



# SANDFORD INTERNATIONAL SCHOOL

Addis Ababa, Ethiopia

## Duty of Care and Supervision Policy

### AIMS

Sandford International School is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) and learning environments for the children of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff and parents are aware of the standards that are expected.

### Supervisory Responsibilities

#### The Senior Leadership Team will:

- ensure adequate numbers of staff are available to meet the required supervision levels before the start of the school day, during break times, lunch times and at the end of the school day until all children have left the school compound or are under parental supervision.
- ensure that staff are aware of their supervisory responsibilities.
- continue to develop a culture of safety and safe environment for our children.
- ensure that this policy is communicated to parents.
- review and evaluate the supervision procedures, as required.

#### Supervising staff will:

- support and assist in the implementation of this policy.
- supervise the children in their care at all times
- dismiss their class to the playground and check that supervisory staff are present before leaving the area (Primary school procedure)
- once the bell has been rung, we expect staff to usher students into school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in corridors on their way to lessons.
- reinforce a 'safe play'/use of recreational time message.
- adhere to and follow the SIS anti-bullying, safeguarding and child protection policies as well as the staff code of conduct.



- g) report any concerns to members of the senior leadership team (SLT), the designated safeguarding leads (DSL) and/or the Site and Security manager, as appropriate.
- h) understand that their prime supervisory responsibility is to ensure children should not be put in the position of being left unsupervised. Good preparation and classroom management should also ensure that there is no necessity for this to be the case.

#### **Parents/Carers will:**

- a) respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available
- b) support the supervisory staff by also ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school compound or participating in school events and activities;
- c) report any concerns to a member of the senior leadership team (SLT) designated safeguarding lead (DSL), and/or the Site and Security manager as appropriate.
- d) inform the school of collection arrangements of their child and of any changes that may occur.

#### **Supervision Arrangements**

##### **Before school:**

Children must behave in a way that respects the adults and smaller children on the playground.

- a) security guards stand at each gate to ensure no children leave the compound after they have arrived and other duty staff stand on assigned areas.
- b) staff should be at their classroom/playground doors by **7.55 am** in order to bring in children as promptly as possible for registration.
- c) parents should also note that there will not be staff on duty before **7.30am**. Therefore, parents are encouraged to remain with their children until staff are on duty. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent until the time specified above.
- d) gate 1 will be opened at 7.30 am. Gate 2 at 7.15am and gate 3 at 7.00am for access to school. Any students arriving after 8.10 am must report to the secretaries office to obtain a late pass.

##### **School day:**

- a) **During the school day:** all visitors to the school will be admitted through the school where they will sign in and receive a visitor's badge.





- b) **Leaving the school site:** Children should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents.
- c) **When children are taken ill during the school day:** the school nurse team will contact the parents, whether at home or at work.
- d) **Lesson Time:** Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending ECA's should not be left in school unattended.
- e) **All visitors to the school are expected to sign in and out with the Security team:** Visitors are required to wear a visitor's badge. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.
- f) Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff or parents should report any concerns about this to the year leaders.

### **Break and lunchtime**

The Senior Leadership Team will:

- a) review break duty arrangements on a daily basis in the event of any staff sickness/absence thereby providing adequate supervision ratios
- b) make the decision about whether it is a wet lunchtime and review arrangements.
- c) provide supervision training for new members of staff to ensure children are safeguarded
- d) in the event of an incident or unexpected occurrence, the SLT will ensure additional support will be provided to assist in the situation.

### **After School**

Children in the Primary school will be escorted outside of the classroom by their class teachers and directed to their designated areas.

### **Special Arrangements**

Following after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, parents are asked to collect their children from Gate 2. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone or be collected by another named person.

### **All Other Times**

Parents/carers must be aware that the school will not provide supervision for children on the compound after 4pm. The children will be the supervisory responsibility of the parents.



## Members of Staff on Supervisory Duty:

- a) must supervise children on the school site as required by the Senior Leadership Team..
- b) must be in their designated area on time
- c) use high-visibility jackets so that staff are easily identifiable.
- d) be vigilant at all times and not indulge in protracted conversation with other members of staff.
- e) should be located and identify any areas of where direct supervision should be provided if appropriate. e.g. play equipment and other areas that are out of bounds.
- f) deal with any incidents of behaviour and report them to the appropriate Team leader
- g) report any significant safeguarding incidents to a member of the DSL team immediately.
- h) If first aid is required, seek help from another member of staff and the nurses team.
- i) undertaking training as required.
- j) managing the children's behaviour, including orderly queuing in the canteen area.
- k) monitoring the playground, locker area and classrooms to make sure children are not in areas they should not be.
- l) making sure all children observe the student code of conduct policy.

## Guidelines

- Do not stay in one place for any length of time (within your designated area).
- Make sure you patrol all areas of the school building for which you are responsible.
- Do not stand talking to other staff or spend a long time with one group of children.
- Aggressive play, bullying or rudeness should be reported to the form/class teacher/ Team leader/Head of Year/SLT
- Record all accidents in the minor injuries and seek help if the accident is a cause for concern.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere - be vigilant
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid playing games with the children after you have initiated them, encouraging play between them in order to maintain a high level of supervision.
- Pass all lunchtime issues to appropriate staff e.g. class teacher/DSL
- Treat the children fairly, equally and with respect
- Be vigilant of groups of mixed age children



- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs

Approved by Sandford International School Board - **Thursday 9<sup>th</sup> March 2023**

Renewal date March 2025

**Written by Anne Silistrie**

