

1 Introduction

- 1.1 ELIS Murcia takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

2 Working Day

- 2.1 The school

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are inside the school, they walk to the different holding areas in Séneca under the supervision of the staff on duty.

Year 8 to Year 13 (Montevida)

All students enter

Y1 students- go to playground.

It is paramount to do a head count when Nursery students enter the siesta room after they have been to the toilet. An active supervision is required during this time. (i.e. check that students do not have any food left in their mouths or that they do not have any little objects, plasticine, that they can put in their mouths, nose, etc).

Y2 to Year 4 start their lunch at 12.55pm. Y2 students are taken straight to the dining-room and Y3, & Y4 wait in the big playground opposite Newton until it is their turn to have lunch. A member of staff escorts each group to the dining-room in Séneca. Students with allergies or special dietary requirements always stand at the front and are the first ones to get in. (These students stand in a designated place and wait for the catering member of staff to give them their trays).

Students are supervised at all times in the dining-room and outside- in the big playground by the staff on duty (rota).

Y5 to Y7. Students from Y5 to Y7 start their lunch at 1.55pm and follow the same procedures as above.

Y8 to Y13.

In order to improve the quality of the provision for our older students, and extra sitting has been organised this year.

Y8 and Y9 students have lunch at 12.55pm and Y10 to Y13 at 1.55pm.

Then

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supervise the rest of the students whilst the teacher hands the students over. The Early Years Coordinator will be on duty to oversee the handovers and to make sure all students leave the site in a safe manner.

Year 1 Parents/ carers will be collecting the students from the main gate in Gandhi. Y1 students will wait in the playground and the Y1 team will hand the students over to their parents. This is done with the

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- 1 PE staff supervise students when at fixtures. It is important to have a minimum of 2 staff members in case of emergencies, illnesses or other events where one staff member has to supervise, and another has to look after an individual child.
- 2 Parents are always informed of the finish times

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and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed by the school.

All incidents will be reported to

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