

Version: 18.5.18-5
Approved date:
Review date: April 2020

British School of Gran Canaria
Supervision of Pupils
– Tafira and South School –
Policy Document



THE BRITISH SCHOOL OF GRAN CANARIA

SUPERVISION OF PUPILS – TAFIRA AND SOUTH SCHOOLS POLICY

1. Scope

This policy applies to all staff who work within The British School of Gran Canaria, teaching or non-teaching and for all school activities within the school during normal school hours.

2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

Staff – adults who are employed and work within The British School of Gran Canaria.

Normal school hours – refers to the school day which runs from 8.45am to 3.35pm, but also includes Enrichment time after the end of the school day from 3:50-4:50pm.

BSGC – The British School of Gran Canaria.

Tafira – school site in north of the island, approximately 7km from Las Palmas.

South – the sector of the school situated in Maspalomas. This school accommodates students from the age of 3-11.

School Reception – the front, downstairs office in Tafira.

School Office – on the upper floor the administration building next to the Head's office.

Cover Supervisor – member of staff responsible for arranging cover teachers during periods of absence or non-availability.

Support staff – Assistant Teachers.

Playground supervisors – employed to monitor students during break times in designated play areas.

Enrichment Activities – clubs and activities that take place outside of school hours, normally between 3.50-4.50pm each week day.

Monitor – employed to provide after school enrichment activities.

Pupils – synonymous with students.

3. Rationale

The BSGC is committed to safeguarding and promoting the welfare of pupils in its care. This policy aims to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. The policy should be applied in conjunction with the school's Safeguarding Policy, School Travel Arrangements, e-Safety Policy, Anti-Bullying Policy, Visits and Trips Policy and Pupil Behaviour Policy.

4. Student Arrivals and Departures

Details of arrivals and departure procedures can be found in the School Travel Arrangements Policy.

5. Student Supervision during the school day

There is pre-school supervision in Tafira from 7.30 to 8.30am for KS2 pupils and above, with pupils limited to use of the Agora and Green Pitch areas. The daily supervision duties will commence at 8:30am.

Pupils in KS1 or EYFS in Tafira shall be supervised in the Breakfast Club room from 7:30am each morning by an appointed member of staff until the duty rota commences. Pupils in the South School who are registered for Breakfast Club shall be supervised in the dining room from 7:30am each morning by an appointed member of staff until the duty rota commences. Any unregistered pupils who arrive before 8.30am in the South School are directed to the Breakfast Club and supervised there but are charged accordingly for this facility.

All break duties, as per the rotas, are covered by teaching and/or support staff. If any member of staff is absent, cover for the duty will be arranged by the Cover Supervisor/Head of Primary.

There is no formal supervision for pupils after 4.00 pm unless attending clubs. Pupils whose parents are late to collect them from school wait on the chairs in the reception area of the school/ the school office where they can be supervised by office staff.

6. Registration

An electronic register of all pupils is taken at the start of the school day. Secondary subject teachers use attendance registers to check for missing students at the beginning of each new subject lesson as they move around the school site between lessons.

Parents are responsible for notifying the school by 9.00 am if their child is absent for any reason; any pupils not accounted for by this time will be subject to a call or text message to the parents to confirm their absence.

If pupils arrive late to school they should sign in at School Reception before joining their classes unless an Assembly is taking place, in which case they should wait in School Reception until it has finished.

7. Missing students

If a student is identified as missing during a lesson the member of staff should send another student to notify office staff who should check attendance registers and sign out sheets. If the missing student cannot be accounted for, a member of the SMT should be notified and a search conducted.

8. In Class and Moving Around the Building

Pupils wishing to leave a lesson for any reason must ask permission; if they need to see another member of staff in another location for any acceptable reason, the teacher will give them a note to take with them. Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson.

Pupils up to Year 11 shall not be left unsupervised in a classroom at any time. Y12 and Y13 pupils are deemed responsible and can be in the 6th Form Common Room unsupervised.

9. Break Times and Lunch Times

All members of the teaching and support staff assume responsibility for before school, break time, lunchtime and after school supervisory duties according to a rota. At these times staff /playground supervisors are on duty patrolling the premises at various key locations throughout the school. They also supervise the dining room with the assistance of the dining room staff.

10. After School Enrichment Activities

Pupils who are involved in extra-curricular activities in school should arrive for the activity at the specified time and place. EYFS & KS1 (Tafira) participants are collected from the infant play space by the activity leader. KS2 participants are collected from the junior play space upstairs where they must wait until being collected.

EYFS (South) participants are escorted to their activity by one of their teaching staff. KS1 & KS2 (South) participants wait in the school hall, sitting in their class lines, until the activity bell rings. They then disperse quietly to the location of their activity where they meet their activity leader.

All pupils are under the supervision of the teacher/monitor taking the activity who is given a printed register of the pupils registered for the activity by office staff. The teacher in charge shall maintain the registers and hand them to office staff at the end of the school day.

In the event that an activity being cancelled, the pupils and/or staff will be advised as to the necessary course of action by the school office and/or year group tutor.

At the end of the activity KS3 and older students make their way to the designated departure point. All primary students must be escorted to the designated departure point by the activity leader and the leader must remain with the students until all their activity participants have been collected. If by 5pm students have still not been collected, they must be escorted to the School Reception where they will be supervised by office staff.

For activities which take place off-site, the Visits and Trips policy applies.

11. EYFS Supervision

In accordance with the Statutory framework for early years foundation stage published by the Department for Education (2017), for children aged 3 and over where a person of Qualified Teacher Status or Early Years Professional Status or another suitable level 6 qualification is working directly with the children, there must be at least one member of staff for every 13 children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

12. Security and Access Control

Visitors are required to sign in and out at Reception and to wear their visitor identification lanyard throughout their visit; contractors will be accompanied if necessary. Entry to the building is via Main Reception only with intercom connection. Exit is via the same point with Reception staff controlling departures through the electronic door.

Appendix A

Break Time Supervision Areas - Tafira

TIME	PRIMARY	SECONDARY
Morning 08.30-08.45	TOP FLOOR	AGORA GREEN PITCH
First Break 10.35-10.55	TOP FLOOR	AGORA GREEN PITCH (see rota below) VOLLEYBALL COURT FOOTBALL PITCH
Second Break 12.05-12.25	TOP FLOOR (Teacher) GREEN PITCH (Supervisor)	AGORA (Supervisor) VOLLEYBALL COURT FOOTBALL PITCH
Lunchtime 13.30-14.25	RUBBER TREE (Supervisor) GREEN PITCH (Supervisor + Teacher) VOLLEYBALL COURT (Teacher) AGORA (Supervisor)	RUBBER TREE (Supervisor) AGORA (Supervisor) FOOTBALL PITCH (Teacher)
Afternoon 15.30-15.50	TOP FLOOR	AGORA RUBBER TREE

Break Time Supervision Areas - South

TIME	EYFS	KS1	KS2
Morning 08.30-08.45	EYFS PLAYGROUND (Teacher + AT)	FRONT PLAYGROUND (Head + Teacher)	FRONT PLAYGROUND (Head + Teacher)
First Break (KS2) 10.15-10.35	EYFS PLAYGROUND (Teacher + AT)		FRONT PLAYGROUND (Teacher)
First Break (KS1) 10:30 – 11:00		BACK PLAYGROUND (Teacher)	
Second Break 11.55 - 12.15	CONTINUOUS PROVISION - NO BREAK		BACK PLAYGROUND (Teacher)

EYFS / KS1 Lunchtime 12.45 - 13.30	SLEEP TIME	FRONT PLAYGROUND (2 Supervisors)	
KS2 Lunchtime 13.25 – 14.25			BACK PLAYGROUND (2 Supervisors)
Pre-Club 15.30-15.45	EYFS CLASSROOM (Teacher + AT)	Back Playground Shaded Area (KS1 Teacher + AT)	SCHOOL HALL (Head + Teachers + AT's)

PLEASE NOTE:

- Infants supervision areas are all based in the infant play area. (Tafira)
- **TOILETS:** Tafira Primary students should only use the toilets next to the dining room and in infant and primary departments and NOT the toilets in the Secondary building. Secondary Students to use the toilets next to the English rooms.
- The Football pitch and the volleyball court are out of bounds for all Tafira students before registration and after 15.30.

USE OF GREEN PITCH DURING FIRST BREAK BY SECONDARY STUDENTS– All groups will follow this rota:

MONDAY	Y7
TUESDAY	Y8
WEDNESDAY	Y9
THURSDAY	Y10
FRIDAY	Y11

Appendix B

Infant Duty – Guidelines – Tafira

Morning (08.30-08.50), 1st break (10.35-10.55) and second break (14.30-14.50)

Infant Patio – One teacher on duty, as per Infant duty rota, to supervise students in Reception, Year 1 and Year 2 on the Infant patio. Severe head bumps/ injuries must be reported to office staff and major incidents logged. The teacher on duty is to supervise the tidying up of playground equipment with support from the playground helpers.

Lunch (12.00-13.30)

All children are escorted to the dining room at the designated time by their classroom teacher. The teachers and assistant teachers remain with, and supervise, the class whilst they are in the dining room. At 12.45 the children, Reception, Year 1 and Year 2, are escorted to the Infant patio where they are supervised by 3 lunchtime helpers.

Home time (15.25-15.45)

As per School Travel Arrangements Policy – Tafira.

Afternoon snack (15.25-15.50)

Kangaroo club provider to supervise the children who are staying for enrichment activities in the infant patio.

Junior Duty Areas – Guidelines – Tafira

Morning (08.30-08.45) and First break (10.35-10.55)

TOP FLOOR – supervision of students in the top floor area outside the junior classrooms. Toilet area to be frequently checked to ensure no students are going downstairs. Member of staff on duty to be responsible for logging any major incidents and escorting students to the office if necessary.

Second break (12.05-12.25)

TOP FLOOR – according to the current junior play timetable, 2 year groups will remain in the top floor area. One member of teaching staff to supervise behaviour and be responsible for logging any major incidents and escorting students to the office if necessary.

GREEN PITCH – Only 2 year groups per day are allowed to play on the Green Pitch at second break, as established in the play timetable. Supervision is by one of the playground supervisors. Junior children must not play in the Agora or rubber-tree areas during second break.

Lunch break (13.10-14.30)

All students must be escorted to the dining room at the designated time by the teacher who is teaching them during period 7. This teacher must remain with and supervise the class whilst they are in the dining room. No junior children are to be released from the dining room until 13.30

RUBBER TREE & AGORA – supervisor.

There is no access for junior students to the top floor area during lunch-time without permission from a teacher.

Home time (15.25-15.50)

TOP FLOOR – students remaining for enrichment activities must remain in the top floor area until the bell rings for the start of activities. Supervision will be carried out by the teachers remaining in this area.

HALL – all students leaving before enrichment activities must be escorted to the hall/bus collection point. If they are leaving from the secondary, they may go there unaccompanied and wait with younger siblings. One member of the junior school teaching staff to supervise departures of junior children from the hall area until collection in accordance with School Travel Arrangements Policy – Tafira.

Duty – Guidelines – Primary South

Teachers and Assistant Teachers have duties as per the school rota for all playtimes and also for dining room supervision for KS2 pupils.

Two lunchtime Assistants and member of office staff supervise KS1 children at their first break and lunch break.

Two lunchtime Assistants supervise KS2 pupils at the lunchtime playtime with two Assistant Teachers joining them to oversee the safe lining up of pupils 5 minutes before entering the school building for classes.

Severe head bumps/ injuries must be reported to office staff and major incidents logged.

The Teacher or Assistant on duty is to supervise the tidying up of playground equipment with support from the playground helpers.

All teachers and Assistant Teachers are expected to accompany classes to their designated departure space (as per School Travel Arrangements Policy – South) and supervise behaviour and departures until the bell rings for the start of activities.

Activity organisers must escort pupils to the school hall at the end of the activity where the Head Teacher or their substitute will supervise their departure.

Secondary Duty Areas – Guidelines

Morning (08.30-08.45) and First break (10.35-10.55)

1. AGORA & ADMIN BUILDING – Supervision of general behaviour and use of equipment (such as table tennis tables). Frequently check Common Room, toilets next to dining Room and locker area.

2. GREEN PITCH & RUBBER TREE AREA – Secondary students can use the green pitch only before registration and during first break. All groups must follow this rota: MON – Y7 / TUE – Y8 / WED – Y9 / THURS – Y10 / FRI – Y11.

3. FOOTBALL PITCH & SECONDARY BUILDING – supervise both the volleyball court and the football pitch (grey pitch) from the area in front of the Geography / History Rooms. Be vigilant of behaviour in toilets next to Geography / History. The Secondary Building is out of bounds for students during breaks – check the terrace, Art Room, Music Room and toilets next to Science labs. Students are only allowed to be in a classroom during a break time if they are being supervised by a member of staff.

Second break (12.05-12.20)

1. AGORA, GREEN PITCH & RUBBER TREE AREA – Two supervisors on these areas at this time.

2. FOOTBALL PITCH – Supervisor.

3. SECONDARY BUILDING – Secondary member of staff to supervise the volleyball court from the area in front of Geography / History Rooms and frequently patrol the Secondary building (Art Room terrace, corridor, toilets next to Science labs). No students allowed in the secondary block during break times (allow some time for use of lockers on corridor upstairs).

Lunchtime (13.30-14.00- 13.55-14.25)

1. DINING ROOM – Classes must queue outside the building, in the area between the Agora and the green pitch. Staff on duty to call year groups (or a certain number of students from each year group) and bring them down to the dining room. Make sure the number of students lining up for food in the dining room is not too high as this creates disturbance in this area. While students wait to be served, patrol the dining room and supervise general behaviour. The supervision of general behaviour in the dining room during lunch is the responsibility of all members of staff. Year 7 students are dismissed from their P7 lesson at 1.25pm. Subject teachers must supervise them on their way from the classroom to the dining room.

2. SECONDARY BUILDING – Secondary member of staff to supervise the volleyball court from the area in front of Geography / History Rooms and frequently patrol the Secondary building (Art Room

terrace, corridor, toilets next to Science labs). No students allowed in the secondary block during break times (allow some time for use of lockers on corridor upstairs).

Afternoon (15.35-15.50)

1. AGORA & RUBBER TREE AREA – direct students to the bus area / hall. Students staying for enrichment activities must stay in the agora or the rubber tree area. Be vigilant of the toilets and locker area next to the dining room.

2. TRANSPORT – Direct students to buses or hall and provide support to office staff if an individual student is missing from the bus.

Bus Area Supervisors must use the following checklist:

SUPERVISION OF SCHOOL ENTRANCE AREA

<p>Ensure smooth movement through area: Bus users to leave promptly using main school door. Car users to be directed to the Hall Students staying in Enrichment activities to be sent upstairs</p>

STUDENTS GOING ON SCHOOL BUSES

<p>School buses leave at 3.50pm</p>
<p>Students not on bus register – Clarify status with School Reception: Assigned bus? Departure time?</p>
<p>3.45pm - Confirm with bus monitors that all students are present.</p>
<p>Students NOT on the bus Send out a search Clarify with School Office – assigned bus, departure time. Before taking decision for bus to depart without all students being on board the following must be considered: Is student in school? Will there be a place for that student on a later bus?</p>
<p>All students present Bus may leave, even before 3.50pm</p>
<p>Late students Verbal warning If repeated, refer to KS Coordinator for sanction.</p>

Issues

Record on the Daily Bus Travel Form in School Reception