



ROYAL
PATRONAGE



Hassocks

Supervision Policy

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Next Review due: May 2024

Introduction

At LVS Hassocks we aim to ensure the children in our care live and work in a safe and supervised environment. The 'duty of care' is a contractual obligation for all staff.

This policy should be read and considered in conjunction with the:

- Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Evacuation and Lockdown Policy

Legal Requirements

The Board of Governors are required to ensure, as far as is practicable, adequate supervision of students throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

Duty of Care

All staff have a duty of care to all students in the school. It is the Principal's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that students are present at school, as well as during activities either on or off site. It is also the Principal's responsibility to ensure that there is effective supervision of the school and that the school is secure.

Policy Statement

LVS Hassocks is committed to ensuring students are safe and appropriately supervised both in school and during school activities or educational visits. The safety of students is of paramount importance, and we maintain vigilance over the students at all times and ensure that procedures are followed by all members of staff.

The school is committed to ensuring that:

- Student supervision and security always forms part of the Risk Assessment for any activity or visit, in addition to the use of Evolve for off-site trips.
- Supervision of students takes into account the age, maturity, needs and numbers of students as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that students are involved in school activities on the school premises or attending educational visits offsite.
- Supervision of students in remote locations is secure.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the students and the area involved.

LVS Hassocks is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010. It follows guidance from Keeping Children Safe in Education and Working Together to Safeguard Children.

Procedures:

To ensure students' personal safety

- We ensure all employed staff have been checked for criminal records by an

enhanced disclosure from the Disclosure and Barring Service (DBS).

- Adults for whom no DBS checked has been received, will have a full risk assessment in place and have no unsupervised access to students, provided that a Children's Barred List check has been carried out and references obtained. This would be for visitors only as no staff are allowed to start work without all required checks completed and in place.
- Whenever students are on the premises at least two adults are present (though this may be reviewed for Post 16 trips or 1-1 trips where tasks such as developing independence is the focus), one of whom is appropriately trained in First Aid.
- Students do not have access to the cleaning, catering and caretaking areas of the school.

Security

- Systems are in place for the safe arrival and departure of students.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded on the electronic sign in system
- Systems are in place to prevent unauthorised access to our premises.
- Systems are in place to prevent children from leaving our premises unnoticed
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team.
- The school has a separate policy to action in the event of a child being reported missing.
- The school has separate policies concerning the evacuation of the site and lockdown.
- CCTV is in school buildings and surroundings

Supervision Before and After School Morning

The school gates open at 09:00 am when there is a member of staff on duty at the gate, allocated staff for signing students in and at specific locations across the site. The teachers are responsible for the children from this time. There are no arrangements for the supervision of students earlier than 09:00 am. Breakfast club runs from 09:00 – 09:25 and is supervised by an identified member of staff.

The external doors to the school are locked during the day and the only access to the school is gained through the front door which is manned by reception staff. Students are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors.

Afternoon

The school day ends at 4:00 pm. Students are radioed to meet their parents/carers/ escorts or taxi drivers. Once the parent/carer/escort/taxi driver has collected the student, they are responsible for that student.

A member of staff is at the gate until they close at 4:10 pm. Any student still waiting to be collected is taken to Reception until collected. Parents are expected to inform class teachers and reception of any changes in the collection arrangements for their child regardless of the age of the child concerned.

Registration

We take a register of students at the start of the morning and at the start of the afternoon sessions – this is done electronically. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Any unexplained absence of a child who is subject to child protection or child in need plans is immediately brought to the attention of the DSL or, in their absence, the DSL.

Lesson Time

- No class is left unsupervised for any reason during the school day. In the case of an emergency, if a teacher needs to leave the classroom they must ensure that an LSA or other member of staff, can take their place in the room.
- Visitors sign in at the front office and must wear an identity badge. All staff are aware of the need to check strangers on the premises and report immediately to the school office wherever there is a concern.

Break Times

At break times, students are supervised by members of class staff. During a 'duty', staff will keep a watchful eye on any play which may be getting out of control, interact with students and identify children who appear to be alone and assist with any disputes which may occur.

Students should not be left in a classroom at break times unless supervised by a member of staff. The level of supervision provided for normal weather may not be sufficient during weather conditions which may cause all students to be indoors. Staff have a responsibility to ensure that their class has adequate supervision before taking a break.

Wet Play/Lunch Times

Students are expected to go outside unless the weather is extreme. If it is necessary to remain inside then students are supervised in a classroom, shared area or in the Oast by the designated duty staff member/members.

- It is the responsibility of the Principal, as part of induction, to explain to new teachers their supervisory responsibilities.
- At lunchtime, the staff on duty need to be in situ ready to receive the students from **12.30** onwards.
- Students should not be outside without an adult responsible for supervision present.
- If a student is not allowed to go out at playtime due to illness or behaviour issues, they are to be taken to either the Nurse's Room for illness or supervised by the class teacher till they are taken to their next lesson.

Illness

If a student is taken ill during the course of the school day, he/she is sent to the Health and Wellbeing Centre with an adult. The staff in the Health and Wellbeing Centre assess the student and determine whether he/she is to be sent home and will contact parents if the student needs to be collected. The student remains in the Health and Wellbeing Centre until parents/carers arrive. The Admissions and Business Administrator is notified if any student is sent home during the course of the school day, who will in turn inform the relevant class teacher.

Attendance and Absences

The responsibility to ensure that a child attends school regularly is that of the parents or carers. The school office keeps emergency contact telephone numbers, in line with KCSIE 2022 the school holds two emergency contact numbers for all students. Parents/carers are asked to contact the school office on the first day of absence. Where an unexplained absence does occur and it proves impossible to make contact with the home, Social Services and Educational Welfare may be informed. Children are not allowed off site during school hours unless parents/carers notify the Principal. Parents/carers/escorts/taxi drivers must sign the student out from reception. If attendance for a particular student falls below 95% then the Admissions and Business Administrator will contact parents to discuss the reasons for and possible solutions to the poor attendance.

Visitors to school

All visitors report to the office on arrival and sign in. They are given a badge to wear for their stay and expected to read the safeguarding information. Regular contractors known to the school must also sign into school. All staff are expected to challenge strangers on the premises and report concerns to Reception immediately.

Staff Absence Cover Supervision

Staff will be informed if they are to cover for absent colleagues as early as is practicable. If a member of staff is aware they will be absent on a day when they have supervision duties, it is their responsibility to ensure this is covered and to inform the Vice Principal of the arrangements made.

Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Fire Procedures and Other Emergencies

Teachers must ensure that the children in their class understand the procedures to follow in case of fire. If you have any doubts or queries discuss them with the Principal or a senior member of staff.

Please refer to the following Policies and Procedures:

- **Fire**
- **Lockdown**
- **Extended Day**