



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Safeguarding

Break and Lunchtime Supervision Policy

The Senior Management Team is responsible for timetabling and providing adequate supervision of the children during Break and Lunchtimes.

Lower School

General Organisation

A member of staff is rotated for each day and provides support for the playground and lunchtime supervisors. They administer First Aid, either fill in an accident form or record minor injuries in the Accident Book. They deal with behaviour problems.

The playground and lunchtime supervisors are responsible for the care, welfare and supervision of the children during the morning and lunchtime breaks.

NB At least one of the members of staff on playground / supervision duties will have Level 3 training or above – to comply with EYFS requirements.

Early morning: From 8.30 two playground supervisors are on duty. They record Little Pedlars to Yr 2 arrivals, take messages from parents, line pupils up at 8.50 and bring them into the school. If it is raining the children come into the Activity room. The Little Pedlars children may be taken directly into the classroom by parents.

Break Time: Little Pedlars to Year 6 go onto the Lower School Playground with at least two LSAs supervising. In the event of wet weather, in the classrooms, there is an extra supervisor. The children are allowed fruit or vegetables for tuck.

At Lunch Time classes are staggered for lunch and teaching staff supervise children in the dining hall, assisted by the lunchtime supervisors.

After lunch:

FINE WEATHER

- ⤴ After lunch children go to get coats and may gather in Activity Room with various activities set by EYFS until majority of pupils have arrived
- ⤴ Children to go outside
- ⤴ Check for stragglers
- ⤴ Use Jungle Climber if it is not wet and if there is adequately supervision
- ⤴ In Summer the field may be used for all
- ⤴ If there is adequate supervision the boys may play football on the field or court
- ⤴ 1.15 tidy playground assisted by Leaders
- ⤴ 1.20 children to quietly line up and come in
- ⤴ Yrs 3 - 6 to classroom for registration
- ⤴ Little Pedlars – Yr 2 to the Activity Room

WET WEATHER

- ⤴ After lunch children go to get coats and may gather in Activity Room with various activities set by EYFS until majority of pupils have arrived.
- ⤴ If it is free, children go to Sports Hall to play until Seniors arrive (approx 1.00)
- ⤴ Yrs 3-6 go to classrooms to play (Yr 5 to Y6 room)
- ⤴ Little Pedlars - Yr 2 to Activity Room to play
- ⤴ At 1.20 the rooms must be tidied and Yr 3-6 go to own classrooms for registration
- ⤴ Give out milk or water
- ⤴ By 1.30 Registration

- ⤴ Give out milk or water
- ⤴ By 1.30 Registration

Outside:

If a child needs to leave the playground for extra-curricular activities or the toilet they must first inform the supervisor and younger ones should be accompanied in by an older child.

If a child has bumped their head or needs minor First Aid then they should be sent in to the LS staffroom, accompanied by an older child, to the member of staff on duty.

In the event of a serious incident or accident an older child should be sent to fetch the member of staff.

Supervisors should not leave the playground.

All bumps, accidents, incidents (including bad behaviour) should be reported to the staff on duty and, if necessary, an incident form filled in.

All equipment, toys etc. must be tidied away daily, both on the playground and in classrooms and Activity room. Year 6 leaders should assist with this. They lead the younger children in at the end of play but must get back to own class in time for registration.

Jungle Climber and Lower School Assault Course (See RA)

It is not to be used if it is wet and slippery. No food or drink allowed in this area.

Sensible shoes or trainers and joggers to be worn.

No pushing, shoving or horse-play allowed. (If continued child banned for a week.)

Tyre chippings to be kept in area.

Groups of children may be allocated to remove leaves

Safeguarding issues and general advice

Supervisors must:

- ⤴ **always be aware of the children's safety and their own!**
- ⤴ be aware of bullying and also of Child Protection procedures
- ⤴ **not** lift or swing the children - or allow others to do so
- ⤴ allow children to get up on their own if they fall – and not lift them
- ⤴ not have mobile phones with them when supervising the children
- ⤴ watch exits and ensure that gates are closed
- ⤴ closely supervise climbing apparatus
- ⤴ **move around, be vigilant and pro-active with the children**
- ⤴ **not** stand talking at length with other supervisors etc
- ⤴ encourage children to socialise with peers and discourage “clingers-on”
- ⤴ if necessary, initiate games and include those who have difficulties
- ⤴ try and defuse potential trouble - the benches in the quiet area can be used for “time out”
- ⤴ liaise with duty staff if there are behavioural difficulties
- ⤴ expect children to be polite and responsive (treat others as we would be expected to be treated ourselves).
The children are taught that supervisors have the same authority as teachers and should be shown the same respect
- ⤴ avoid confrontation – always treat the children with respect and have the expectation of being respected.
Remind children how they should behave.
- ⤴ never strike a child or make degrading comments about them
- ⤴ encourage the use of the Friendship bench
- ⤴ make sure all children are treated equally and fairly
- ⤴ ensure that children are not lingering in the corridors or classrooms (particularly Year 5 and 6)
- ⤴ be informed by the children going to lunchtime clubs / activities
- ⤴ **not** leave children unsupervised in classrooms
- Classrooms: Yrs 5 to come to Yr 6 room if indoor play
Yrs 3/4 supervision with door open between rooms
- Activity Room: Little Pedlars - Yr2 with supervision
- ⤴ be aware of broken or unsafe equipment and remove it or report to Staff
- ⤴ once a week, check equipment and note concerns / breakages in caretakers book in the office
- ⤴ ensure all areas are tidied at the end of play
- ⤴ report any concerns to the staff on duty or head of Lower School
- ⤴ **be aware that all matters relating to the school, children and staff are confidential. Issues must not be passed directly to the parents**
- ⤴ undertake training as required
- ⤴ be familiar with: the Code of Conduct,
the Child Protection policy

N.B. Any incidents / concerns MUST be reported to the duty member of staff

Senior School

A member of staff is rotered for Break and two for Lunchtime (12.15 – 12.45: 12.50 – 1.20) to supervise in the Dining hall and to provide support for the lunchtime supervisor who patrols until 1.00pm. Staff on duty arrange or administer First Aid, and fill in an accident form. They deal with behaviour problems. These Staff also move around the school to monitor behaviour. They are assisted from 12.30 – 1.00 by an LSA.

The lunchtime supervisor is responsible for the care, welfare and supervision of the children during the lunchtime break. They supervise in the Senior School and regularly walk around and through the school to monitor behaviour. If any difficulties arise they would, in the first place, contact the member of staff on duty, either in person or by use of a runner. Other members of staff are 'on call' in the staff room to go to incidents or administer First Aid.

The above Safeguarding issues and general advice also applies.

After School Supervision in the Boarding House

Pupils may wait in the Boarding House after School until collected by parents. Little Pedlars pupils and Years 1 / 2 pupils who have older siblings are taken to the Boarding House Junior Common Room to await the end of the Upper School day. Early Years staff remain with the children from 3.30pm until 4.00pm when the duty Boarding Staff come on duty.

Two members of staff are on duty with Early Years whenever they are in the Boarding House; even though there are usually less than 8 children. (ratio is 1:8). One member of staff needs to hold a minimum of Level 3 in childcare.

From 4.00 – 4.30 there will be 2 members of staff on duty for tea, one of whom must have a minimum of NVQ3 in Childcare. If the number should rise to just under 16 on any day, please inform the Boarding House Mistress so that another member of staff is added to the supervision list.

At 4.30pm – 5.40pm the boarders and older day pupils have prep in the Prep Room and the Early Years and younger pupils remain in the Junior Common Room. 2 members of staff on duty. (See Rota IList)

At 6.00pm all pupils come together for supper. There is always a surplus of staff at this time as all boarders, students and pupils eat at the same time.

First Aider

A paediatric first aider must be on duty when Early Years are on site and a general first aider at all other times.

Monitoring and Review:

This policy is reviewed annually

Prepared Oct 2011 SG / Reviewed Sept 2016 SG. To be reviewed Sept 2017