

Supervision and Care Policy

St. Thomas More's Catholic Primary School



Approved by the Governing Body: Autumn 2026

Next Review:

Autumn 2028

Mission Statement

As we walk together with Jesus we love, live and learn.

Aims of Policy

The aim of this policy is to:

- Clearly outline the strategies and routines adopted by the school to ensure full and appropriate supervision of all pupils occurs throughout the school day.
- Clarify for all staff their own responsibilities and roles with regard to the supervision of pupils.
- Provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

Teachers' Responsibilities

The Head teacher is responsible for:

- The overall internal organisation, management and control of the school.
- Deploying and managing all teaching and non-teaching staff.
- Allocating duties to them in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and elsewhere.

Teachers other than the Head teacher are responsible for:

- Discipline, health and safety - maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere.
- Reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.
- They shall not be required to undertake midday supervision and shall be allowed a break of reasonable length between school sessions.

Supervision Before School

- Pupils will not be supervised prior to 8:30am and parents are advised that they should not arrive before this time.
- Pupils are expected to enter the playground on arrival where one teacher on duty will supervise them. One teacher will be on duty at the entrance gate.

Breakfast Club - A member of staff will be on duty each morning from 7.45am to supervise the arrival of the children.

Two members of staff will supervise during breakfast and the children will be taken out to the playground at 8.30am and one member of breakfast club staff will stay out on duty to help with supervision.

Inclement Weather

One Teacher (i.e. the one that would normally be on the playground) supervises the children coming in through the Dining room door and up the ICT stairs to the Main Hall. One Teacher (i.e. the one that would normally be at the main gate) to supervise the children in the Main Hall. Breakfast club staff to take children up to the Main Hall and one member of staff to stay and help with supervision.

During lesson times

Above all other considerations the safety of pupils must be an overriding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Teachers should not leave their pupils unsupervised.

A member of staff should supervise the class when they are moving around the school

In the case of pupils excused from normal lessons e.g. PE, the class teacher remains responsible for the supervision of the pupil.

Responsibilities of Teachers on Duty

- To be present in the area for which they are responsible.

- In the event of an accident take appropriate action.
- Supervision of the children at the end of the break until the class is collected by the class teacher or TA.

Inclement Weather

- Whenever possible breaks will be outdoors, however there will be times when poor weather will prevent that.
- The duty teacher will decide whether outside conditions merit a break being declared indoor. Different decisions may apply for pupils of different ages.
- Supervision will differ in that the staff will supervise classes as follows:

Teaching Assistant on Duty	Duty Teacher One	Duty Teacher Two
In the Hall	In Classrooms with activities	In Y6 Classroom with activities
KS1 and Year 5	Year 3 and Year 4	Year 6

* All responsibilities attaching to an outdoor playtime still apply though emphasis will differ.

Responsibilities of staff at the end of breaks

At the end of break Teachers or Teaching Assistants will proceed to the playground to escort the children into the classrooms.

Timing of Break

Currently the timing of break is: 10.30 a.m. to 10.50 a.m.

Absence of duty teachers

In the event of the absence of a duty teacher, the teacher 'covering' will assume their duty.

If absence is planned the teacher should arrange to 'swap' duties where possible if not possible inform a member of SLT so that the duty can be arranged.

Lunchtime Supervision

- Supervision of pupils is provided during and after the provision of the lunch meal by Midday Assistants.
- Midday Assistants should not leave any children unsupervised.
- A member of the Midday Assistants team will be the designated First Aider each lunchtime.

Midday Assistants have access to a device to record incidents on CPOMs.

. The Headteacher takes overall responsibility for lunchtime supervision and Midday Assistants can always ask for her support.

Supervision After School

- Class teachers ensure the safe exit of all pupils from their classroom and cloakroom.
- Parents who meet their children in the playground are expected to take over responsibility for them.
- Apart from pupils who have permission to walk home alone, all pupils have instructions not to leave the playground without their parent/carer. If they are uncollected they stay with the 'Teacher on Duty'. The teacher will take them up to the office.
- Parents or named contacts are contacted if pupils have not been collected by 3:30pm.
- If the school is to be closed early for any reason, all parents/carers are informed beforehand, or in an emergency, contacted by phone.

Extra-Curricular Activities.

Pupils remaining for after school activities are always expected to obtain parental consent and written permission for them to go home unaccompanied.

Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time. Pupils should not leave the premises in these circumstances, but wait until their parents collect them.

Supervision on School Visits

When pupils are taken off-site on organised visits the same supervision standards apply i.e. from leaving school until final collection of the pupils at the end of the visit.

(More details on conduct of school visits is contained in the school Educational Visits Policy and Health and Safety Policy)

Illness

When a pupil is taken ill during the day, the class Teaching Assistant/office staff make every effort to contact parents/carers, using the telephone numbers provided by parents and filed in the office. Parents are reminded regularly to update home information, change of work address etc.

Emergency

Under normal circumstances no class of pupils should be left unsupervised. (On a very rare occasion, it may be necessary for a teacher to 'cover' two classes for a short period of time.)

Visitors

All visitors to the school will enter through the main school gates, or through the entrance via the Convent Garden. They will then sign in at the office. Parents wanting to see staff are asked to come first to the school office.