Break and Lunchtime Supervision Policy

Reviewed:	09.26
To be reviewed:	09.28

Policy Statement and Scope

The school is committed to maintaining a safe, nurturing, and orderly environment for all pupils during non-instructional periods such as break and lunch. The care and welfare of the pupils and staff is of the highest importance. The provision of adequate and active supervision is a primary responsibility of the school administration. This policy defines the roles, duties, and professional standards required of all staff members (including teaching staff, care staff, and support personnel) designated for supervision duties during scheduled break and lunch periods.

Delegation of Responsibility

The Headteacher retains ultimate responsibility for supervision provision. Designated staff members are required to fulfil supervision duties with the professional assistance of other staff as determined by the duty roster. The duty roster will be updated termly or as required depending on changes to staff etc. This will be completed by the LSA manager. Staff on duty will be responsible for arranging enough cover for all areas, if extra cover is needed contact the LSA manager.

All staff members assigned supervision duties hold the same level of authority and responsibility as classroom teachers regarding the enforcement of school rules and disciplinary procedures during their assigned time slots.

Core Supervision Duties

Staff on duty are responsible for the following areas and tasks:

1. Active Monitoring: Providing continuous and vigilant supervision of pupils across all designated zones, including the primary playroom, dining hall, outdoor play areas, youth club area, corridors, cloakrooms, and washroom entrances.
2. Behaviour Management: Maintaining high standards of pupil behaviour at all times, intervening promptly to de-escalate conflicts, and enforcing the School Behaviour Policy consistently.
3. Rule Enforcement: Ensuring all pupils adhere strictly to the established School Code of Conduct and specific area rules.

4. Incident Reporting and Documentation:
    - Addressing and recording all accidents, escalating serious concerns immediately to the appropriate designated staff member (e.g., Health Care Worker, Duty Administrator, or Senior Leadership Team member).
    - Record all accidents in Accident File and seek help if the accident is a cause for concern.
    - Specifically, any pupil who sustains a head injury must be reported to the Health Care Worker for assessment.
5. Pupil Welfare: Prioritizing the care and welfare of all pupils, including attention to individual needs, the implementation of specific Behaviour Support Plans, and protection from aggressive play, bullying, or rudeness.
6. There will always be a member of staff assigned to an outdoor duty.

Professional Staff Conduct and Guidelines

To ensure the highest standard of pupil care and effectiveness, staff on duty must adhere to the following professional guidelines:

1. Dynamic and Visible Presence: Supervision must be active and mobile. Staff must continuously patrol the entirety of their assigned zones, deliberately avoiding static positions or prolonged focus on a single location or group of pupils.
2. Appropriate Engagement: Staff should engage with a variety of pupils to build rapport and observe dynamics but must avoid prolonged social conversation with other staff members while on duty, as this compromises effective monitoring.
3. Impartiality and Respect: All pupils must be treated fairly, consistently, and with unconditional professional respect, regardless of their past conduct or personal history.
    - Staff must refrain from using degrading language, unkind labels, or making unprofessional comments about any pupil.
    - Physical threats or actions that could be perceived as intimidating or invasive of a pupil's personal space are strictly prohibited.
4. Adherence to Procedures: Ensure disciplinary measures are administered in accordance with established school procedures. Any serious behavioural or welfare issue, including confirmed instances of aggressive play or bullying, must be immediately reported to the relevant teacher or Head of Care for follow-up.
5. Confidentiality: Professional confidentiality must be always maintained. Staff must avoid gossip or the discussion of confidential pupil information in public areas.

Staff Support and Escalation

Support and clarity are provided to all supervision staff via the following structures:

1. Immediate Operational Support: The LSA manager, Head of Care, Family Liaison Officer are available for consultation and intervention in the event of serious behavioural incidents or accidents.
2. Senior Leadership Oversight: The Head of School and designated members of the Senior Leadership Team (SLT) will determine appropriate follow-up action for serious

misdemeanours and will provide necessary assistance in comprehensive accident reporting.

3. Communication Protocol: All staff responsible for supervision are required to participate in scheduled meetings like GSM to discuss concerns, share essential pupil information, and ensure a cohesive approach to pupil management during non-instructional times.
4. Information Flow: All break or lunchtime issues that require instructional follow-up (e.g., detention, parental contact, or classroom management) must be accurately and promptly passed to the appropriate teaching staff member.