



Lüderitz Blue School Supervision of Learners Policy

1. SCHOOL STATEMENT

- i) Lüderitz Blue School is committed to providing a safe environment for all learners. Part of creating this safe environment is the level of supervision that we provide during the school day. This document includes details of procedures and guidance for all staff, regarding the proper supervision of learners in school and on outings and trips.
- ii) Learners are supervised in numerous ways including staff supervision duties (before, after and during the school day). Supervision is provided during timetabled lessons, break and play times, lunch time, clubs, and pick up and drop off.
- iii) If a member of staff is supervising any activity in a remote location, they must have use of a mobile phone and all other equipment as detailed in the School Trip Safety Guide.
- iv) Extra curricular activities are supervised by dedicated staff members.
- v) Even when away from direct adult supervision, learners of all ages are encouraged to develop skills in self-discipline to behave in an exemplary fashion.
- vi) No person may smoke, consume alcohol, be under the influence of drugs, or be engaged in personal social media or similar activities while looking after children.
- vii) Above all other considerations, the safety of learners must be an overriding concern.
- viii) Learners are under some form of supervision at all times during the school day. It is important that children develop, and learn to exercise, personal

responsibility, eg individual use of the library, delivering a message, carrying out a survey or investigation within the school premises. Nevertheless, all teachers ensure the safety and good conduct of all children in their care at any particular time and are always aware of the whereabouts of each child.

ix) All staff have a duty of care to all learners in the school. It is the responsibility of the Heads of School to ensure that high standards of behaviour and discipline are maintained throughout the time that learners are present at school, as well as during activities either on or off site.

x) It is also the Heads of School's responsibility to ensure that there is effective supervision of the school and that the school is secure.

2. PURPOSE OF POLICY

The purpose of this policy is to ensure the safety and well-being of learners by establishing clear guidelines for their supervision during school hours and other extracurricular, school-related activities.

3. SUPERVISION RESPONSIBILITIES

i) All school staff, including teachers, administrators, and support staff, are responsible for the supervision of learners during school hours and extracurricular, school-related activities.

ii) Supervision should be provided in classrooms, hallways, playgrounds, and other areas where learners may be present.

iii) All staff are aware of the duty rota detailing responsibilities for supervision of learners at arrival, play and break times and dismissal.

4. LEARNER ATTENDANCE

i) Teachers are responsible for recording learner attendance and reporting any unexplained absences to the School Office.

ii) Learners who arrive late or leave early (with pre-arranged permissions) must check in/out with the School Office or designated staff member.

iii) For further information, please refer to the Attendance, Lateness and Absence Policy.

5. SUPERVISION DURING SCHOOL HOURS

During school hours, learners must be supervised at all times, including during academic lessons, class time, breaks, playtimes and transitions between classes.

School supervision is detailed below:

- i) Start of the day
 - Before school, the gate is opened at 7:45 am by the School Office.
 - The school provides playground supervision between 7:45-8:00am.
 - The main entrance is staffed by the Head/s of School between 7:45-8:00am to welcome the learners to school.
 - At 8:00, registers are taken and children leave with their teachers for a short Daily Walk until 8:15.
 - Any late arrivals must arrive at the gate and then sign in at the School Office.

- ii) Lesson time
 - During lesson time, children are at all times under the supervision of the teacher who is teaching them for that session.
 - No class is left unsupervised. Teaching assistants may supervise a whole class for short periods of time, or smaller groups for longer periods.

Note on Cover

 - When a staff member is absent, the Head of School arranges class cover, preferably by other teachers. Tasks requiring specialised knowledge are typically not assigned to classes with non-specialist cover teachers.
 - If a teacher briefly leaves the classroom, such as to speak with a parent, a Teaching Assistant or another colleague will supervise the learners.

- iii) Break and Lunch Playtimes
 - During Break and Lunchtime, children playing outside are supervised by teachers and other staff according to a duty rota. Children should not be in the school building during these times unless they have been given specific permission by a teacher.
 - Children in the playground are supervised at all times. Equipment with a higher safety risk may require additional supervision, which will be provided by extra staff members if deemed necessary by Senior Management.
 - When the weather makes it necessary for learners to remain inside (e.g. in cases of strong wind or heat), they are supervised by members of staff inside the building. Overly energetic play is not permitted at these times for safety reasons.
 - Staff on duty are required to be active in their monitoring of the learners. As far as possible, children are left to play independently and it is not the responsibility of staff to organise activities. However, staff must watch for any intimidating, dangerous or destructive behaviour and intervene when necessary.

iv) Lunchtime Supervision

- Lunchtime presents an opportunity for all learners to enjoy good food and civilised conversation in a calm and pleasant environment.
- Poor behaviour is not tolerated.

v) The end of the school day

- Learners remain in the care of the school until they are dismissed and handed over to parents/guardians at the gate. Once they are in the care of parents, the school does not have responsibility for the supervision or safety of any children.
- Staff will only release a child into the care of a parent/guardian or other individual who has been officially approved by the parents as having permission to pick up the child. If someone who has not been permitted to pick up the child wishes to pick them up, parents/guardians will be contacted.
- Parents should inform the school if they are not able to collect their child as planned. If a child is not collected at the end of the day, they are cared for safely by an experienced member of staff and parents notified immediately.
- The school charges late fees for learners not collected on time. Late fees apply when a learner has not been collected 15 minutes after pick-up time. Late fees are as follows:
 - 15 minutes late: N\$50
 - 30 minutes late: N\$100
 - 45 minutes late: N\$150
 - 60 minutes late: N\$200
 - The above will continue to increase with N\$50 every 15 minutes, up to a maximum of N\$500 dollars on one day.

vi) Note on Scholar Patrol

- From Grade 5, parents/guardians may nominate their child to join the Scholar Patrol.
- These learners are trained to assist their peers in safely crossing roads near their school.
- The Scholar Patrol is supervised by a Teaching Assistant.

6. SUPERVISION DURING EXTRACURRICULAR ACTIVITIES

- i) During extracurricular activities and events, including school trips, learners must be supervised by school staff at all times.
- ii) For reasons of safety, learners may not be in school unsupervised outside school hours, at the weekends and during the school holidays.
- iii) At Lüderitz Blue School, detailed Risk Assessments are carried out prior to any trip to ensure that the staffing ratio is appropriate based on the nature of the activity and the age of the learners.
- iv) When using the School Bus, eg. on trips:
 - supervision on the school bus is crucial for ensuring the safety and well-being of learners during transportation.
 - It is essential to have at least one responsible adult on board to supervise students, maintain discipline, and respond to any emergencies that may arise.
 - This adult should be familiar with the bus route and safety procedures.
- v) During Sports
 - For Sports, the teacher responsible for the session accompanies the learners and remains responsible for their supervision.
 - If a child is not taking part in Sports, the child should work in a different class or remain with the class with a non-participant activity.

Written: May 2024

Written by: Marnie Allen

First Review: Christian Bishop, Marnie Allen, May 2024

Next review due: May 2025