



Thorpe Acre Junior School



Thorpe Acre Infant School

Supervision of Children Policy

Approved by : Headteacher
Date : March 2025

Learning, Working and Succeeding Together
Reaching High, Learning and Growing Together

Safeguarding Statement

At Thorpe Acre Junior School (TAJ) and Thorpe Acre Infant School (TAI), we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Junior School and Thorpe Acre Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

GDPR Statement

Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation.

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

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1. Context

This policy clearly states supervision procedures, and the expectations placed on parents, pupils and staff with regard to ensuring supervision is effective and controlled, ensuring children are safe before and after school.

2. Start of the School Day

Unless booked in to the school's Breakfast Club, **it is parents' responsibility to supervise their children's arrival at school prior to a member of staff taking the class from the playground at the following times:**

TAI

Year R : 8:45am
Year 1 : 8:45am
Year 2 : 8:45am

TAJ

Year 3 : 8:40am
Year 4 : 8:40am
Year 5 : 8:50am
Year 6 : 8:50am
C & I Resource Base : 9:00am

Those pupils who arrive by local authority transport, are required to remain with their escort until school starts for them at their relative time, when the class teacher or classroom assistant will meet them on the playground and walk with them to the classroom.

For health and safety reasons no child (whether a pupil at our school, or a sibling/other relative/friend of a pupil at our school) should be on the playground, or playground equipment, before school nor should they ride their bike, scooter or similar on the school premises.

A member of staff from each class will be on the playground by the start time to collect the children. This will normally be the class teacher or classroom assistant for the class.

School staff should walk at the head of the line when taking the pupils into school. Pupils are required to stay in line and enter school in an orderly manner. Once the class has left the playground, pupils arriving late should report to the school office to be signed in.

If parents/carers are attending meetings at school before or after the school day, it is the parent's/carer's responsibility to supervise their child(ren).

3. Playtimes

There is a rota of staff for playground supervision. Designated members of staff will ensure all pupils clear cloakroom and toilet areas prior to going into the playground. All teachers should ensure that there is an adult in the playground before any pupils are sent out to play and that no pupils are left unsupervised inside the school building.

4. Lunchtimes

Pupils will be supervised on the playground by a member of staff. Teachers will ensure that classes are ready to hand over to lunchtime staff at the start of the lunch break.

Note: the Deputy Headteacher will ensure cover for staff absence is in place at morning break and lunchtime, to ensure procedures are maintained.

5. Access to Toilets

Access to the main building during playtimes should be in line with our safeguarding procedures. Pupils are encouraged to use toilets before going out to play. In the event that a child needs the toilet at playtime and cannot wait, they should be let in by the entrance nearest to their toilets. Year R and KS1 pupils will be accompanied by a member of staff. KS2 children will be instructed to report back to the supervising adult when they are back in the playground. Monitoring of this is the responsibility of all adults on playground duty. At the end of playtime, pupils will line up in register order. A member of staff must be present to collect each class. The adult should walk at the head of the line when taking the pupils into school. Pupils are instructed to stay in line and enter school in an orderly manner.

6. End of Playtimes

Pupils will line up in register order. A member of staff must be present at the end of playtimes to collect each class. The adult should walk at the head of the line when taking pupils into school. Pupils should stay in line and enter school in an orderly manner.

7. Wet Playtimes

Pupils will normally remain in a classroom, as stated on the rota, and will usually be provided with appropriate activities by lunchtime staff.

8. Dining Room

There will be a member of staff on duty in the dining room.

9. Home Time

It is parents' responsibility to supervise their children after the end of the school day, unless at Afterschool Club. For health and safety reasons no child (whether a pupil at our school, or a sibling/other relative/friend of a pupil at our school) should be on the playground, or playground equipment, after school nor should they ride their bike, scooter or similar on the school premises.

TAI

**Year R : 3:15pm
Year 1 : 3:15pm
Year 2 : 3:15pm**

TAJ

**C & I Resource Base : 3:00pm
Year 3 : 3.10pm
Year 4 : 3.10pm
Year 5 : 3.20pm
Year 6 : 3.20pm**

Those pupils who leave by local authority transport, are required to remain with their class teacher or classroom support, until their escort arrives, upon which, they will be handed over to them.

Unless otherwise directed, pupils will be dismissed from the classroom at the end of the day and handed over to the person collecting them. KS2 pupils will be accompanied to the playground by a member of staff to meet their authorised adult at the playground gates. Pupils are taken to the school reception should the adult collecting them, be late.

It is the parents' responsibility to contact the school if they are going to be late collecting their child at the end of the day. If they fail to do so, names will be collated by the office staff who will try to contact parents if they have not arrived on time.

The main entrance will be supervised by an adult, in order to let pupils who have not been collected to re-enter the building and to prevent unauthorised adults from entering school.

It is vital that parents notify school if someone other than the usual person is collecting a child. Year R adults may be asked for the agreed password.

Although we strongly advise against children walking home unaccompanied, we understand some parents may wish their Year 6 child to start walking home on their own, in preparation for secondary school.

If parents/carers are attending meetings at school after the school day, it is the parent's/carer's responsibility to supervise their child(ren).

10. Before and After School Activities

Leaders of before and after school activities should keep a register of all pupils who attend club/activities. A copy of all pupils attending clubs/activities will be kept in the office. Leaders of clubs are responsible for ensuring that the list is kept up to date.

If pupils are unexpectedly absent from an activity, the leader should check the reason with the office.

At the end of clubs/activities, the leader is responsible for ensuring pupils are supervised until collected by parents/carers/authorised adults.

Office staff will contact parents/carers immediately if there is any doubt regarding the whereabouts of a pupil.