



# INTERNATIONAL BRITISH PRIMARY SCHOOL

## SUPERVISION POLICY

At the Academy International British Primary School (AIBPS), we strive to ensure that complete and appropriate supervision of all students occurs throughout the school day in order to provide a safe and secure learning environment.

### **Aim**

The aim of this policy is to:

- Clearly outline the school's routines to ensure suitable supervision of all students throughout the school day
- Clarify staff members' responsibility and roles regarding student supervision
- Provide a safe atmosphere for students, employees and all visitors regardless of race, gender or ability.

### **Supervision of the Nursery/Pre-School/Reception Classes**

Nursery/Pre-School classes begin with drop off between 7:45am – 8:00am and Roll Call at 8:00 with classes beginning promptly thereafter. Parents/Carers or drivers must accompany the child/children safely to Gate 1, where a staff member will receive the child/children. If the teacher suspects that a child is arriving alone, then the parent will be contacted immediately in order to correct the situation. Children are supervised at all times by AIBPS staff members in their designated areas once they enter the school grounds. Nursery/Pre-School/Reception classes end at 13:00pm. Parents are to wait outside Gate 1 to collect their child/children. Students are not released until it is established that the proper adult is there to collect him/her. This is done under the supervision of the Head Teacher and Nursery/Pre-School/Reception staff.

### **Supervision Before School**

Students from Year 1 to Year 13 are not permitted to enter the school site until 7:45am. Parents are regularly reminded that no staff members are on active duty prior to this time. Children are expected to enter the school via gate1 where they will be met by AIBPS staff and escorted to their designated area. They will wait at the supervised designated area until their classroom teacher arrives to take them after Roll Call.

### **Registration**

The responsibility for regular school attendance lies with parents/carers Parents/carers are requested (and reminded) to inform the school by email if and why their child is absent. Class teachers record attendance and will notify the school's administration of absentees. If no notice is received from a parent/carer, the parents will be contacted after 8:30am in the morning of their absenteeism. If a child fails to arrive at school, it is the parent's



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responsibility to take appropriate action to collect and make-up missed work and school staff will offer practical support.

### **Leaving School During the Day**

If it is suspected that a student has left the school grounds without supervision or permission, staff will try to get the student back to school. Yet, if the student refuses or runs away too quickly, then parents and emergency carers will be immediately notified by telephone. If no one can be reached by telephone, and staff are unable to locate the child, the police will be contacted. Parents are regularly reminded of the importance of the school having current emergency contact numbers.

Students are not permitted off-site during school hours, unless there is a clear, written request from a parent/carer to the school. These written requests are retained with the student's records. No staff member will ask a student to run an errand for them that requires the child leaving the school site.

### **Illness**

If a student has become ill during the school day, the school's administrative staff will make every effort to contact parents/carer by telephone for them to retrieve the student. Parents/cares are often reminded to update telephone numbers and home information. Sick children will not be permitted to go home unless they have been collected by a parent/carer, driver or other authorised chaperone.

### **Emergency**

No student will ever be left unsupervised. However, on rare occasions, it may be necessary for a teacher to "cover" two classes for a short period of time. Under normal circumstances, each class is supervised by one teacher.

### **Class Time**

All children will be in the care of their class teacher throughout the school day, excluding breaks and lunchtimes where they are cared for by other AIBPS staff. While students may be taken out of the classroom to work with other adults, they remain in the general care of the class teacher. Students are permitted to independently go to the toilet, walk in the building or may run internal errands for staff at the teacher's discretion. All entrances are closed and secured during school hours, with access managed firstly through the main gate, which is monitored by the school guard, and then subsequently via the Reception Desk. There is access to fenced and supervised outdoor areas. Students will always be supervised by AIBPS staff when learning and playing outdoors.



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### Visitors

All strangers and visitors who enter the school grounds will be asked by the guard to sign in and given a guest badge. Then they will be escorted to the Reception Desk in the school entrance. They will be asked their purpose and directed to the appropriate person. If a guest has no valid reason to be at the school, they will be asked to leave. Parents/carers wanting to see staff are asked to make an appointment with the staff member prior to arriving at the school (or the class teacher, preferably through their child's communication book). This prevents disruption to class activities and routines. Teachers cannot be removed from class in order to speak with parents.

### Break Times

The teachers and teaching assistants supervise the play area during break times to ensure supervision of the students. During break times, students are allowed back into the building when an adult permits them access. The two school gates are locked and children are reminded about the areas they are not allowed to access. When break time ends, a staff member will blow the whistle and the students are to line up, stand still and await further instructions.

If due to bad weather play takes place indoors, classes are then supervised by an AIBPS staff member. Students are reminded of suitable and safe activities. They are encouraged to play quiet games. Older students may be asked to aid with the play activities of younger students. Students do not leave the play area without an adult's permission. Parents are frequently reminded of the importance of informing the school if they become aware of inappropriate behaviour during break times and not to handle the problem themselves. Students are often reminded of the dangers of leaving the school grounds without permission.

### Lunch Time Supervision

Adequate supervision is provided to students during lunch time and after eating while at play. Students are reminded to conduct themselves appropriately during lunch. Everyone is to sit and eat quietly, no standing or walking about with food. After 15 minutes, when students have finished eating, they are allowed to play for the remainder of their lunch period. If the supervising staff member believes a student's behaviour during lunch is harmful to themselves and/or others, then there may be a possibility of lunchtime exclusion.

*Note: Children going to and from supervised areas (i.e. hallways or staircases) are expected to do so without direct supervision.*



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### Emergencies

Routine fire drills are practised at different times during teaching periods, to prepare children for the unexpected. All staff and students would leave the building under supervision and immediately and thereafter attendance registers are verified. If an emergency occurs during a lesson, the teacher will send an adult to the office. Classes are not left unsupervised.

### After School Supervision

Teachers certify the safe and organised exit of all students from their classroom. Students are taken to their designated waiting areas where they will wait while until their parents/carer or drivers arrives to pick them up from gate1 at the end of the day. If a child is not picked up by a parent or driver at the appropriate time, the school will make every effort to contact the parents. **Any child remaining on school grounds after the end of their school day becomes the parents' responsibility unless they are enrolled in After School Care. If children are not registered for After School Care and their parent/carer or driver has not retrieved them within 15 minutes of school ending, a charge of 2,000 CFA per 15 minutes will be charged.**

All students have instructions not to leave the school property without their parent/carer or driver. Parents or listed contacts are called if children have not been collected within 30 minutes of the end of classes. If the school is closed early for any reason, all parents/carers are notified in advance, or in an emergency, contacted by phone.

### After School Care

After School Care is available and provided for Nursery, Pre-School and Reception students. After School Care is available 13:00-15:30. Parents must register for this service in advance.

### Extra-Curricular Activities

Students participating in extra-curricular activities after school are always required to acquire parental consent, which will include the name and relationship of the person collecting them or written permission allowing the child to walk home alone.

Parents/carers will be notified if the activity is cancelled. However, notice of cancellation makes it difficult to contact a parent, the student will be supervised at school until the planned end of that activity i.e., the prearranged collection time. Students should not leave the school grounds in these circumstances. They must wait until a parent/carer or driver collects them.



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### **Travel to and from School**

The school does not provide student transportation to or from school. Parents/carers are responsible for getting their own children safely to and from school.

### **Supervision for Trips or Visits Off-Site**

When students are taken off school grounds on an organised visit, the same standards apply i.e., from leaving school until final collection of the students at the end of the visit. Students go on visits at the Head Teacher's discretion. If it is considered that a child's inappropriate behaviour will put themselves or others at risk, then the child will not be allowed to go on a school visit.

### **Other Relevant Policies**

- Health and Safety
- Anti-Bullying Policy
- Behaviour Policy

Date of Policy: August 2023

Date of Review: August 2025