**Weald CPS**

**Policy for the Supervision of Children**

**Before School**

Children attending the Weald Pre-School Breakfast Club (7.30- 8.45 am) are supervised by a team of adults in the St. George’s Church Hall. **Please note, this provision is independent of Weald CPS.** Children attending the Breakfast Club are delivered to the School Office entrance and signed in.

The Green Gate of the playground is opened at 8.20 a.m. by the duty staff. The responsibility for the children’s welfare passes from parent to school as they enter the Green Gate. The children make their way directly to their classrooms. Class Teachers and Teaching Assistants are in place to greet them. Those wishing to visit the School Office or sign in as a volunteer should enter the school via the School Office entrance and report to the School Office Manager.

**Playtimes**

All outside playtimes are supervised by Teachers or Teaching Assistants. Wet playtimes are supervised in classrooms by Teaching Assistants. A member of the Leadership Team circulates the building.

All members of staff are expected to be in the playground punctually. Children should not be allowed into the playground until adult supervision is in place. A duty rota indicating specific areas of the playground to be supervised is on display in the staffroom.

**General rules for Playground Safety**

Children follow the Golden Rules for the playground, as outlined in our Positive Behaviour policy. These are:

* We are gentle
* We are kind and helpful
* We play well with others
* We care for the playground
* We listen
* We are honest

No child is allowed to leave the playground to retrieve equipment.

No child is allowed to climb on the bars, fences or trees.

Games involving picking other children up are not allowed.

Games involving playfighting are not allowed.

**Lunchtimes**

All children in Key Stage One are escorted to and from the Dining Hall by staff members and are supervised in the Dining Hall by Teachers and Teaching Assistants, Lunchtime Assistants and catering staff. Children follow the Golden Rules for the dining hall, as outlined in our Positive Behaviour policy. These are:

* We line up calmly
* We walk carefully through the Hall
* We speak quietly to those around us
* We keep our table clean
* We are polite to everyone
* We use good table manners

**Supervision around the building**

Calm, considerate movement around the school must be encouraged. A walk-only policy is in place. There must be supervision of large groups of children moving from one part of the school to another and whole classes must **never** be sent anywhere on their own.

Classes, groups of children and individuals must never be left unsupervised. Teachers or Teaching Assistants must see all children in Key Stage One out of the classrooms and toilets at playtimes.

Children must not be left to work unsupervised in classrooms or any other part of the building.

No child should be permitted to leave the school during the day unless prior notice has been given or the matter has been authorised by the Headteacher.

Children must never be placed outside a classroom.

Children must not move or carry heavy furniture, except mobile PE apparatus in the correct way.

**After School**

Staff should check that all children have left the building and that classrooms and toilets are clear. Children in Key Stage One are dismissed into the care of their parent/carer at 3.10 p.m. Key Stage Two children are released to their parents/carers from the classroom from 3.20 p.m.

Children taking part in extra-curricular clubs are dismissed by the relevant member of staff either from the School-Gate (for activities taking place within the main school buildings) or the MUGA/School Field (for activities taking place at these locations). Any uncollected children must be taken to the School Office and supervised by an appropriate staff member until they are collected.

**Guidance for taking children across the road to the Village Green/MUGA**

Staff follow these guidelines when escorting children across the road:

* Silence is maintained
* Children are **always** escorted by adults
* Adults are always positioned at the front and back of the line
* Children walk single file.
* Children are encouraged to walk quickly and safely, but never to run.

Last reviewed: June 2021

To be reviewed: June 2024

Signed Headteacher:

Signed Safeguarding Governor: