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| Reviewed CWood | Feb 2014 |
| Review due | Feb 2016 |

BEDENHAM PRIMARY SCHOOL

SUPERVISION POLICY



At all times all staff are responsible for children's safety – not just their own class, but generally, so are vigilant at all times. Children should not be left unsupervised and there is adequate staffing to ensure this does not happen.

All staff and visitors wear identifying badges / labels. Any member of staff who sees anyone unknown around school should notify a member of the senior leadership team immediately.

Before School

The Headteacher will do duty, or will delegate the duty to a member of the School Leadership Team, in the large playground before school from 8.40 until 8.50

During School

During normal lesson times, if the teacher needs to leave the class, for any reason, they must ensure a member of staff is temporarily left in charge and supervising the children. The teacher should aim to return to class as soon as possible.

Morning Break

Teachers/ Teaching Assistants will be on duty in the playgrounds

Lunchtimes

The Lunchtime Assistants, under the guidance of the Senior Supervisor, will look after the children at lunchtimes. The Deputy headteacher will be available to support if required, or will delegate this duty to a member of the School Leadership Team. All lunchtime assistants should organise games and activities to keep the children busy. The HSLW organises a lunchtime club for children who need extra support / supervision at lunchtimes.

Afternoon Break

There is no regular afternoon break. Where teachers feel that their children need a break in the afternoon, they are responsible for supervision themselves.

After School

Teachers will dismiss children in an orderly manner from classrooms at the end of the school day. A member of SLT will usually be visible.

Signed by:

Chair of Governors: _____ . Date: 17 03 14

Headteacher: *Tracy Rttw*

Date: 17 03 14

Agreed at the Governing Body Meeting on: 17 03 14.. Minute Reference: 11