



**SOUTH DOWNS**  
— LEARNING TRUST —

OCKLYNGE JUNIOR SCHOOL

# Child Supervision Policy

Date approved	March 2024
Date of next Review	March 2025
Status	School
Lead Author	Sylvia Berhane (DSL)

## OUR VISION

**A community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement**

## Key contacts

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- **Chair of Trustees:** Mrs Rebecca Conroy  
[clerk@sdlt.org.uk](mailto:clerk@sdlt.org.uk)
- **Local Authority Designated Officer:** Consultation via the online portal [here](#)
- **Referrals into Early Help and Social Care Single Point of Advice:**  
via the online portal [here](#), 01323 464222 [0-19.SPoA@eastsussex.gov.uk](mailto:0-19.SPoA@eastsussex.gov.uk)
- **Emergency Duty Service (after hours, weekends and public holidays):** 01273 335906 or 01273 335905

## **AIMS**

Ocklynge Junior School is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) and learning environments for the children of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies and third-party organisations) and parents/carers are aware of the standards that are expected.

### **Supervisory Responsibilities**

The headteacher will:

- Ensure the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises or on educational visits
- Ensure adequate staff are available to meet the required supervision requirements for before the start of the school day, during break times and lunch times and at the end of the school day until all children have left the school grounds or are under parental/carer supervision.
- Organise appropriate training for school personnel.
- Ensure that staff are aware of their supervisory responsibilities,
- Continue to develop a culture of safety and safe environment for our children
- Ensure that this policy is communicated to parents/carers
- Monitor the effectiveness of this policy by speaking with pupils, school personnel, and parents.
- Review and evaluate the supervision procedures as required.

### **Supervising staff will:**

- Support and assist in the implementation of this policy.
- Reinforce a 'safe play'/use of recreational time message.
- Adhere to and follow the safeguarding and child protection, health and safety, behaviour policies and the staff behaviour policy/code of conduct, plus the additional policies listed on page 10.
- Report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate.
- Understand their prime supervisory responsibility is to be with the class or group at all times. Children should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.

- Have a strong awareness of the need for supervision at transition times. This includes supervision of cloakroom/toilet areas, supervision of transition to pick-up time, and supervision of use of toilets at the beginning and end of the school day. Risk assessments must be in place.
- Have an awareness of which pupils have specific health needs/conditions which may warrant an immediate response in an emergency e.g. pupils requiring an inhaler / EpiPen and that emergency medication is available as per an individual plan.

### **Parents/Carers will:**

- Respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available
- Support the supervisory staff by also ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities;
- Report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

### **Before school:**

Children, which includes pupils and their siblings, are not allowed to play ball games or use the playground equipment and must behave in a way that respects the adults and smaller children on the playground.

School gates are opened at 8.30 am for children and parents. Breakfast club have their own entrance at the side of Victoria Drive, directly into the pavilion.

All children and adults must dismount and **walk** their bicycles and scooters etc. from the school entrance gates. Parents are responsible for the behaviour and safety of their children until 8:30am. A designated member of staff will be outside on duty from 8.30 a.m. The member of staff will open the gate when they arrive on duty. All staff who are on duty are to wear high viz jackets. Children are able to drift in from 8.30 through their designated entrances. Learning starts at 8.50 am.

Children at breakfast club are supervised until they then go to their classes or their teachers collect them.

Children not attending breakfast club should be in their respective year playgrounds and then when the bell goes they go to the designated entrances by 8:30 am ready to enter the school.

School doors will be opened by staff promptly at 8:30am for children to enter the building. Staff on duty will stand by the gates until 8.50am, when the gates will be locked.

Children are to go quickly and quietly to their classes and begin their morning activity as soon as they have put their coats, lunch boxes and bags in their designated places.

If the weather is too poor for children to be outside, a bell will go in school to give teachers time to get to their classrooms and the children will be allowed straight in from 8.30 am. A member of staff will still need to be by the gate, otherwise all staff will be inside.

Staff are not allowed to drive down the drive between 8.30 – 8.50 am. The school minibus may, on occasions, need to drive down the drive to ensure children arrive in school safely. Taxi drivers, where possible, are to stop at the gates and walk children through. All other services are asked to wait or a different time arranged.

Parent/carers should also note that there will not be staff on duty before 8.30am and are therefore encouraged to remain with their children until the gates are opened. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

### **Supervision Arrangements**

During the school day all visitors with business in the school will be admitted through the school office where they will sign in and receive a visitor's lanyard or sticker. Certain visitors to the school must be accompanied by a member of staff at all times, please refer to the School Visitor Flow Chart available in the office.

Leaving the school site: Children should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

Errands: Children should not be sent off-site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

Illness: When children are taken ill during the school day the school will contact the parents/carers, whether at home or at work. Information about contacts is kept on SIMS and Medi-tracker

Lesson Time: Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

Visitors: All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's lanyard or sticker. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

Parents/carers are not allowed to approach children from other families to sort out disputes or arguments, staff or parents/carers should report any concerns about this to the school office.

If for some reason a child is externally excluded, parents will be contacted immediately and the child will be escorted off site by their parent. The child is expected to be at home during the period of their exclusion.

## **Break Times**

### **The head of year/SLT will:**

- Review break duty arrangements daily in the event of any staff sickness/absence thereby providing adequate supervision ratios

### **A member of the SLT will:**

- Make the decision about whether it is a wet break time
- Provide supervision training for new members of staff to ensure children are safeguarded

## **Games/PE**

- If it is not appropriate for children to change together in the classroom for PE, then the teacher should ensure that there is some supervision of both groups whilst changing.
- Children who cannot take part in games activities can join their group as an observer (warm weather only). If this is not appropriate, then children must be designated a class or person and must report to that teacher with some work to do.

## **Children's Responsibilities & Duties**

- When allocating jobs/tasks to pupils, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging electrical apparatus into the mains unless they were directly supervised, for example. Children doing jobs/tasks must be directly supervised by the teacher.
- Children should not be left in classrooms or communal areas during normal break times without appropriate adult supervision.
- All children have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet.
- Children who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

### **Staff will:**

- Supervise the children in their care all the time.
- Dismiss their class to the playground and check that supervisory staff are present before leaving the area.

- If it is deemed inadvisable for a child to be on the playground during break times because of their-behaviour, the class teacher will make the decision on whether the child should remain inside under the supervision of a member of staff and where they will be supervised.
- Ensure that toilet areas are adequately supervised during break and lunchtimes, ensuring pupils are returning to the playground as soon as possible.
- Once the bell has been rung, we expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested areas.

**Members of Staff on Supervisory Duty:** See appendix map of where staff should be located which identifies any areas of where direct supervision should be provided e.g. play equipment

- Must be in the playground from before playtime starts and remain there until all the children are sent inside.
- Wear high-vis jackets/vests so that staff are easily identifiable and be vigilant at all times
- Not indulge in protracted conversation with other members of staff
- Deal with any incidents of behaviour and report them to the class teacher
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- Must be clear about the procedures in relation to the administration of emergency medication during lunch and playtimes, including, which pupils are managing their own emergency medication e.g. inhalers and EpiPens or know which staff member/s has delegated responsibility to manage this.
- If there is a need for first aid, the supervisory adult does the initial check to see if the child needs to be sent to first aid. If they do then they are given a card to say that they are allowed to go inside to the first aid room, where a suitably trained member of staff will assess and treat them. Where possible they are to be accompanied by another child.

## **Lunchtimes**

A member of SLT will make the decision about whether it is a wet lunchtime and review arrangements daily in the event of any staff sickness/absence to ensure there are satisfactory levels of supervision throughout the lunch break. It is considered that these adults have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly.

The Deputy Headteacher is responsible for the management, training and welfare of the supervisors in school, and reports daily to the headteacher. The playground will be supervised at lunchtime by staff wearing high vis jackets in designated areas-see appendix map of where staff should be located and identify any areas of where direct

supervision should be provided if appropriate e.g. play equipment and other areas that are out of bounds. Communication between the supervising members of staff and the school office is undertaken by a walkie talkie system. In the event of an incident or unexpected occurrence, the Deputy Headteacher, with support from the lunchtime supervisors lead, will ensure additional support will be provided to assist in the situation.

### **The Role of the Staff on Duty at Lunchtime**

Staff on duty at lunchtime are responsible for:

- Supervising children on the school site as required by the Headteacher/Deputy Headteacher
- Dealing with minor incidents and accidents following the health and safety policy.
- Are clear about the procedures in relation to the administration of emergency medication during lunch and playtimes, including, which pupils are managing their own emergency medication e.g., inhalers and EpiPens themselves or which staff member has delegated responsibility to manage this
- Organising activities for the children during wet lunch breaks-see wet play rotas-staff must not leave their designated areas
- Over-seeing children's care and welfare during the lunch break, especially in the playground
- Undertaking training as required.
- Report any safeguarding incidents/concerns to the DSL/DDSL as soon as possible via the agreed systems.

### **General organisation**

Each member of staff on duty at lunchtime has a specific role to play within the general organisation and is given a specific schedule to follow. The tasks are timetabled; staff **must** keep to the schedule.

### **General duties**

Each member of staff on duty at lunchtime is responsible for:

- Supervising children eating their lunch
- Managing the children's behaviour, including orderly queuing
- Monitoring the playground, cloakrooms and classrooms to make sure children are not in areas they should not be.
- Making sure all children observe the behaviour policy
- Ensuring the dining hall is cleared up after use
- Assisting children with their meals as necessary.
- If there is a need for first aid, the supervisory adult does the initial check to see if the child needs to be sent to first aid. If they do then they are given a card to say that they are allowed to go inside to the first aid room, where a suitably trained member of staff will assess and treat them. Where possible they are to be accompanied by another child



## Guidelines

- Do not stay in one place for any length of time (within your designated area).
- Make sure you patrol all areas of the school building for which you are responsible.
- Inform the Headteacher /SLT if you become aware of an area which you believe requires additional vigilance or falls outside of sightlines in terms of supervision.
- Do not stand talking to other staff or spend a long time with one group of children.
- Follow the school's behaviour policy.
- Aggressive play, bullying or rudeness should be reported to the class teacher or SLT member of staff on duty.
- Record all accidents in the minor injuries record and seek help if the accident is a cause for concern.
- Read the health and safety policy for advice.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere-be vigilant
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid playing games with the children after you have initiated them, encouraging play between them in order to maintain a high level of supervision.
- Avoid questions to children that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff e.g. class teachers, HoYs, Deputy Headteacher, SLT
- Treat the children fairly, equally and with respect
- Be vigilant of groups of mixed age children with particular attention to Year 3 and vulnerable children
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs

## After School

School gates will be opened at 3:15pm for parents to enter the school grounds. The drive way will be closed to all traffic (in or out) between 3.10pm and 3.30pm.

Parents should be outside their children's exit door by 3:20pm. Class teachers will dismiss their class from their child's exit door and wait until all are collected or have left in the agreed manner. Letters requesting parents to state how their children are collected are sent out and the teachers know the agreed arrangements.

Staff **MUST NOT** release children to persons that are not known to them, and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.

Year 5 and 6 may leave school on their own, **only if permission** has been given by parents to the class teacher. Children in years 3 and 4 are not allowed to walk home alone; they must be supervised by an adult or an older sibling in Years 5 and 6 (if permission has been given by the parent)

Staff on duty will be checking the behaviour and safety of children in the playgrounds.

Children should never wait outside for lifts or taxis. They should be collected from the reception area.

Children, which includes pupils and their siblings, must behave in a way that respects the adults and smaller children on the playground at the end of the school day.

### **After School Clubs**

- The school and Club leaders will ensure that a clear procedure is in place for the transition of children from school to after school provision and that this is known and understood by all.
- It is the school's responsibility to ensure third party providers are prepared to adopt the school's policies. All providers will be informed of the systems, procedures, and expectations for safeguarding.
- It is the responsibility of the provider to contact SPOA / the Head Teacher/ Designated Safeguarding Lead (DSL) in the event of a safeguarding incident / concern e.g., child disclosure.
- All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education' (DfE – 2023).
- Insurance: All third-party providers offering activities provide a copy of their public liability insurance and their employer liability insurance as appropriate.

### **Club Expectations**

All club leaders ensure that every term there is a reminder about the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour, and changing arrangements. Registers of attendance must be taken at the start of each session.

Children are to make their way to their club, when the club leader will take the register. The clubs meeting points will be predominantly in the hall, theatre or practical room ensuring no child has to leave the school building.

Once the register has taken place, the club's internal and external leader will contact the office to let the office staff know which children are absent. This message is sent to the

office staff **no later than 3.25pm** and the office staff will text all parents of children who are absent so that parents are aware.

**It is the After School Club leader's responsibility to take the children back to the Reception and check that the children have left with the correct adult.** Letters will have been sent to parents for parents to inform the club leader the arrangements for pick up after the club.

The club leader is responsible for checking children are sent home with the agreed adult. If the adult does not arrive, a call home will be made. External club leaders are responsible for contacting the parents of the children in their club if a child is not picked up and does not leave the child unattended.

### The Pavilion After School Club

Children will meet in the theatre, back of the hall or classroom, where a register will be taken. This register is then sent through to the office **no later than 3.25pm** and the office staff will text all parents of children who are absent so that parents are aware.

Children will then be supervised and escorted to the Pavilion where the After School Club is held.

Any parents collecting children from the Pavilion After School Club enter through the Pavilion doors, leading in from Victoria Drive, children are then signed off and sent home.

The main drive gates of the school remain closed.

### Swimming Club

Children who attend after school swimming club are supervised by their parents and are the parents responsibility during the swimming club and in ensuring the child goes home safely.

### **Activities Off-site**

During all class trips/ activities off-site staff have a heightened responsibility for supervision and must always follow procedures and risk assessments.

### **All Other Times**

Parents/carers must be aware that the school will **not** provide supervision for children in the playground outside these times, including open days, parent's evenings and parent events. The children will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

### **Roles and responsibilities:**

Roles	Responsibilities
Teachers	<p>Ensure that they are in their classrooms ready for children to arrive at 8.30 am.</p> <p>Ensure that all registers are taken by 9.00 and 1.45pm</p> <p>Ensure that children are not left alone in their classroom unsupervised.</p> <p>If children need to go to the toilet then they wear a band to show they have been given permission.</p> <p>Teachers will have playground duties and you are expected to supervise the children at all times – taking particular consideration to trim trails etc</p> <p>Ensure that you escort the children to the playground at the beginning of break, lunch and at the end of the day. Collect children from the playground at end of break and lunchtime.</p> <p>At the end of the day send children to the correct places for clubs first. Remind them they must go straight there and not get changed or go to the toilet.</p> <p>Take the rest of the class to the designated place and dismiss the children, according to your registers, with their parents or whatever the pick-up arrangements are. <b>This must be done at 3.20pm</b></p>
Office staff	<p>Ensure that all children who are late are signed in appropriately and taken to their classrooms if possible.</p> <p>Ensure that the morning registers are taken by 9.00 am and that all attendance calls etc are made by 10.00 am, and by 1.45 pm and 2.00pm respectively.</p> <p>Ensure that all teachers of children who go down to the medical room during break time or lunchtime and are still there at the end of the break, are notified as soon as possible.</p> <p>After the afternoon registers, go through the children who are absent and correspond this with the club lists. Update the club lists accordingly and put the list in the club register.</p> <p>At the end of the day, the member of office staff responsible goes lists down all the children who are called in from clubs and text parents immediately (the first contact on SIMS). <b>This must be done by 3.27 pm</b></p>
Club leaders	<p>At 3.20pm promptly, meet the children in your club at the designated place.</p> <p>Register the children immediately (do not let the children get changed/go to the toilet before this)</p> <p><b>Call through to the office (via the walkie-talkies) by 3.25 pm</b></p> <p>If a child arrives after you have called through to the office – call the office again to inform them.</p> <p>At the end of the club, escort your children to reception and ensure that you register who the children go home with.</p> <p><b>It is the club leader's responsibility to stay with the children until all are collected, phoning home if necessary.</b></p> <p>Return the walk talkie to the office.</p> <p>If a club is cancelled the school must be informed and if it is an external club, the club leader must inform all parents.</p>

<p>After School Pavilion Club leaders</p>	<p>At 3.20 pm promptly, meet the children in the designated area.  Register the children immediately.  <b>Call through to the office (via the walkie-talkies) by 3.25 pm</b>  Escort the children to the Pavilion.  When parents arrive via the Pavilion door from Victoria Drive, ensure that you register who the children go home with.</p>
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**Relationship to other policies (adjust policy names appropriately)**

- Behaviour Policy
- Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Complex Medical Needs policy
- First Aid Policy and Guidance
- Incident Reporting Policy and Guidance
- Educational Visits Policy
- Crisis Management Plan

**Relationship to risk assessments**

- First aid
- Security
- Movement around school
- Playground activities
- Play equipment
- Slips, trips and falls
- Access and egress

**Roles and supervisory responsibilities**

This policy applies to:

- All staff and contractors, agency and other third-party organisations
- Children
- Parents/carers (at dropping off and picking up times).

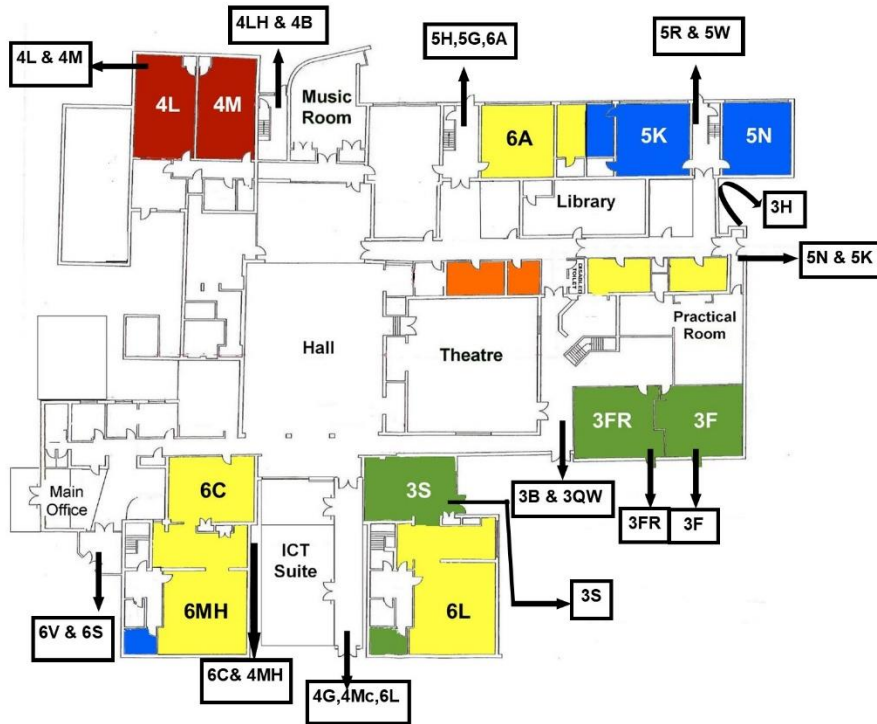
**Arrangements for monitoring and evaluation**

The Deputy Headteacher and DSL will monitor the minor injuries recording forms/behaviour logs and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.

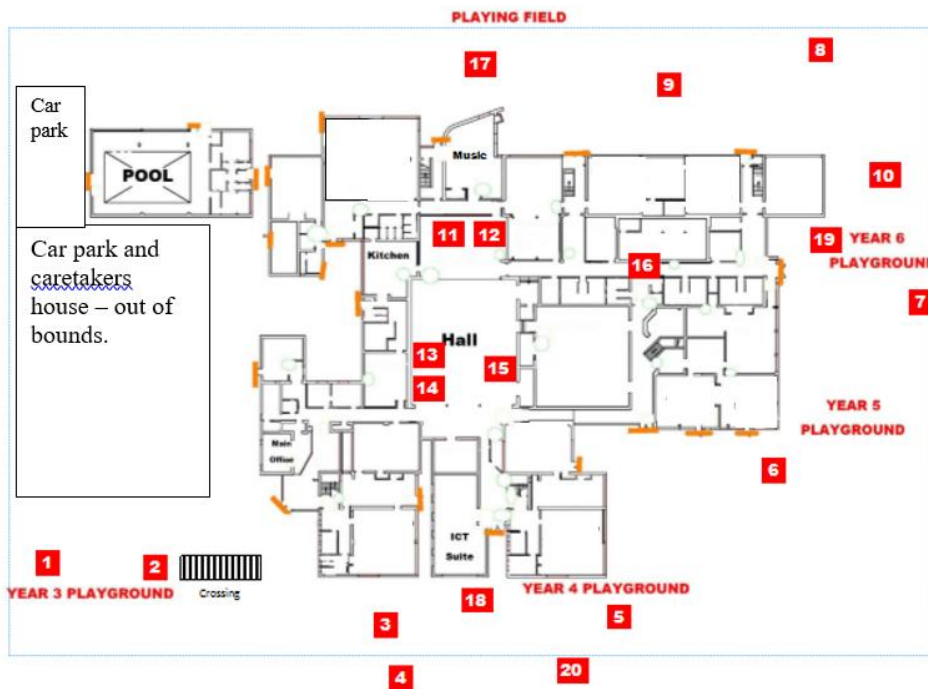
## Appendix A

A map of the school showing any areas which are out of bounds to children, the position of staff when on duty outside plus where children are to be dismissed from.

### End of day pick up arrangements:



### The position of staff when on duty:



**Appendix B** - A letter which is used to gather the collection arrangements for the children.

Dear parents/carers,

At Ocklynge Junior School we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are in years 5 and 6 when they can walk home provided you give permission. It is vital that collection details are clarified and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we just ask that you ring in to reception as early as possible to inform us, so that we can let your class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us. If you are late your child will be taken to reception, this ensures that they are with an adult at all times. However, if your child is later than reception opens then your child will be taken to the After School Club in the Pavilion where they will need to be collected. Please note that this may incur a cost.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation please either speak to your child's class teacher or call the school to arrange an appointment with the headteacher.

Thank you for your support and we appreciate your patience in this.

Yours sincerely,

Designated safeguarding lead

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Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

The person who will normally pick up my child is:

Name	relationship
Tel: home	mobile

If each day is different please state or if they are attending an after school club please give details below:

Monday:

Name	relationship
Tel: home	mobile

Tuesday:

Name	relationship
Tel: home	mobile

Wednesday:

Name relationship  
Tel: home mobile

Thursday:

Name relationship  
Tel: home mobile

Friday:

Name relationship  
Tel: home mobile

I give permission for my child to walk on their own: \_\_\_\_\_

Other arrangements (e.g. a person who you DO NOT wish to collect your child – **please provide further information/documentation**)

Print name (parent/carer)

Signed

Date