AFIA Supervision Policy

Al Faisal International Academy

Muaither- Al Salam Street, Doha, Qatar 202461
alfaisalacademy.prim@education.qa
+974-44659256
+974-55652167
www.alfaisalinternational.com

Vision: Leading in education, with an Islamic identity, according to locally and internationally approved standards

Supervision Policy

At AFIA, we believe that all staff have a duty of care towards the students. The nature and extent of the duty will vary according to the circumstances. As part of that duty, teachers are required to supervise students adequately.

This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken.

We understand our duty of care and that the staff are required to supervise all learning environments that students are working in- the school playground, classrooms and online spaces as well as excursions and camps.

The school will manage Duty of Care in the following ways:

1.Informing Staff of Duty of Care:

- All staff will be informed of their legal requirement in the following ways:
- A copy of this policy will be provided to each member of staff at the commencement of the school year and will be placed on the shared drive.
- New staff will be informed of their Duty of Care as part of the school's Induction Program.
- Duty of Care will be discussed from time to time in staff and grade level team meetings.
- Designated safeguarding lead will complete a risk assessment including duty of care when planning for camps, excursions, and incursions.
- Ensure that staff understand the direct link to the safeguarding and child protection policy and meet all of the standards.
- Staff are fully aware of other related policies which support Duty of Care obligations.

2. Safety of the building and premises;

The school will ensure it provides safe and suitable buildings, grounds and equipment by:

- Assigning Occupational Health and Safety as a role of a staff member of the school.
- Completing regular workplace inspections of school premises.
- Ensuring all regular maintenance work is completed e.g., paint, repairs, air conditioner maintenance.
- Regular fire equipment maintenance, pest control and water tank cleaning.
- Regular cleaning of school cleaning.
- Students are taught and reminded on an ongoing basis about road safety and safe routines regarding arriving and leaving school.

3. Morning and after school supervision:

It is the policy of the school to supervise the school playground at all times during regular breaks. Admin staff assumes a duty of care from 6:30 a.m. While the school gate opens at 6:00 a.m. and students are allowed access to the school yard, to facilitate the parents, but as a matter of health and safety, AFIA informs parents that the school does not accept responsibility for students dropped off earlier than 6:30 a.m.

(Please see attendance, arrival and collection policy for more details). A rota for supervision of playtime, morning and after school is drawn up by the SLT and shared with the staff.

4.Classroom Supervision

1. Students should be supervised at all times by AFIA staff. It is not appropriate to leave students in the care of any external education providers or volunteers unless authorized by the director.
2. No student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending the student with admin supervisors or MLT only if approved by HOS or DH.
3. Teachers should also consider their duty of care when seating students in the class. For example, not sitting particular students together if there has been a case of bullying or on-going misbehaviour.
4. In an emergency situation use the school group to call for assistance from SLT or MLT or the nurse.

5.Movement of Students

1. Students must be supervised by teachers when moving from one location to another inside the school.
2. Students must use the pass to go to the toilet, canteen, clinic or while completing other monitor roles.
3. No student will be allowed to the admin office for an early exit, without the exit slip.

6.Indoor Supervision- wet/hot/windy days

In certain weather conditions, SLT will decide to keep students inside during lunch breaks with a prior announcement. Homeroom teachers will monitor the students inside the classrooms and keep them engaged in suitable indoor activities.

DH and student affairs officer will assign the rest of the staff on suitable supervision duties in the corridors and canteen as deemed necessary.

7.Playground Supervision

We will ensure that the playground environment must be a safe and secure place for all students at AFIA. It is of paramount importance that whilst our children are at school the activities that they experience are those that will help them to grow and develop as caring members of our school and community. Playtimes/Break times are times when interactive skills between others are needed, when children are learning how to deal with the many problems that relationships with others bring.

Aims:

1. To ensure that all staff are aware of the importance of strict supervision in the playground.
2. To implement an ongoing workable supervision roster system throughout all areas of the school.
3. To ensure the children are purposefully occupied during break times.
4. To ensure that all children have equal opportunities whilst using play areas.

Guidelines

1. Through staff meetings or notices, all staff will be made aware of the critical nature of a well supervised playground.

2. The DH will organise a roster to cover any areas which will require supervision.

3. The duty roster will be reviewed at least once per term and updated accordingly.

4. Each teacher will be given access to a copy of the duty roster and a copy will be displayed on the duty noticeboards.

5. The teacher teaching the lesson prior to break will escort the students to the playground.

6. Class teachers will be responsible for bringing the students back after play time.

7. Duty Areas will be allocated to all staff.

8. No PE equipment should be used during break time except for the supervised activities initiated by the PE teacher.

9. Duty will commence at the beginning of each break to the end of each break.

10. Students will be encouraged to put any rubbish into the bins provided.

11. If a student needs to be removed from the playground for disciplinary reasons, the student should be sent to the Social Worker.

12. If any member of staff is unable to perform break duty, he/she must inform the DH at the beginning of the day.

13. In case of staff absence, a substitute staff should be assigned for break duty.

14.All injuries during the break time should be reported to the Nurse, and recorded in the accident book.

15.All visitors must report to the office. No unauthorized adult should be on the playground.

16. Students are not allowed to remain in the playground unless supervised by an adult.

17. Students must not enter classrooms during playtimes, unless on a message from the staff on duty outside.

18.All staff must ensure that they are in the playground on time for duty.

19. Staff should not walk around the playground together, but space themselves around to ensure supervision of the playground.

20.HOS or DH should be informed if any staff is not on duty.

21.We must ensure that all children are happy to be in the playground. All possible incidents of bullying must be reported.

22.Asthma pumps should be readily available to children who need them during break times.

A Code of Practice for encouraging Positive Behaviour in the playground:

As staff we should aim to set a good example by:

a) Talking to children politely, not shouting.
b) Trying to suggest an alternative activity rather than saying 'Don't…'
c) Encourage positive activities and play games.

Staff are to report incidents that happen in the playground that are a cause for concern. If the incident needs to be followed up immediately, the social worker, deputy head or the head must be located personally. If the incident needs to be followed up but is not urgent, please report to the class teacher or social worker.

Each member of staff on duty at break time can award class dojo points to children who have shown positive behaviour.

Strategies and sanctions in the Playground:

Level 1

a) giving verbal warnings.
b) reasoning.
c) apology if necessary.
d) using - 'stop, wait, calm down, carry on.'
e) sitting down on bench - no more than 5 minutes (in the shade)

Level 2

a) verbal warning and stating consequences.
b) standing by adult's side.
c) Stopping any confrontation between students
d) sitting down on the bench, no longer than 10 minutes (in the shade)

reporting to class teacher or social worker

Level 3

Repetition of any of the above can lead to break detention sanctioned by Deputy Head or HOS on social worker advice.

The systems and procedures for playground supervision have been established to ensure that to the best of our ability, the students remain safe and happy.