachers.

3. WET PLAY

- 3.1 Before school, in the school hall for all pupils. At morning and lunchtime breaks space must be found that is suitable – school hall or larger classrooms.
- 3.2 Pupils are responsible for clearing away anything they use and putting it back neatly where it came from. Scrap paper is available for drawing etc.

4. LUNCHTIMES

1st Sitting:

- Children sit at their designated places.
- We say 'Grace' to start lunch. Children are invited to say Amen if they wish.
- All children should have a napkin.
- All staff on duty in the dining room should work together to achieve a pleasant eating environment.
- Amount eaten (cooked lunches and salad bar): All children should be encouraged, but never forced, to eat a reasonable amount and variety of food. If a child eats nothing, or very little, class teachers should be informed so that they can communicate their concerns to parents and the Headteacher will be emailed the concern.
- Dining Room – Noise levels: A reasonably acceptable level of noise is expected to be maintained throughout each sitting. If warnings regarding noise levels are unheeded, silence for a short period could be used as a sanction. We have a positive reward system in place "lunchtime stars".
- Staff serve the food to the children from a trolley, pour water into the glasses, monitor eating and table manners and clear away. Cutlery and glasses are placed on table for the next sitting.
- Children wait until all have been served dessert on their table before they begin to eat.



- Addressing the dining hall: Supervisors should make clear their expectations of noise levels and of behaviour. Acoustics in the dining hall are not good so staff should ensure that they project their voice sufficiently for all to hear. Children should be clear what level is expected once the adult has finished speaking. We use the 'lunchtime maraca' to communicate quiet times.

2nd Sitting:

- Pupils line up at the trolley to collect lunch and take to a set table.
- We say 'Grace' before the start of lunch. Children are invited to say Amen if they wish.
- Main course plates should not be cleared away until all children on that table have finished eating. Staff and Ambassadors serve the pudding to the tables. Children wait until all have been served on their table before they begin to eat.
- At the end of the 2nd sitting, the dining room is cleared.

5. FIRE ARRANGEMENTS

- 5.1 Full instructions are contained in the Springmead School Fire Policy.
- 5.2 See the Fire notices (Fire Action - posted by the main exit out of every room).

6. PROCEDURES AND RISK MANAGEMENT TO BE FOLLOWED IN THE EVENT OF A CHILD BEING LOST

- Full supervision of all other children will be maintained
- The Headteacher, the Deputy and the Administrator will be informed as soon as possible
- The following actions will take place concurrently
 1. a search of the premises and immediate vicinity, this will usually involve an evacuation drill to head count and sweep the building.
 2. contact the police
 3. contact the parents/guardian

7. PROCEDURES AND RISK MANAGEMENT TO BE FOLLOWED IN THE EVENT OF A PARENT FAILING TO COLLECT A CHILD:

The following actions will take place concurrently

1. contact the parents/guardian and/or emergency contacts for the child
2. inform the Headteacher
3. child to be kept on the school premises

If the parent/guardian cannot be contacted, the school will contact the police / social services

Monitoring and review

Visual checks that procedures are followed including visitors book is being used and correctly completed and identification badges issued.