



Supervision Policy

(including EYFS supervision and registration & missing child procedures)

This policy applies to the entire setting including the EYFS.

Staff Responsible for policy review: Headteacher & Registrar

Next Review: April 2023

Last Review	Updates made
April 2021	Registration & missing child procedures included in supervision policy rather than kept as separate documents.

Purpose

The purpose of this policy document is to offer guidance to all Mead staff regarding the proper supervision of all pupils throughout the school day, through appropriate deployment of school staff.

Legal Obligations

The Directors of Wishford Schools and the Head have specific obligations to ensure, as far as is practicable, that a safe place of work is established and maintained for all employees, children and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is effective and adequate to ensure their health, safety and welfare.

Every class teacher and teacher at the Mead has a duty of care to their pupils, which is based on the principle of loco parentis. 'Loco parentis' can be perceived as the standard of care that would be expected to be provided by prudent parents for their own children. In order for class teachers and their supporting staff to be able to carry out their duties effectively and consistently the Head and Senior Leadership Team need to ensure that:

- Clear policies, guidelines and practice have been established, shared with and understood by all staff.
- All teachers and supporting staff receive the necessary information they need in order to carry out their professional duties effectively.
- Rules and routines that maintain good order and discipline throughout the school day are embedded in the day-to-day running of the school day. To ensure the safety and welfare of all the children on site at all times of the day both before 8.20 am and after 3.30 /4.00 pm, during Breakfast Club, Number1 Club, Munch Bunch Club, activity and prep times, such routines must be maintained.
- Appropriate policies and safeguards exist that ensure the safety, wellbeing and welfare of pupils engaged in activities off the school premises.
- The security, maintenance and effective supervision of the school buildings and the school grounds is maintained and checked rigorously and constantly.

Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against the school or a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if

anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

Supervision before School (Breakfast Club)

- Children may enter the school premises from 7.45 am onwards.
- The Mead School operates a Breakfast Club between 7.45 am – 8.20 am.
- The main school door is the only point of entry before 8.20am. It is supervised by a member of staff from 7.45am until the start of school at 8.20am, at which point, it then reverts back to the Security Entry System. This member of staff takes a breakfast club register each day and signs children in as they enter the building.
- Children are then supervised in the dining hall throughout this session by a member of staff on duty.

Supervision at the start of the school day

- Children not using breakfast club can arrive at school between 8.20am and 8.40am.
- All class teachers and TAs are expected to be in their classrooms by 8.20am at the latest.
- KS1 children enter via the large wooden side gate, Reception and Nursery via their external play areas and KS2 via the main door. All entry points are supervised throughout the period of entry (EYFS and KS1 teams run a rota for opening and supervising their entry points and the main door is manned by the school registrar) and the security entry system is reengaged at 8.40am.
- Parents arriving late with their children should go to the main school door and use the intercom system.
- **All children are the responsibility of their parents/carers until they are observed safely entering the school building. Year 6 parents allowing their children to walk to school must put in writing that they accept that the school cannot take responsibility for their child's safety until the point of registration between 8.40am and 9am.**
- **Parents can only enter the building via the main school door and should avoid doing so (unless unavoidable) before 8.40am each morning. Parents are not allowed past the Reception area of the building unless they are attending an organised event/fixture or have an appointment/permission to do so from the Head.**

Break Supervision

- There are multiple breaktimes throughout the school.
- Children are reminded at the start of each term about the times of their breaks, their areas of play and areas which are out of bounds.
- Staff are given a duty rota at the start of each term and a copy is displayed in the staff room.

- Duty staff **must** be present on duty, immediately, at the start of each duty and should send a message to SLT asking for cover if there will be any delay.
- Duty staff must maintain a high level of vigilance at all times, stop any unkind or inappropriate behaviour before it escalates and ensure all children are included in play.
- Duty staff should report any concerns to the child's form tutor.
- Duty staff must also follow first aid procedures closely if there is ever an accident/injury.
- Duty staff should spread out to allow for good coverage, i.e. the duty role is vitally important and staff should not socialise with colleagues whilst on duty.
- Duty staff should remain observant and report any potential hazards to the business manager immediately. They should help children clear potential hazards (e.g. play equipment being left on PE surfaces) at the end of play.
- Children must ask permission from a member of the duty staff and collect a 'hall pass' before going to the toilet.
- Outdoor trainers must be worn on the astro.
- Where the behaviour of a pupil during a break threatens the health and safety and welfare of others, the child will be escorted inside the building and SLT will be called to support. Staff must not restrain (make physical contact with) a child unless they feel there is immediate danger of harm to others. In this event, a full account should be put in writing directly and immediately to the head.
- N.B. - The EYFS operates a free flow system where pupils are able to access activities inside as well as outside the classroom during different times of the day. Staff ratios are sufficient (always compliant) in allowing continuous supervision in all areas.

Wet Break Supervision

- Our aim is to have outdoor break whenever possible. Due to our all-weather play surfaces, the rainfall needs to be heavy and consistent to send/keep the children indoors. The gym (if available), outdoor classroom and PE shed can be used for shelter if it looks like a heavy downpour might pass. Children should go out/back out if the rain clears and more than 10 minutes of breaktime remains.
- Duty staff are responsible for making the decision to have indoor break but SLT can be called if there are any issues.
- Children should wear their coat for break if the forecast/skyline suggests any chance of rain (N.B. Coats must always be worn between October and March unless the Head gives permission otherwise).
- All indoor breaks (apart from the 11am KS2 break) can be managed by duty staff. Each year group should be allocated a classroom and something educational put on the whiteboard, e.g. planet earth, news round, horrible histories, operation ouch etc. Children can also sit and read quietly (play in EYFS).
- If the KS2 11am break is indoors then one member of each year group team needs to be in the allocated year group classroom throughout the break. Those on duty that day can stay throughout the break but otherwise, staff should share the duty to ensure everyone has a break. SLT will also circulate.

Dining Hall Supervision

- Staff on duty in the dining hall (breakfast, lunch or tea) must ensure consistently good behaviour & manners and an appropriate noise level.
- Duty staff help with service and clearing. Children should remain seated as much as possible after being served.
- Children must choose a main meal option. Jacket potatoes are available under the counter for those that really struggle to choose anything on offer. Plain pasta is also available in the salad bar. Children are always encouraged to select something from the daily menu but should never be forced/coerced into doing so.
- Each day, the kitchen team will decide on the main meal portion sizes for Infants and Juniors with larger portions sizes being given to the older children but both must be substantial enough to sustain each child through a day at school. Every child receives this portion size regardless of their eating habits. Waste is then monitored and discussed by the kitchen team to ensure the menu continuously improves.
- Children are told and reminded during form/class time to request a larger portion of their main if they feel they can/will eat more than the normal serving. Children need to learn to take responsibility for asking this question (EYFS and KS1 staff will need to support) and is therefore not a question asked to every child at the serving station, slowing down the service.
- Salad is available to all children.
- All children can have both the pudding on the daily menu and either yogurt or fruit (potential budget issue here?)
- Children should eat their main course before their pudding.
- If a child refuses to eat their main meal (or eats very little) then the member of staff on duty should ask if they would prefer the other option/a jacket potato/salad then collect this for them if they say yes. If a child refuses then they should just be asked if they're *sure they don't want to try anymore or have anything else to eat*. No more discussion is needed. No child should be forced/coerced into eating their main meal or not allowed to eat their pudding as a result.
- Class teachers are responsible for keeping a record of any child who repeatedly eats an insufficient/unbalanced diet at school and should seek SLT advice/support if this becomes a concern. Any intervention/pastoral support sessions should happen at a safe time and place and never during the lunch sitting itself.

Lesson & Corridor Supervision

- **All teaching staff must arrive on time for all lessons and activities.**
- **Children should not be left unsupervised during lessons for any reason (e.g. to go to the photocopier). A message should be sent to SLT if support/cover is needed.**
- All staff are responsible for corridor supervision, ensuring behaviour is appropriate and flow is steady and safe.

Off-Site Supervision

Please refer to our Educational Visits Policy for off-site supervision procedures.

Supervision of Dismissal

- The member of staff supervising a child's final session of the day is responsible for supervising them during the dismissal procedure.
- EYFS children are dismissed from their play areas.
- Children in years 1-6 are dismissed from the side wooden gate and times outlined in the timetable and duty rota.
- Children must line up in single file order and be dismissed by duty staff one at a time. The member of staff should establish close proximity sight of the person collecting the child and the child should verbally confirm their relationship with the person collecting.
- **If a member of staff has any doubt or concern, they should politely inform the person collecting that they need to be sure that there is appropriate permission in place and then ask the child to escort them inside so they can check with SLT/the registrar.**
- If a child remains uncollected at their expected dismissal time, they should be taken to and registered at the most appropriate after school club and the registrar informed, who will then contact their parents. An SLT is on late duty every evening between 5.30 and 6pm and so would take responsibility for a child who remains uncollected at 6pm.

Registration procedure

A class register must be taken at the start of the day by the class teacher using the MIS PASS system by 9.00 am. The register must also be taken after lunch by 2.30 pm using PASS. The registers are checked by the registrar who then follows up on any unexplained absence.

All information required in the attendance register concerning the child's name, address and date of birth, parents' telephone numbers together with the name of the form tutor are held on PASS.

Munch Bunch (EYFS) and No1 Club (KS1) registers are taken between 3.30 and 4pm by duty staff. KS2 club register is taken between 4 and 4.30pm by the tea duty staff. Registers are returned to the registrar who then follows up on any unexplained absence.

A register is a legal document. Failure to comply with the following instructions, by any member of staff, will cause serious problems for the school and could have legal consequences.

Registers will be marked with / for attendance and the relevant code for absence. Any mistakes/amendments should be explained by a brief note in the register next to the original entry.

Children should be marked absent if they have not arrived by the end of the registration period before both morning (9.00 am) and afternoon sessions (2.30 pm). Each absence must be filled in with an appropriate code. **N.B. Concerns regarding a missing child should be reported to the registrar and SLT as soon as they surface (i.e. not delayed until the end of the next registration period)**

The codes are as follows:

/\	Present
B	Educated off site (NOT dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registration (i.e. pupil attending other establishment)
E	Excluded (no alternative provision made)
F	Extended Family Holiday (agreed)
G	Family Holiday (NOT agreed or days in excess of agreement)
H	Family Holiday (agreed)
I	Illness (NOT medical or dental etc. appointments)
J	Interview
L	Late before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code/description)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registration closed)
V	Education visit or trip
W	Work experience
X	Covid-19 related (either tested positive or self-isolating)
Y	Enforced closure
Z	Pupil not on roll
#	School closed

NB. An N is first entered and this is later corrected (ideally within two weeks) to the appropriate symbol and N must not be allowed to remain indefinitely.

In the case of a planned absence, that is where we have been previously advised as to a reason for absence, the appropriate code can be filled in immediately. When absence is unplanned it will be necessary to wait for an explanation. Parents are asked to advise us by telephone when a child is ill and this is recorded by the registrar. Should the school not be notified by the parent as to the reason for the absence then the parent will be telephoned.

Lateness constitutes unauthorized absence but discretion is used when the school is made aware of an issue, e.g. unusual levels of traffic or a personal family issue on a particular

morning. Code L is used if the register has been taken but arrival is before the registration period closes at 9.00 am or otherwise U if late after registration period.

Frequent lateness should be reported to SLT.

Daily totals are needed to assist rapid checks in case of fire. Head counts are faster and quieter than calling out names.

Missing Child procedure

There are a number of mitigating measures which reduces the risk of a missing child:

- A person (the registrar) dedicated to following up on unexplained absence between 9am and 9.30am each day.
- Fully supervised entry and exit points during drop off and collection times.
- Termly reminders for all children regarding the boundaries of the school and out of bounds areas.
- Termly reminders for staff that they are responsible for knowing the absentee list emailed each morning and then following up on any unexplained absence during any lesson/session they are overseeing.
- Reception area staffed throughout the day (7.45am – 5.30pm)
- One coded entry point during the school day. No visitors/parents allowed past the Reception area of the school without signing in/permission.
- Pupils must not be sent on errands around the school (aside from year 6 leadership responsibilities) and at no point sent beyond the established school boundaries (i.e. into the school car park or beyond) without staff or parental agreement and supervision.

In the event of a child being found to be missing it is vital that prompt action is taken (N.B. Please refer to our Educational Visits Policy for the approach to a missing child whilst off-site)

All unexplained absences during formal registration periods (am, pm and after school) will trigger the missing child procedure. It will also be triggered at any other point during the day where an unexplained absence is identified.

Procedure – Non-attendance without reason

If a child does not arrive at school by 9am and parents have not informed the registrar of the reasons for the absence, a U will be entered on the register and the following steps will be taken.

1. Final check of the absence line plus office & class teacher email to ensure no message has been received.
2. A phone call from the registrar to all contact numbers for the child's parents. If unsuccessful, other/next of kin contacts will also be called. Voicemails will be left on

every possible number. Immediate follow up emails to all provided contacts once phone numbers have exhausted.

3. Registrar will then wait until 9.30am for a response and then try all contacts again.
4. If no response by 10.00 am, the Registrar will inform a member of the SLT.

Procedure – Child attends am registration but then goes missing during the school day

Staff are responsible for knowing where every child is under their care and unexplained absences must be followed up on immediately (**N.B. A member of staff should never rely on other children to explain why a child is missing from their lesson**). Staff are responsible for monitoring the length of absence when permitting a child to leave their lesson (e.g. to attend a peri lesson or visit the toilet). If they have any concerns, a message should be sent to SLT and the school office asking for support in ensuring the child is safe and well. All children that attend the start of a lesson should be present and accounted for before transitioning to the next.

If a child is thought to be missing, the following sequential actions must be taken:

- Our staffing/site means every member of staff would have close contact with a colleague whilst supervising children.
- As soon as any member of staff becomes concerned about a missing child they should immediately ask a colleague to supervise the children in their care and find a member of SLT or the office/admin team to report their concerns privately. The report should include the last known whereabouts of the child (if a specialist teacher reports a concern then they should speak to the child's class teacher first to see if there is a reason for their absence).
- The person receiving the report will then ensure every available member of the admin and maintenance team and SLT are informed and this group will then search for the missing child throughout the school (not including classrooms for other year groups), including all communal and possible hiding areas, starting with the most relevant areas. The senior member of staff available will delegate search areas. The search will be carried out discreetly without raising alarm in the school community. Exit points are also checked to confirm they remain secure. If the child is found then all parties involved will be informed of the positive resolution.
- If the initial search is unsuccessful, then the search party will reconvene in the head's office and each member allocated a group of classrooms to check so that all adults in the building can be asked if they know the whereabouts of the missing child. This will be a simple question and there is no need at this stage to cause alarm amongst staff and children at this stage. If the child is found then all parties involved will be informed of the positive resolution.
- If the classroom search is unsuccessful then the search party should reconvene in the head's office and ensure that all possible explanations/enquiries have been exhausted before informing external parties.

If the child cannot be located then the following procedures are followed.

The Head or a member of the SLT (in the event of all of these personnel being off-site, the designated senior member of staff for that day) will:

1. **Contact the police and/or any appropriate emergency services.** Police have the resources to conduct a search and speed is important.
2. **Contact Parents/Carers of the pupil.** Once contacted the parents should be advised to stay at home or ensure someone remains in the home in case the pupil arrives there. Advise the parents that the emergency services have been contacted and that a staff member is searching the route the pupil may take home. Parents should be asked for information of anywhere else a pupil may head for e.g., grandparent, other relatives, the park etc.

Checking any possible route home

If the child cannot be located on school premises a member of staff may if appropriate search along any possible routes home that the pupil might take to get home. They must take a mobile phone and keep in contact with the school. If the member of staff arrives at the home without finding the pupil they should make contact with the school immediately and await instructions.

Record of events and subsequent report

The following details will be noted in order to help in any search and subsequent investigations

1. Date / time and location of pupil's disappearance
2. Who was responsible for the care of the pupil at the time
3. What was the pupil wearing
4. Any distinguishing features of the pupil
5. Circumstances surrounding disappearance
6. Time parents and other agencies were contacted
7. If the incident warrants a police investigation then all staff are required to give full co-operation

Informing other people

In very serious cases due consideration must be given to notifying the following people

1. The School's Insurance company.
2. Other parents
3. The Local authority
4. Social Care and health
5. Wishford Headoffice

Dealing with reactions

If such an incident does occur it will be natural for the pupil's parents to be frightened, distressed and angry. Other parents will also be rightly concerned for the safety of their children. Staff will be upset and shocked that any such lapse in security has occurred.

Emotions and reactions must be dealt with professionally and in a caring and understanding way. Should any staff be approached by parents or media regarding the situation they must refer them to the Head teacher.

Late Collection

A member of SLT is always on late club duty between 5.30pm and 6pm. They are therefore in charge of dealing with a parent failing to collect their child by 6pm (by which time all children will be off-site). The member of SLT will stay with the child until they are collected. Attempting to contact parents and all other known contacts regularly until 7pm, at which point, they will call the police and children's services.

EYFS Supervision Meetings

In accordance with the revised Statutory Framework for the Early Years foundation Stage (2017) staff supervision meetings are a requirement for providers under Section 3 – The Safeguarding and Welfare requirements Clauses 3.19 and 3.20. All staff are expected to uphold Fundamental British values within meetings and ensure that these are promoted at all times.

Purpose of supervision meetings

The EYFS introduces the concept of supervision meetings as a way for staff to discuss issues including child protection concerns and identify solutions as well as to receive coaching to improve their personal effectiveness. A supervision meeting is an individual meeting between a member of staff who works directly with EYFS children and a member of SLT or the Safeguarding team. The purpose is to ensure staff are clear about what their responsibilities are (particularly in relation to supervision and safeguarding), what the school wants them to do regarding concerns about particular children and to ensure they feel supported in all aspects of their job. The meeting gives parties the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and /or coaching. The supervision meeting does not replace the annual staff appraisals.

Responsibility

SLT and deputy DSLs are responsible for ensuring that supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

Process and Frequency

The frequency of meetings should be determined according to the needs of the families and the staff member supporting them. This is in addition to regular staff appraisal and other opportunities for staff training. Supervision meetings are an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two

way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties. Staff meetings also act as a means of supervision as it allows concerns to be raised and answers given to any issues. Safeguarding and H&S are standing agenda points.

What to cover at supervision meeting

The content of the supervision meeting will be to:

- identify any performance concerns and improvements required
- discuss any issues of concern about particular children and families
- identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and families and their individual needs
- identify any training and development needs.

Supervision Standards

Staff should expect:

- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- To be able to question how things are done and what is expected.
- To be given the opportunity and time to be express any concerns.
- To be given appropriate support, and receive coaching where necessary.
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.

The Manager should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That once targets and/or objectives are set the member of staff will produce work to an agreed standard.
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.
- To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and to then communicate this with the member of staff.

Recording supervision meetings

The supervision meeting will be recorded by the manager within 5 working days. See Appendix II for the Supervision meeting form. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff and stored in the EYFS folder.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record, no names of the children discussed will be used, only initials.

Appendix I

During the academic year -2019 2020 the following staff will be required to attend supervision meetings.

Supervisor			
Staff member			

Appendix II

Following the Review during EYFS Staff meeting, this appendix has been added.

Guidance on the Content of Supervision Meetings.

Supervision meetings should have a pre-agreed agenda. Each agenda must include the following:

- Matters arising from previous meeting (if not covered in the agenda)
- Children and families– development and wellbeing including child protection concerns
- Discussion of role, responsibilities and any support required
- Any concerns held by the Supervisee

Supervision meetings may also cover the following as and when required or relevant

- Review of children's records eg learning journeys etc
- Tracking and progress
- Transition to the next class/phase (Trinity Term)
- Progress towards supervisee appraisal targets
- Policy updates
- Upcoming events

Supervisee will email a suggested agenda to the Supervisor before the meeting for them to add to if needed.

Timings and Frequency of meetings will be reviewed at the Easter SLT/SMT Away Day.

Supervision Meeting Record

Supervisor	
Supervisee	
Date/Time of meeting	
Location of meeting	

Agenda:

<p>Set items:</p> <ol style="list-style-type: none">1. Matters arising2. Children and families- development and wellbeing including child protection concerns3. Role and responsibilities including any identified training needs4. Concerns <p>Additional items</p>

Main Points of discussion:

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Follow up actions

Supervisor	Supervisee	Other

Signed _____ (supervisor) _____ (supervisee)

_____ (date)