The “Duty of Care” as a contractual obligation, places a specific responsibility on the Head teacher, as overall manager of the school, to ensure full and appropriate supervision of all pupils occurs throughout the school day. An agreed supervision policy must be enacted by all staff to ensure that duty of care to pupils, both on and off school premises. A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. This principle has been upheld in the courts and it follows that the teacher must exercise such a standard of care as would be expected of a caring and prudent parent. Any injury to a pupil would not in itself be grounds for a successful action against a teacher or the Governing Board. It is necessary to show that there has been negligence by the school that has resulted in the injury sustained by pupil.

It is a school policy and contractual obligation of staff that all efforts must be made by teachers and carers to supervise the safety of children at all times.

Teaching Assistants and Lunchtime Supervisors are required to ensure that the pupil’s welfare is uppermost in their supervision when carrying out their duties. This applies to all aspects of the work in classrooms, dining hall, playground and any incidental off-site visits.

All adults in school must at all times be aware of the need to act as a caring and prudent parent would when supervising at work or play.

Sensible use of tables, chairs and equipment should be maintained so that pupils use these items properly to avoid accidents.

Pupils moving around the building should not be allowed to run and they should show respect to other pupils in lines or groupings.

Lunchtime Supervisors should ensure that pupil’s movements are as above. Also knives and forks should be properly used by pupils and not used in any way that may cause injury to themselves or others. Spillages on tables, chairs and especially the floor should be cleaned up immediately to avoid pupils and staff falling over. Tables and chairs should be cleaned as necessary to avoid soiling of pupil’s clothes or contaminating their meals.

Playground supervision must be continuous and carried out with mobility so that staff patrol the playground and toilet areas.
Inappropriate and rough play should be stopped where pupils might be hurting themselves or others. Play equipment should be used for the correct purposes and not abused where upon it may become dangerous.

At wet lunchtimes children should not leave the hall until sufficient staff is available to supervise their classroom. All classes must have an adult in attendance in the classroom during wet breaks. Any shortfall on the above must be reported to the Head teacher or in their absence to a senior teacher so that they shortfall can be made up by the Head teacher or a member of the Senior Leadership Team should other help not be available.

In the event of fire, it is the duty of all staff to raise the alarm should they be the first to discover the fire. Staff should remove any children from the area that they are responsible for at that time. Pupils should be led from the building to the designated fire assembly point as identified. At all times, the adults should remain calm and reassuring to the pupils.

Once at the fire assembly point, staff should ensure that all pupils are grouped into their class groups and stay within those groups so that a roll call can be made.

The above duties are necessarily aimed at the broad experience of looking after our pupils. They are at best a reference for due care and attention to the welfare of our pupils. Alertness, common sense and efficient carrying out of your duties will hopefully enable you to prevent major accidents.

If a child is injured at lunchtime then report this to the teaching staff. Write a description of the injury and circumstances in the accident book in the staff room, sign and date it stating what first aid has been applied. If the injury is more serious, then the formal accident form on line must be completed. This can be accessed via the School Office. Parents should be informed, describing the nature of the injury and they then mutually decide if the child should remain at school or need to seek further medical advice.

Any faulty equipment or damage to the school building, that might be a health hazard must be reported to the Head teacher or in their absence a member of the SLT.

2. Contractual Obligations

Staff working under the Teacher's Pay and Conditions Document must carry out professional duties related to the supervisory roles as follows:-

- Conditions of Employment of Head teachers (Part 1X)
- Conditions of Employment of Deputy Head teachers (Part 1X)
3. **Legal Obligations**

The employer has specific obligations under the Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1992, to ensure that as far as practicable "a safe place of work" is established for all employees and others who enter their establishments. This legislation, therefore, requires the employers to ensure that the supervision of pupils throughout the school is adequate to ensure their health, safety and welfare.

4. **Negligence**

If a claim for negligence is brought against a teacher, the Head teacher or the employer, 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.

When the absence of staff has to be covered, "stand ins" must be properly notified and instructed with regard to their responsibilities by the Head teacher or the line manager in the case of Lunchtime Supervisors.

5. **Recording incidents**

For minor accidents, an informal record is kept on CPOMS. This should be completed with details, staff name and dated.

For more serious accidents the official accident book, kept in the Staff Room should be completed and shown to the Head teacher.

For very serious accidents these should be reported using the City Council on line Accident Reporting system accessible via the School Office.

6. **Supervision before school**

Due to the age of our pupils, responsibility lies with parents until "Hand over" at 8.55a.m. (8.50a.m. in the case of bad weather) begins when pupils with LA and/or governing board consent arrive at school.

7. **Responsibility during the school day**

The Head teacher is expected to see that a proper written scheme of supervision (playground duties) is drawn up, that it is put into effect and that is fully implemented by teaching and non-teaching staff.

8. **Registration**
All teachers, when taking electronic registration, should note absences in the register. Class teachers should check when a pupil returns from absence that an authorised reason for absence has been obtained. On the morning of a pupil’s absence the school will, where possible, contact the home by telephone call (and then text) to ascertain the whereabouts of the child. (See Attendance Policy and guidance)

In those cases where there may be cause of concern and the Parent/Carer be contacted, then the Office staff or Teacher should inform the Head teacher or Assistant Head teacher.

9. **Illness**

In the case of pupils who are taken ill during the school day, the Head teacher or Assistant Head teacher should be informed prior to arrangements for Parent or Carers being contacted to collect.

The Office staff will keep an updated list of parental/guardian contact number on SIMS. Parents will be required to sign their child out prior to leaving the building. A second emergency contact name and number must be supplied by the Parent or Carer.

**Emergency**

No class of pupils should be left unsupervised for any reason. All teachers should use the “red hand” system to summon help from the Head of other members of staff. If, in the absence of the Head teacher, a member of the SLT has to cover, then they must ensure that another member of staff such as a teaching assistant covers temporarily for the duration of the emergency until relieved by that class’s teacher.

10. **Lesson Time**

In the case of pupils excused normal lessons, for example, P.E., R.E., or assembly, the Head teacher should endeavour to ensure adequate supervision within available staffing resources. In essence, children unable to participate with a class lesson should be left in the care of a teaching assistant or other member of the teaching staff or accompany the teacher and sit out of the lesion in the same area as the rest of the class for the duration of that lesson. In the case of assemblies, the same provision should be made except that if the class teacher is taking the assembly then that pupil must be cared for elsewhere.

11. **Visitors on site**

All visitors on site are expected to sign in at the Reception desk using the electronic system and wear a visitor's badge. Where staff is uncertain of a person’s right to be on the premises then they should check with that person taking due care not to put themselves or their pupils at risk. If staff are unhappy about the response and they feel there is a breach of security then the “red hand” system should be used to bring support immediately.
12. **Supervision at Break times**

The Head teacher must ensure there is adequate supervision, both indoors and outdoors, through school break times. In our school every break time (other than lunchtime which is supervised by Lunchtime Supervisors) is supervised by a Duty teacher and teaching assistant. Usually each class teacher is placed on a duty rota and takes their turn on duty.

In the event of a wet playtime then all staff supervise their own class and arrange with a colleague within their year group to cover temporarily whilst they take a "comfort" break. No class should be left without an adult in that classroom. Moving from one room to another, supervising two groups of pupils is an inadequate process. It is necessary to go into the room itself to supervise a class.

13. **Lunchtime Supervision**

The legal duty of care over pupils at lunchtime falls particularly on the Head teacher. The pay and conditions document states that the Head teacher is responsible for and to ensure the maintenance of good order and discipline at all times during the school day (Including the mid day break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.

In our school sufficient midday supervision is given to cover each class.

All Lunchtime Supervisors receive written notification of their duties in particular to the care and supervision of children.

14. **Supervision after School**

The supervision of pupils for ten minutes after the normal closure of the school is, like the period before school, a generally accepted procedure and may be required of teachers under directed hours. It is recognised that at the end of a school day all pupils cannot leave simultaneously and that some degree of supervision is necessary to maintain discipline and ensure safety.

Any child left on the premises after the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home, action may be taken by Social care.

In our School it is the custom for teachers to supervise the exit of their own class and to bring to the Head teacher any children left behind. A member of the Office staff will then attempt to contact the parent/carer of the child to see why there is a delay in the collection of the child. The child will be kept outside the Head teacher’s Office until the parent or carer arrives. If contact cannot be made with the parent/carer of the child, then Social Services may be contacted. **Please see Child not Collected Policy**
All pupils stay with their class teacher if the person collecting them has not arrived.

When after school clubs meet then parents are expected to sign a consent form agreeing to their child's attendance at the club and to arrange to collect the child promptly. The same procedures would apply as above if a child were left after a club session.

15. Supervision of Special Activities

The same general principles of care apply during physical education lessons as to other school activities, but the teacher has also to bear in mind the requirements of the Health and Safety at Work Act to take reasonable care of the health and safety of the pupils. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care. It is most important that the teacher has carried out a risk assessment that should consider such factors as the safety of apparatus being used, the condition of the floor, the suitability of the pupils' clothing and whether the exercises and activities are within the capabilities of pupils as well as being properly taught. Normally children should not be allowed to wear watches and/or jewellery but it should be appreciated that, if these are handed in to a member of staff, the school is accepting some legal responsibility for them. It is, therefore, advisable to have a secure box or place for such articles. They should not be simply left on a pupil's table or the teacher's desk.

Pupils with additional needs should have ready access to their medication throughout any physical activity.

16. Extra-Curricular Activities

The same level of supervision is necessary as for similar activities in the normal school time.

Parent/Carers should always have signed agreement letters giving permission of their child to attend.

Whenever reasonably possible staff should give notice to parents/carers of any cancellations or alterations to times of such extra-curricular activities.

17. Supervision on School Visits

When pupils are taken from school on organised visits, the same duty of care arising from being "in loco parentis" still exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements, where appropriate, for the collection of pupils at the end of the visit.

Risk assessments must be completed prior to any off site visit. It is recommended that staff visit the site of the proposed visit so that Health and Safety and Welfare can be considered before a visit by the pupils.
18. **School Policies**

Staff are recommended to be familiar with the contents of the School Policies where confirmation of procedures is notified to parent/carers.

19. **Other Documentation**

The following Policy documents have a bearing on pupil welfare and Health and Safety issues.

- Staff Handbook
- Risk Management, critical incident guidance
- Educational Visits Policy
- Health and Safety Policy
- Behaviour Policy
- Safeguarding/ Child Protection Policy
- Positive Handling Policy
- Curriculum Policy

Mrs. Humphries is our designated Health and Safety Officer.

We have several trained First Aiders in School these are as follows:-

Mrs. B. Humphries – FAW

Mrs. M. Masterson – FAW

Mrs. L. Clarke – FAW

Mrs. L. Walker – Paediatric

Mrs. G. Meade – Paediatric

Mrs. C. Corfield – Paediatric

A Defibrillator is situated in the Staff Room and Staff has been trained to use it.
All Staff are also trained in Allergy Awareness and Epi pen usage together with basic First Aid. First Aid Kits are available throughout the building.

This policy will be reviewed on a bi-annual basis.

Policy reviewed by Governors: November 2018
Next review due: November 2020

Signed: ..................................................  Chair of Governors  Dated: ...........................................

Signed: ..................................................  Head Teacher  Dated: ...........................................