



# Supervision Policy

Policy Dated: February 2010  
Review Date: February 2013

All of the teaching staff at Brügggen School has a duty to maintain the health and safety and good order and discipline of the children in the school whenever they are authorised to be on school premises or on authorised activities off site.

## Arrival and departure of children

Parents are informed in the school booklet that children should not be left at school more than ten minutes before teaching starts without the agreement of the class teacher or Head teacher. Teachers do not, therefore, have a duty to supervise the children before this time. After school, teachers have a duty to ensure that all children have left the premises, either with their parents/guardian, from Year 3 and above alone or on the school bus. Any child who has not been collected will need to be supervised by a member of the teaching staff until collected by their parent or guardian. Children's home addresses, telephone numbers and emergency contact numbers are kept in the office.

## Supervision within the learning environment

Children should never be left unsupervised during the school day. If a teacher has to leave a classroom in an emergency the teacher in the adjoining room or the class teaching assistant must be requested to supervise the class during the absence.

## Children leaving class during school hours

When a parent arrives to take a child out of school for any reason they should be directed to the office to sign them out in the book. On return they should sign their child back into school.

## Children who are unwell during the school day

If a child is unwell and unable to stay in class they should be sent to the office for the secretary to contact their parents or their emergency contact. The secretary or Head teacher will then supervise them.

## Playtimes and Lunchtimes

Children must not be allowed into the playground at these times unless there are at least 2 staff members outside. Staff must be vigilant in ensuring

children's safety on the fixed apparatus at these times as well as, engaging in, and organising games and activities.