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Dania School Supervision Policy

Duty of Care

The 'duty of care,' is a statutory and contractual obligation for all staff, but places a specific responsibility on the Head Teacher, as overall manager of the school, to ensure that full and appropriate supervision of all pupils occurs throughout the school day.

A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. This principle has been upheld frequently in the courts and it follows that the teacher must exercise a standard of care as would be expected of a caring and prudent parent.

The Headteacher along with the Leadership Team must ensure the maintenance of good order and discipline at all times during the school day (including the mid-day break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere. She/He is also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds.

All teachers are responsible for maintaining good order and discipline among the pupils and safeguarding their safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

The following points should be noted:

- It is necessary to go into a room itself to supervise a class.
- A teacher or member of staff should be present to supervise pupils.
- The only safe system is to have a minimum of one person in each room.
- Moving from one room to another, supervising two groups of pupils' is an inadequate process.

If a claim for negligence is brought against a teacher, the Headteacher or the Governing Body (the employer), it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.



If an incident occurs, it is important that, in addition to the official accident report form, when necessary, an account should be written up for any incident other than a very trivial incident and recorded in the class Accident Log. Parents should be informed by telephone of serious accidents and bumps to the head. Bumps to the head should also be followed up by a note home. The School Accident Logs are monitored regularly to identify any patterns occurring in order that relevant measures can be put in place. Accidents that occur through faulty equipment or apparatus should be reported to the headteacher and the equipment placed out of use until repaired or replaced.

Supervision before school

All parents are made aware of the starting time of the school day and of the fact that arrangements cannot be made for the supervision of pupils earlier than a specific 30 minute period before the school day begins at 9.00 am. The appropriate level of supervision will be maintained by teachers being in their teaching areas by this time. All pupils come directly into School grounds.

Registration

The responsibility to ensure that a pupil attends regularly is that of the parents or guardian. Up to date contact telephone numbers are available should a child be absent without notification. The class teacher and then the School Administrator will attempt to contact the parent or guardian of any child whose absence has not been authorised on the first day of absence.

Parents are informed that a note, verbal message or telephone call is necessary to validate their child's absence.

Pupils Off Site

Pupils will not be allowed off site unaccompanied, during school hours, unless there is clear evidence of a request from a parent or guardian. No pupil should be sent off site on a personal errand on behalf of any member of staff.

Lesson time

No class of pupils should be left unsupervised for any reason. In the case of pupils' excused normal lessons, for example, P.E. or assembly, adequate supervision within available staffing resources, needs to be provided. Supervision is needed for activities such as moving P.E. equipment or chairs and tables. Pupils should be reminded of the correct way to carry chairs, tables and apparatus.. Pupils being disciplined should not be sent to sit or stand outside the classroom without supervision. Monitors may be used for a variety of jobs. They are expected to act in a safe, sensible and reliable manner. This encourages independence and fosters self confidence. Monitors must not be allowed to set out or put away heavy P.E. equipment without supervision.



Pupils should not use the internet unsupervised and staff should read the E-Safety policy.

Supervision at break times

Adequate supervision must be provided both indoors and outdoors through school break times. A staff rota is provided and at least three staff should be on duty. Pupils should never be left in classrooms or the library at break times without a member of staff being present. The only exception is if a child has a genuine medical reason and needs to stay inside. In this case a buddy support system is used, and then staff should check on these pupils periodically.

Supervision after school School

Staff will supervise the children in the playground until 3.30pm. Anyone left after this time will be taken back to School and looked after until parents can pick them up. Parents are asked to contact the School if they think they will not make a 3.30pm pick-up. (We run ASC every day so there are 2 staff here every day until 5.45pm).

Supervision of pupils travelling to and from school

The Headteacher is not responsible for the supervision of pupils travelling to and from school. However, the Headteacher should inform parents of any inappropriate or unacceptable behaviour particularly if it affects the safety of any child.

Supervision of Physical Education

In addition to the same general principles of care, the class teacher must bear in mind the requirements of the Health & Safety at Work Act. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care. Factors to be considered include the safety of the apparatus, the conditions of the surface, the suitability of the children's clothing and footwear, whether the exercises and activities are within the capabilities of the pupils as well as being properly taught.

There must be a high degree of supervision during athletic activities, especially field events and at the swimming baths. Pupils should not be allowed onto the pitch (or go onto the pool side during swimming), unless they are properly supervised.

Extra Curricular Activities

The same level of supervision is necessary as for similar activities in normal school time. Dania Scandinavian School Offsite Guidelines and procedures are followed for all residential visits, on and off site clubs and visits, including relevant risk assessments, registers with contact details and ensuring all staff has current CRB status. Staff must follow the guidelines regarding staff to pupil ratio for the age of the pupils in their care.



Permission should be obtained from parents whose children will be participating in after school activities and who will be late home. A written notification of pupils making their own way home is required. Parents should be notified in the event of the cancellation of such activities at the earliest opportunity.

When pupils are taken from school on organised visits, the same duty of care arising from being 'in loco parentis' exists whether or not the visit is undertaken voluntarily and out of school hours. It covers the duration of the whole visit and should include arrangements, where appropriate for the collection of pupils at the end of the school day.

Where there is no male teacher to escort boys to the male toilets or changing rooms, every effort must be made to ensure the safety of the boys. The boys should not be allowed into the toilets alone, but in groups of at least three or four and should wait until they are all finished before coming out of the toilets.

Pupil Responsibilities

Class teachers should constantly reinforce school rules and challenge any undesirable behaviour. They should explain what is expected of them in out of school and on off site visits and how to deal with problems that may occur in order to keep them safe.