



Lüderitz Blue School Supervision of Students Policy

1. PURPOSE OF POLICY

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

2. KEY POINTS ON STUDENT SUPERVISION

- i) Lüderitz Blue School is committed to ensuring a safe environment for all students through proper supervision during the school day and on outings. This document provides guidelines for staff on supervising students.
- ii) Students are supervised throughout the day during lessons, breaks, lunch, clubs, and at pick-up/drop-off times, with extracurricular activities managed by dedicated staff.
- iii) In remote locations, staff must carry a mobile phone and required equipment as outlined in the School Trip Safety Guide.
- iv) While direct supervision is vital, students are encouraged to develop self-discipline and personal responsibility, such as independent library use or conducting school-related tasks.
- v) All staff are responsible for ensuring the safety and good conduct of students, always staying aware of each child's whereabouts.

- vi) Staff are prohibited from smoking, consuming alcohol, using drugs, or engaging in personal social media while supervising students.
- vii) The safety of students is the highest priority, with staff expected to remain vigilant and prioritise student welfare at all times.
- viii) The Head/s of School are responsible for upholding high standards of behaviour, effective supervision, and the overall security of the school.

3. SUPERVISION RESPONSIBILITIES

- i) All school staff, including teachers, administrators, and support staff, are responsible for the supervision of students during school hours and extracurricular, school-related activities.
- ii) Supervision should be provided in classrooms, hallways, playgrounds, and other areas where students may be present.
- iii) All staff are aware of the duty rota which details responsibilities for supervision of students at arrival, play and break times and dismissal.

4. STUDENT ATTENDANCE

- i) Teachers are responsible for recording student attendance and reporting any unexplained absences to the School Office.
- ii) Students 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, students 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 Primary and Secondary school gates are opened at 7:45 am by the School Office.
- There is no supervision available before 7:45am.
- The school provides playground supervision between 7:45-8:00am for the Primary School.
- Secondary school students proceed directly to their form rooms.
- The two entrances are staffed by teachers on a rota between 7:45-8:00am to welcome the students to school.
- At 8:00, registers are taken.
- After this point, all late arrivals must come through the main/Secondary school entrance and sign in at the School Office.

ii) Lesson time

- During lesson time, children are supervised by the teacher who is teaching them for that session.
- No class is left unsupervised.
- Teaching assistants/interns on a contractual basis 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, cover is arranged.
- If a teacher briefly leaves the classroom, such as to speak with a parent, a Teaching Assistant or another colleague should be called in to the room to supervise the students.
- For further information on cover arrangements, please refer to the school's Cover Policy.

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.
- When the weather makes it necessary for students to remain inside (e.g. in cases of very strong wind or heat), they are supervised by members of staff inside the building. This is known as Indoor Play.
- Overly energetic play is not permitted during Indoor Play for safety reasons.
- Staff on duty must remain attentive while monitoring students. Although children are allowed to play independently and staff are not required to organise activities, they should be alert for any signs of intimidation, unsafe actions, or destructive behaviour and intervene when necessary. Staff should

also be mindful of bullying or exclusion and report any concerns to the class teacher.

iv) Lunchtime Supervision

- Lunchtime presents an opportunity for all students to enjoy good food and civilised conversation.
- This is to be carried out in a calm and pleasant environment.
- Good manners are encouraged and praised.
- Poor or inappropriate behaviour is not tolerated.

v) Dismissal

- Students 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.
- Children may only be picked up by an individual over the age of 18, unless permission has been granted by the Head/s of School.
- 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.
- students who travel home on their own (ie. are not collected) require an Independent Travel Form. This must be completed by their parent/guardian and returned to the School Office before they are allowed to leave school unaccompanied by their parent or guardian.
- The school charges late fees for students not collected on time. Late fees apply when a student 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 Key Stage 2, parents/guardians may nominate their child to join the Scholar Patrol.
- These students are trained to assist their peers in safely crossing roads near their school.
- The Scholar Patrol is supervised by a Teaching Assistant.

vii) Note on After-School Supervision

- As of February 2025, the school has introduced the option of paid after school supervision for students up to 17:00.

- For further information, please contact the School Office.

6. SUPERVISION DURING EXTRACURRICULAR ACTIVITIES

- i) Students must be supervised by school staff at all times during extracurricular activities and events, including school trips.
- ii) Students may not be in school unsupervised outside school hours, at the weekends and during the school holidays.
- iii) 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 students.
- iv) When using the School Bus, eg. on trips:
 - Supervision on the school bus is crucial for ensuring the safety and well-being of students during transportation.
 - It is essential to have at least one responsible adult on board to supervise students. This is to 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 students 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.

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