

Pupil Supervision Policy, (including EYFS pupils)

September 2017 - 18



Pupil Supervision Policy

This policy applies to all pupils in the school, including those in Early Years. Any pupil under the age of 18 will be regarded as a child for the purposes of this policy

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.30am when two teachers commence playground or hall duty. The school takes no responsibility for pupils arriving before 8.30am. Primary pupils leave school at 3.25pm unless they are in the supervised late room or the after school club. Senior pupils leave school at 3.55pm. Any Senior student in school after 3.55pm should be in tutorial, choice time or supervised homework. Departure of the building after this time, MUST be through the front entrance of the school.

Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils when they are in school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.

The main duty times are:

Early morning duty 8.30-8.40am

Break duty: Primary 10.45-11.05 am

Seniors 11.05-11.25 am

Lunchtime duty: Primary 11.55-12.25

12.25-12.55

Seniors 12.55 -1.25 pm

1.25 pm – 1.55 pm

dining hall

playground break

dining hall

playground break

After school care 3.25-5.45pm

Any pupil not collected by the end of the school day will be sent into supervised after school club/homework club.

GENERAL SUPERVISION IN LESSON AND BREAK TIMES

No group of pupils should be left unattended. In emergencies, a pupil should be sent to summon help.

SUPERVISION OF PLAYGROUND OR WET BREAKS

The teachers on duty must be punctual. Please note that at 8:30am in the morning there will be 2 teachers on duty in the playground. One Primary teacher will stand in the corner of the Park Lane and Malvern Road and one senior teacher will stand in the corner of Park Lane and Clifton Road.

In the case of adverse weather conditions:

At 8:30am the teacher will allow pupils to go to the Hall where they will be supervised by prefects and the duty teacher.

For the Primary School 10.45-11.05 When on duty in the playground one teacher will stand in the corner of the playground so that both parts of the playground along Malvern Road and Park Lane are visible at the same time, the other teacher will stand in the corner of the playground so that both parts of the playground along Clifton Road and Park Lane are visible at all times.

For the Senior School 11.05 -11.25

Senior staff will stand in the corner again so that both parts of the playground are visible.

All children are expected to be in the playground except those who have asked to be seen by a teacher. Children who wish to leave the playground must ask the permission of a teacher on duty.

The teachers must be proactive and scan the playground to prevent the pursuit of games that might be deemed dangerous and be proactive in preventing or in defusing possible confrontations. Soft balls are to be used for all ball games. In the event where a ball is thrown beyond the school perimeter then a monitor with permission from the teacher will be sent to retrieve the ball. If a minor accident occurs then a monitor will be asked to take the pupil to the office to receive medical help.

If the accident is more severe, one teacher will blow three whistles to send the children back to their class and the other teacher will deal with the child whilst sending a monitor to summon an adult for assistance.

At the end of break time the bell will ring and then the teacher will blow the whistle and the children will stand still. On the second whistle the children will walk to their line ready to return to their class.

At lunch time the pupils are supervised by midday assistants. The infant children eat in the hall whilst the Junior children have their outside break. Then the Junior children have their outside break.

A midday assistant is with each group, Senior pupils are supervised at lunch by a midday assistant and then a teacher is then on playground duty for their outside break.

If it is wet break the senior pupils remain in their classroom and the teacher on duty with the help of the prefects, patrol the corridor.

If it is wet break for the Primary pupils they are supervised in one classroom with the midday assistant.

Finally, the teacher will ensure that the entrance door is locked.

GENERAL SUPERVISION OF PUPILS

Pupils are expected to be supervised at all reasonable times, except in cases of extreme emergencies. Prefects may be designated to take occasional charge of pupils, but a member of staff must be readily available and in overall charge. Any staff conducting activities off site must have access to a mobile phone in case of emergencies.

SUPERVISION OF PE

There should always be a member of staff accompanying pupils at all times.

LEAVING SCHOOL PREMISES

Prefects from S11 may sign out and leave the premises for short periods at lunchtime. Pupils from other year groups are expected to remain on site throughout the school day. Any pupil leaving or returning to the school premises during normal school hours for any reason must sign in or out at the office.

Start and End of Day transitions

Morning drop offs

Reception and Infants parents/carers/siblings are required to ensure children from this phase are handed over to an adult in the playground or class teacher (or teaching assistant).

End of day exits

When the collecting adult arrives, their child is called and they are handed over into the care of the adult.

Playground exits

The class should be at the playground doors before the parents / carers are let into the playground. This lets the class line up without parents trying to collect their child from the line. There should be a head count on arrival to the playground doors.

Parents / carers must approach the teacher and indicate they are taking responsibility for the child. Children are not allowed to go to parents/ carers who wave from the other side of the playground.

All children going to after school club must be accompanied to the location by an adult.

EYFS operate identical registration procedures to the rest of the school, but in addition, will only release a child at the end of her session into the care of their parent or other individual whose name has been notified to us in writing in advance. No EYFS pupil is to be left unattended apart from visits to the cloakroom.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school (see above the section; **Start and End of Day transitions**).

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our policy "Educational Visits".

HAZARDOUS AREAS

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, and the art rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Caretaking areas of the school.

SCHOOL INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate level of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

PUPIL: TEACHER RATIOS on visits/outings

Reception – 1:4

Year One to Year 3 – 1:6

Year 4 to 6 – 1:10

Year 7 and above 1:15

No group should be off premises with a sole member of staff.

The above ratios are discretionary guidelines.

Version control	
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Signed off by	
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