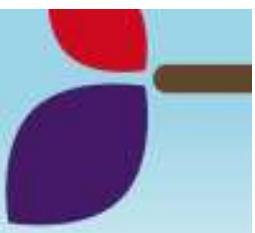




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# Lanesend Primary School

## Looking After Our Children Policy Safeguarding and Welfare of Children Policy

Signed: ..... Date:  
**(Headteacher)**

Signed: ..... Date:  
**(Chair of Governors)**

**Review Date:** April 2019 (Every 3 Years)  
**Reviewed By:** Child-Centred Group and Progression Team

# Lanesend Primary

## Looking After Our Children Policy

### Duty of Care

The ‘duty of care,’ is a statutory and contractual obligation for all staff, but places a specific responsibility on the Head Teacher, as overall manager of the school, to ensure that full and appropriate supervision of all children occurs throughout the school day.

A significant part of the relationship between a teacher and child is based on the concept of duty of care. This principle has been upheld frequently in the courts and it follows that the teacher must exercise a standard of care as would be expected of a caring and prudent parent.

The Head Teacher along with the Progression Team must ensure that the environment is maintained at a high standard and appropriate behaviour is expected at all times during the school day (including the lunchbreak) when children are present on the school premises and whenever the children are engaged in authorised school activities, whether on the school premises or elsewhere. The Headteacher and Progression also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds.

All teachers must ensure that the environment is maintained at a high standard and appropriate behaviour is expected at all times during the school day (including the lunchbreak) when children are present on the school premises and whenever the children are engaged in authorised school activities, whether on the school premises or elsewhere.

The following points should be noted:

- It is necessary to go into a room itself to supervise a class.
- A teacher, Learning Support Assistant or other member of staff should be present to supervise children.
- The only safe system is to have one person in each room.

If a claim for negligence is bought against a teacher, the Head Teacher or the Governing Body (the employer), it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

If an incident occurs, it is important that, in addition to the official accident report form, when necessary, an account should be written up for any incident other than a very trivial incident and recorded in the class First Aid Book. Families should be informed by telephone of serious accidents and bumps to the head. These are also recorded in the Office First Aid log and serious accidents reported to the Office for the correct paperwork to be completed. Bumps to the head should also be followed up by a note home. The class First Aid Books are monitored to identify any patterns occurring in order that relevant measures can be put in place.

Accidents that occur through faulty equipment or apparatus should be reported to the head teacher and the equipment placed out of use until repaired or replaced.

### **Supervision before school**

All parents are made aware of the starting time of the school day and of the fact that arrangements cannot be made for the supervision of children earlier than when the school opens at 8.25am. The school offers both a Breakfast Club and an 8 o'clock Club for supervision of children to the start of day. These clubs incur a charge. All teachers are available in their classrooms at 8.25 ready to take on the supervision of the children. If families require individual arrangements then please seek support from the Family Wellbeing Team or the Headteacher. Gates are locked at the end of registration.

### **Registration**

The responsibility to ensure that a child attends regularly is that of the families. Up to date contact telephone numbers are available should a child be absent without notification. Our Family Liaison Officer or staff in the school office will attempt to contact the families of any child whose absence has not been authorised on the first and every day of absence before 9.30am. Families are informed that a note, verbal message or telephone call is necessary to validate their child's absence. See Attendance Policy.

### **Children offsite**

Children will not be allowed off site unaccompanied, during school hours, unless there is clear evidence of a request from families. Any letter making such a request should be kept in the child's personal file. No child should be sent off site on a personal errand on behalf of any member of staff. Children leaving school with a family member will be signed out by the school office. Children arriving late after registration has closed will be signed in by the school office staff.

### **Lesson time**

No class of children should be left unsupervised for any reason. In the case of children' excused normal lessons, for example, P.E. or assembly, adequate supervision within available staffing resources, needs to be provided. Supervision is needed for activities such as moving P.E. equipment or chairs and tables. Children should be reminded of the correct way to carry chairs, tables and apparatus. Children who are not making the right choices regarding classroom behaviour must be escorted to another class, to the head teacher or deputy head teacher with a Learning Support Assistant. See Behaviour Policy.

Children are given class and school responsibilities. They are expected to act in a safe, sensible and reliable manner. This encourages independence and fosters self-confidence. Children must not be allowed to set out or put away heavy P.E. equipment without supervision.

Children should not use the internet unsupervised and staff should read the E-Safety and Acceptable Use Policy.

### **Supervision at break times**

Adequate supervision must be provided both indoors and outdoors through school break times. All teachers are responsible for their own class during break times. Children should never be left in classrooms or the library at break times without a member of staff being present. The only exception is if a child has a genuine medical reason and needs to stay inside. In this case a buddy support system is used, and then staff should check on these children periodically.

### **Midday Supervision**

The safety and behaviour of the children on the premises before, during and after the midday meal must be ensured as far as is reasonably practical. The lunch ladies will be responsible for one class of children. Children are allowed inside the school building with the permission of a lunch lady to use of toilets, visit the office or class teacher. The senior supervisor will initially deal with any problems brought to her attention by the supervisory staff. The Head or Deputy Head teacher will be informed by the senior supervisor about any incidents of a serious nature, or where further action may be necessary.

### **Supervision after school**

Staff should ensure that families responsible for collecting children are there to take charge of them before letting the children leave their care. Children who have written parental permission to walk home from school are instructed to come back into their class teacher if there is no one at home to meet them. Parents should contact the school at the earliest opportunity if they are delayed in traffic. Children may be placed in the Squirrels Den After School Club in an emergency situation, providing a place is available. Class teachers, the Head or Deputy and school office will attempt to contact the families to ask them to make arrangements to collect their children. The school will ensure that the children are supervised until a family member arrives or if uncollected contact will be made to Social Care, see Uncollected Child Policy.

### **Breakfast Club and Squirrels Den After School Club**

This provision is currently organised by the school. We are responsible for good supervision of all children in their care, at all times. We are responsible for providing risk assessments for all activities they carry out on school grounds. Squirrels Den is situated in the main building and access is through the secure main front door.

### **Supervision of children travelling to and from school**

The Head Teacher is not responsible for the supervision of children travelling to and from school. However, the Head should inform families of any inappropriate or unacceptable behaviour particularly if it affects the safety of any child.

## **Supervision of Physical Education**

In addition to the same general principles of care, the class teacher must bear in mind the requirements of the Health & Safety at Work Act. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that they had employed reasonable care. Factors to be considered include the safety of the apparatus, the conditions of the floor, the suitability of the children's clothing and footwear whether the exercises and activities are within the capabilities of the children as well as being properly taught.

There must be a high degree of supervision during athletic activities, especially field events and at the swimming pool. Children should not be allowed into the hall to use gymnastic equipment or go onto the pool side, unless they are properly supervised.

## **Extra-Curricular Activities**

The same level of supervision is necessary as for similar activities in normal school time. Guidelines and procedures are followed for all residential visits, on and off site clubs and visits, including relevant risk assessments, registers with contact details and ensuring all staff has current DBS status. Staff must follow the guidelines regarding staff to pupil ratio for the age of the children in their care.

Permission should be obtained from families whose children will be participating in after school activities and who will be late home. A written notification of children making their own way home is required. Families should be notified in the event of the cancellation of such activities at the earliest opportunity.

When children are taken from school on organised visits, the same duty of care arising from being 'in loco parentis' exists whether or not the visit is undertaken voluntarily and out of school hours. It covers the duration of the whole visit and should include arrangements, where appropriate for the collection of children at the end of the school day. Where there is no male teacher to escort boys to the male toilets or changing rooms, every effort must be made to ensure the safety of the boys. The boys should not be allowed into the toilets alone, but in groups of at least three or four and should wait until they are all finished before coming out of the toilets.

## **Pupil Responsibilities**

Class teachers should constantly reinforce school expectations and challenge children they see inside at break times and lunch times. They should explain what is expected of them in out of school and on off site visits and how to deal with problems that may occur in order to keep them safe.