

## SUPERVISION IN SCHOOLS

GNS Sports is committed in ensuring that the supervision of children is a key aspect in providing this service. We maintain good supervision throughout the lesson from when we arrive to the point which children are collected by their parents or guardian. In achieving this, we will be well organised in providing a safe and enjoyable environment, ensure we adopt a disciplined and an effective programme and most important of all we will use common sense.

### **Before arrival at the school**

- Knowledge of where children get changed
- How to get from the changing facility to the playing fields
- Which toilets the children can use
- Which exit/collection point the children use to meet their parents

### **Upon arrival**

- Good first Impression! First impressions are lasting ones!
- Coach to register/sign in or inform the secretary that you are here
- Check the area for any potential hazards and prepare for session
- Encourage children to get changed quickly in ensuring more playing time

### **During the lesson**

- Teacher/Coach must take the register at the start of every lesson, followed by an introduction of expectations/objectives to be learned.
- Should a child need the toilet during the lesson, they must then get their friend to go with them
- Children should never wear boots inside the school
- In the event of an accident, an accident report form must be filled in and the parents and the school shall be informed.
- A de-brief will be conducted after every session going over the key points
- The lesson must end on time. The children are therefore ready to be collected by their parents.

### **After the lesson**

- A member of staff to walk/supervise children going to and from the changing facility
- Boots or trainers to be removed before entering back into the school
- All staff to remain at the school until every child is collected
- Liase with parents in dealing with any queries or questions relating to the session or any forthcoming events
- Collect equipment from the fields

- Take items of clothing/footwear that is left over to the secretary, teacher of that group or lost property box
- Ensure that the changing facilities are clean and tidy
- Ensure that all equipment is put back in the correct place and report any damages
- Sign out/check out with Secretary/teacher
- Be polite – Thankyou and goodbye

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