

Brackenwood Infant School



Active Supervision and Care Policy

		Name	Signature	Name	Signature
Date Adopted					
Review Date					

Brackenwood Infant School Active Supervision and Care Policy

OVERVIEW

This policy will guide the work of all staff in ensuring the appropriate care and supervision of all pupils including those with SEND. This policy outlines the responsibilities of all staff and governors for setting the highest standards for the care and supervision of pupils. The high standard of care set out in this policy will ensure that all staff in school give pupils' care, health, safety and welfare and well-being the highest priority at all times.

INTENT

1. To ensure that pupils are provided with the highest standard of care and supervision at all times.
2. To ensure that staff provide pupils with an appropriate level of supervision to maintain an orderly, respectful and caring ethos in all areas of the school's work.
3. To ensure that all concerns that are raised are dealt with swiftly and effectively and appropriate recommendations are followed.
4. To ensure that high standards of care and supervision promote the health, safety and well-being of all pupils at all times, including those with SEND and any of the protected characteristics set out in the 2010 Equality Act.
5. To set out the school's expectations of all staff for the care and supervision of pupils
6. To ensure that all members of staff understand their responsibilities and duties in relation to the care and supervision of pupils.
7. To ensure that all staff understand how and where to record any concerns that they may have regarding the conduct or well-being of pupils.

IMPLEMENTATION

1. All staff, at all times, will ensure that they provide effective supervision of pupils in all parts of the school.
2. All staff, at all times, will ensure that the provisions for keeping the site secure are maintained.
3. All staff will be expected to provide adequate supervision of pupils at all times including before school, break times, lunch times and in after school activities.
4. When required, staff will be informed of specific areas of the school building or specific pupils that require increased levels of supervision. These circumstances will be known as requiring, '**active supervision.**' In such cases, a member of staff is required to maintain constant supervision of the area or pupil(s) and act accordingly to any risks posed. Any further concerns must be reported to the headteacher or deputy immediately.
5. All staff will be expected to ensure that any necessary risk assessments are carried out effectively and that appropriate actions are taken to maintain the highest duty of care for pupils.
6. Pupils may only leave the school site during school hours if the headteacher has given permission.
7. Written notification is required for pupils to be released to any other person other than their own parents or guardians.
8. All members of staff have a duty of care to ensure that pupils move around the school in an orderly manner and that they are supervised as they do so.
9. An appropriate number of members of staff will be on duty before and after school and at break times, to supervise pupils and to care for them in the designated play areas.
10. In the case of bad weather an appropriate number of members of staff will be on duty to supervise pupils indoors. Teachers will ensure that each class have appropriate activities during such circumstances.

11. At lunchtimes the members of staff on duty, will supervise the dining areas, transitional areas and the designated playing areas. Pupils must not be allowed to go beyond supervised areas unless accompanied by a member of staff.
12. Teachers and support staff will supervise and care for pupils in their classrooms during lessons.
13. In an emergency e.g. in case of a fire alarm, staff will follow the appropriate policy to care for, and supervise pupils throughout the emergency.
14. If a child is uncollected at the end of the school day a member of the school's senior leadership team must be contacted and appropriate care will be provided until the parent or guardian is contacted and the issue resolved.
15. Pupils' attending after school clubs and activities will be supervised by the teacher or staff member in charge until all the pupils are collected.
16. The highest standards of supervision and care will be maintained at all times by all staff.
17. If staff have any concerns involving safeguarding, then the school's DSL must be informed and appropriate safeguarding child protection procedures followed.
18. If an incident occurs that involves a child's well-being that is not related to safeguarding / child protection, then a member of the school's SLT should be notified and an incident form completed if directed by the member of SLT.

IMPACT

This policy will ensure that all staff understand their responsibilities in relation to the care and supervision of pupils during the school day. This policy must be applied alongside other relevant policies which include; Child Protection - safeguarding, H & S, staff code of conduct, anti-bullying and risk assessment policy, uncollected children, missing children and intimate care policy.

APPENDIX 1 – Incident Investigation Report

APPENDIX 2 – Record of Conversation form

BRACKENWOOD INFANT SCHOOL INCIDENT INVESTIGATION REPORT



STAFF MEMBER WRITING REPORT		PUPIL(s) INVOLVED / CLASS	
LOCATION ON INCIDENT		INCIDENT MAP ATTACHED	Y/N
DESCRIPTION OF INCIDENT			
<i>FROM THE POINT OF VIEW OF:</i>			
 <i>FROM THE POINT OF VIEW OF:</i>			
 <i>FROM THE POINT OF VIEW OF:</i>			
 <i>FROM THE POINT OF VIEW OF:</i>			
ACTIONS AND IMPACT (SLT)			DATE ACHIEVED
OTHER			
LESSONS LEARNED (SLT)			

BRACKENWOOD INFANT SCHOOL RECORD OF CONVERSATION



NAME		DATE	
TIME		VENUE	

RECORD OF CONVERSATION (KEY POINTS)

Large empty rectangular area for recording key points of the conversation.

AGREED ACTIONS

Large empty rectangular area for recording agreed actions.

SIGNED

NAME:
SIGNATURE
DATE:

NAME:
SIGNATURE
DATE: