



# **Supervision of Pupils Policy**

Policy applies to:

Prep School

Person responsible:

Head of Prep School

Review Dates:

Last Review: September 2023

Next Review: September 2024

## PUPIL SUPERVISION POLICY

### **Pupil's arrival and departure**

Pupils may arrive at school from 7.45am and are expected to go home after clubs at 5.30pm unless they are staying late for tea until 6pm, a function or activity. 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 whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties. A rota is prepared by the Deputy Head, Academic, each term. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

Early morning duty (7.45am – 8.15am)

Break duty (10.15am – 10.35am)

Lunch-time duty (12.05pm – 1.05pm)

'Buns' Break duty (2.45pm – 3.00pm on non-Games days)

After-school duties/prep/supper (4.40pm to 6.00pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of staff in charge of teams supervise their respective pupils on both home and away matches.

### **Start of Day routine**

Pupils begin arriving at 7.45am. All children go to the Terrace when they arrive. There is a member of staff on duty on the Terrace until 8.15am. All the members of the SLT are also on duty either at the Kiss & Drop or on the Bricks. Children should not be released from the Terrace to go to their form rooms before 8.15am. Form Tutors should be in their form rooms ready to receive the children before 8.15am.

### **End of Day routine**

Pupils that are not doing Prep will finish school at 4.40pm. They should be escorted by their form tutor to sign out on the Bricks (yrs 4-6) or Alcove Door (year 3) from where their parents/guardians will be expected to pick them up. All children that have not been collected by 4.45pm should be taken by their Form Tutor to Waiting (a supervised duty), usually at the back of the dining hall.

All students that are doing Prep will finish at 5.30pm. Form Teachers (Years 5 & 6 only) should escort their forms to sign out on the Bricks at the end of Prep from where their parents will be expected to pick them up. Any student who has not been collected by 5.40pm will be taken to the dining hall for Supper.

### **Lunch Time**

All members of staff on duty during lunch time must eat their meal in the dining hall either before or after their duty to assist with the students' supervision. All members of staff that are not on a lunch duty may use the staff dining room for their lunch. 'Grab and Go' lunches are also available for staff that have a lunchtime meeting or duty.

### **Wet Break**

In the event of wet break all children go to their Form Room with their Form Tutor. All non-Form Tutors should supervise the Dining Hall & arrange biscuits/cookies to go to Yrs 3-6 or cover for absent Form Tutors. (All meet in Dining Hall and then allocate areas)

### **Wet Play**

In the event of the HM field being unavailable due to wet weather the children will have outdoor play on the Adventure Playground and the Prep Playground. See staff supervision rota.

If it is raining, the children will remain indoors.

Morning Break: all children to remain in form rooms with Form Tutors supervising

Lunch Break – Years 3 & 4 to go to Drama Studio after lunch. Supervision by 2 x staff as per rota.

Years 5 & 6 to return to form rooms after lunch, to open classrooms where able to. 2 x staff to supervise as per rota.

### **Visitors**

As part of the School's requirement to protect the pupils in its care, all visitors to the College sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit.

The three public rights of way exist within the College campus:

- A public footpath across the North Field
- A public bridleway along the College main roadway from the Prep Farmhouse entrance, up the hill, along the roadway to the main vehicle entrance, across the tennis court car park and into the wooded area
- A public footpath from the bottom of the hill, past Saucelands pond and into the wooded area.

All staff should be prepared to challenge strangers on the premises, and to report concerns to the Deputy Head, Academic.

### **Access to school premises**

All visitors and contractors, as defined in the 'Security Policy', will be escorted at all times by a College employee while on the College campus or within the College buildings while the College is in session. This

will not apply to those visitors or contractors that have undergone a DBS check. In addition local rules may be implemented where the area of work activity is quarantined from the rest of the College area. Additionally, any visiting speakers must be made known to the College DSLs at least a week prior to their visit, using the form available on Teams.

## **Registration**

**This is carried out twice a day and is a legal requirement. It is essential that this procedure is carried out correctly and at the right time.** Registration is done electronically using iSAMS, while we revert to a paper exercise if the computers are down.

We take a register of pupils at the start of the morning and afternoon sessions. Pupils should never be unregistered – if their whereabouts are unknown at the time of the registration they should be marked absent and given an ‘N’. In these cases the child should register in the School Office at their first opportunity once they have missed registration (they could be late or have a music lesson etc). However it is essential that the Form Tutor finds out why the pupil was absent and checks that they have signed in at the office. The office will telephone the parents if the child is absent in the morning. If a pupil is absent in the afternoon, Form Tutors should look to see the reason given for the morning absence.

Parents are responsible for notifying the school, by telephone or in writing if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

## **MEDICAL SUPPORT**

There is a qualified first aider on duty in the Medical Centre 24 hours a day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our Nursery children are in school. First aid boxes are in all potentially high risk areas, as well as in the surgery. The school matron regularly checks and replenishes the first aid boxes.

## **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. Any pupil wishing to walk to or from school can do so only following a request from the parents and with the Head’s permission.

## **SUPERVISION DURING EDUCATIONAL TRIPS AND VISITS**

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

## **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

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

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

The pedestrian crossing must be used to cross College Road under the supervision of at least one member of staff. **No pupils in the Prep School are allowed to cross College Road unsupervised.**

## **SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY**

Our policy: Security, Access Control Workplace Safety and Lone Working describes the arrangements for safety of the entire school.

The below policies and procedures describe the arrangements for safety of the entire school:

- First Aid Policy
- Accident Reporting Policy
- DSE and Eyewear Procedure
- Health and Safety Policy
- Security Policy
- Crisis Management Plan
- School Fire and Evacuation Procedures
- Asbestos Management Plan

## **STAFF INDUCTION**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels 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, and is available in the staff handbook.

### **SUPERVISION OF PUPILS IN THE FARMHOUSE**

#### **PUPILS' ARRIVAL AND DEPARTURE**

Pupils may arrive at school from 8.00am and are expected to go home after school at 3.15 unless they are staying late for After School Care or an After School Club. Pupils are not allowed on site without supervision. At least two members of the teaching staff are always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties. A rota is prepared by the Deputy Head each term. Pupils are able to call on a member of staff at any time if necessary.

#### **The main duty times for the Pre-Prep School are:**

- Early morning duty (8.00 – 8.45am)
- KS1 Break duty (10.40am – 11.00am)
- Lunch-time duty (12.00pm – 12.45pm or 12.45pm to 1.15pm)
- After-school duties/prep (3.30pm to 4.30pm or 4.30pm to 6.00pm)

Arrangements are made to ensure pupils are supervised during Stargazing evenings, or other events that bring small groups into school out of hours. Members of the Pre-Prep teaching staff supervise pupils moving around the school (ie to swimming); during PE lessons with members of the PE department; on both home and away events.

#### **Registration**

**This is carried out twice a day and is a legal requirement. It is essential that this procedure is carried out correctly and at the right time.** Registration is done electronically using iSAMS, while we revert to a paper exercise if the computers are down.

We take a register of pupils at the start of the morning and afternoon sessions. Pupils should never be unregistered – if their whereabouts are unknown at the time of the registration they should be marked absent and given an 'N'. In these cases the child should register with the class teacher at their first opportunity once they have missed registration (they could be late or have a music lesson etc). However, it is essential that the class teacher finds out why the pupil was absent. The Pre-Prep office will telephone the parents if the child is absent in the morning. If a pupil is absent in the afternoon, class tutors should look to see the reason given for the morning absence.

Parents are responsible for notifying the school, by telephone or in writing, if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.