

## Policy on Supervision of Pupils during non teaching times

- Morning Arrival

Breakfast club starts at 8.15a.m. where the children are supervised by the Breakfast Club Supervisor. Those pupils not attending Breakfast Club are asked in the interests of Health and Safety not to arrive at school before 8.30a.m. Children who arrive in school between 8.15a.m. and 8.45a.m. will meet in a designated area. Teachers are in their classroom from 8.45 a.m.

- Break Supervision

Breaktime is from 10.45 a.m. - 11.00 a.m. (on Thursday 11.00 a.m. - 11.15a.m.) Each day the teacher or classroom assistant on duty must maintain contact with the pupils throughout this time. They are also responsible for pupils lining up after break is over and ensuring all pupils return safely to their class. The teacher or classroom assistant on duty is solely responsible for the safety of the children and will be held accountable in cases of negligence of their duty.

*Parents wishing pupils to remain indoors due to casual ailments must provide a note to cover a stipulated period eg 1,2days etc.*

- Lunchtime Supervision

At lunchtime one supervisor ensures the safety and well being of our pupils. Pupils eating dinner and lunches do so in the school hall where the supervisor ensures order. Principal or another member of staff will be in attendance from 12.15 - 12.25p.m. All pupils remain here until they are finished their lunch or dinner. No pupil is allowed to leave the hall until 12.40pm when they will be accompanied to the playground by the supervisor. When the bell rings at 1.00p.m., a member of the teaching staff goes to the playground, lines up all pupils and brings them into class.

- Wet/Cold Break and Lunchtimes

On very cold or wet break and lunchtimes, pupils will remain indoors. Foundation Stage and Key Stage One pupils will watch a DVD in the

Foundation Stage or Key Stage One classroom. Key Stage Two pupils have a selection of 'Rainy Day Games' to play with in their classroom. At break time and lunch time, the teacher, classroom assistant or dinner supervisor on duty will move between both rooms

- **Safety at Play**

Those on duty at break and lunch times are asked to note the following points.

***P7 Playground Friends will monitor the Playground Activities on offer.***

***Pupils may only play on the grass areas when authorised to do so by the Principal as these areas are wet and muddy for the greater part of the school year.***

***Pupils are only allowed to play in the tarmac area at the back of the school. Those who wish to play football play in the play area at the side of the school (outside KS2 Classroom).***

***Rough play, pulling, dragging, chaining, etc. is not allowed and will be dealt with by those on duty. Serious occurrences must be reported to the Principal.***

**N B** Moderate to serious incidents and accidents must be recorded in the Accident Book. The teacher, supervisor or assistant on duty will treat minor injuries but when they suspect serious injury they should inform the recognised school First Aiders Mrs Torrens.

Policy - Reviewed - February 2018