



OXFORD HOUSE SCHOOL

Supervision Policy

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Introduction

At Oxford House School we aim to ensure the children in our care have a safe and supervised environment whilst at school. The 'duty of care' is a contractual obligation for all staff.

Supervision before and after school

All pupils must be escorted to and from the school building by parents (or other adults known to the school). Breakfast club runs from 7.45 am and the school door opens at 8.30am. The teachers are in their classrooms and are responsible for the children from this time. Registration takes place at 9.00am.

The external doors to the school, and gates to the playground, are locked during the day and the only access to the school is gained through the front door, which is securely locked and monitored by the Receptionist or office. Children are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors. (The security button to open the front external door from the inside is positioned high up, at adult level.)

The school day ends between 3.00pm and 5.30pm. Nursery, Reception, Form I and Form II children are collected from the classroom doors leading onto the playground. Any alterations to normal pick up must be notified to a member of staff. Once the parent/ carer has collected their child, they are responsible for that child.

Older children, and those with older siblings in 'late wait', are collected through the side door. A member of staff is on duty at this door. Clubs are collected either from the side or front door. Children wait with a member of staff, inside the school building, until they are collected.

Lesson time

- No class is left unsupervised for any reason during the school day. In the case of an emergency, if a teacher needs to leave the classroom they must ensure that another member of staff can take their place in the room.
- All visitors sign in at the front desk, must wear an identity badge with a colour coded lanyard and will be escorted throughout their stay. All staff are aware of the need to check strangers on the premises and report immediately to the school office wherever there is concern.

Supervision at Playtime

For more information please refer to the playground policy.

The playground gates are locked during playtimes.

Playground duty demands a high standard of care and in particular requires that the teachers and teaching assistants patrol the playgrounds at all times.

Children are not allowed on to the playground without an adult responsible for supervision present.

Other Supervision

All children who attend peripatetic music lessons will be collected from class or the playground, by the music teacher.

Off site sports are supervised by an appropriate number of staff. Oxford House staff always check areas, particularly changing rooms, prior to use to ensure that there are no other adults in the vicinity. Changing areas are constantly supervised by Oxford House staff during swimming lessons.

Attendance and Absences

The responsibility to ensure that a child attends school regularly is that of the parents or carers. The school office keeps emergency contact telephone numbers.

Parents/carers are asked to contact the school office on the first day of absence.

Where an unexplained absence does occur staff contact the family before 10am on the first day of absence. Should it prove impossible to make contact with the home, Social Services and Educational Welfare may be informed. Children are not allowed off site during school hours unless parents/carers notify the Head Teacher. Parents/carers must sign their child out, in the appropriate book, from the school reception desk.

Late collection from School

If parents are late collecting their child without previous notification given to the school, staff will contact the parents concerned to ascertain their whereabouts and what time they will be at school to collect their child. They will always be supervised in school by a member of staff whilst waiting to be collected.

Fire procedures

Teachers must ensure that the children in their class understand the procedures to follow in case of fire. If you have any doubts or queries discuss them with the Head Teacher.

On discovering a fire:

- Activate fire alarm at the nearest break-glass point and evacuate any persons in immediate danger. (Do not attempt to extinguish the fire).
- On hearing the alarm all teachers in charge of classes must evacuate the building, closing doors behind them, in a calm and orderly manner via the shortest safe route, as indicated on the school evacuation map. Where possible staff should check that buildings are empty but under no circumstances should they place themselves at risk.
- An alternative route should be used if smoke or fire prevent the use of the primary escape route.
- Once outside, take your class to the assembly area in the playground. Class teachers collect registers from the office staff and register their children.
- In the event of a fire at break or lunchtime, duty teachers must instruct children to proceed to their assembly point. Other staff on the premises should assist their colleagues with this task as soon as possible.
- The first essential is to clear the building completely so that the efforts of the fire brigade are not hampered by having to search for missing people.
- The Fire Brigade, will decide when it is safe for the children to re-enter the building or when the fire drill shall be terminated.
- Classes will be dismissed in turn and return to School in an orderly manner.
- Unannounced fire drills will take place regularly, at least once a term.
- Whenever the fire bell rings it must be treated as an emergency except when it is tested at 8.20am every Tuesday morning.
- A 'what to do in case of fire' notice will be positioned adjacent to each call point.

In the event of a lock down:

Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Staff will be alerted to the activation of the plan through the recognised signal.

Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.

Once in lockdown mode, staff should notify the office immediately if possible of any pupils not accounted for, and instigate an immediate search for anyone missing. (The person showing the red Lockdown card should be informed.)

Staff should encourage the pupils to keep calm.

As appropriate, the school office will establish communication with the Emergency Services.

Parents will be notified as soon as it is practicable to do so via text messaging.

Pupils will not be released to parents during a lockdown.

If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent.

Should it become necessary to seek a safer refuge within the building the basement will be used – there are locks on both entrance doors (which can be opened from the inside) and there are three possible exits should they be required.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan.

Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

All outside activity to cease immediately, pupils and staff return to building.

All staff and pupils remain in building and external doors and windows locked.

Reviewed by Mrs Sarah Leyshon September 2016

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