



SUPERVISION POLICY

SUPERVISION OF PUPILS POLICY

1. Pupils arrival and departure

Pupils may arrive at school from 8.15am, and are expected to go home by 5.15pm unless they are staying late for a function or scheduled activity. In the Pre-Prep department, departure is usually at 3.30pm; Transition usually depart at 4.30pm. By prior arrangement, children may be dropped at the school at 8am - such pupils are to be admitted by the Front door by the Secretary and are supervised until 8.15am. 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 full-time members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late and weekend duties. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Early morning duty (8.15am – 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm/4.30pm / 5.15pm – 6.00pm)
- Evening Duty (6pm -9pm)

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 the Games Department supervise pupils on both home and away matches.

2. Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school office will always contact the parent if a child fails to arrive at school without an explanation.

We will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

3. Medical support

There is a qualified nurse on duty, in Sick Bay, every 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. We always make sure that qualified paediatric first aiders are on duty whilst our EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office. The School Nurse regularly checks and replenishes the first aid boxes.

4. Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school.

5. Supervision during educational visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: “Educational Visits Policy including EYFS.”

6. 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, the design technology room etc. 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 Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

7. After school care

Clubs from 1715-1800 are offered to pupils in the Prep School. Boarders join these clubs before having supper which is supervised by the boarding mistress. Boarders are supervised by the Headmaster, boarding mistress along with assistance from the gap students. In exceptional circumstances, if a pupil is not collected up they can join the boarders. If the parents have not notified the school, the boarding mistress has access to all telephone numbers and will try to contact the parents.

Clubs are offered from 15:30 to 16:30 to Pre-Prep pupils and after-care is then available up to 18:00. These are led by class teachers and teaching assistants. Where there are children who are under the EYFS, staff ratios are taken into consideration and the requirements of staff ratios as defined in the *statutory framework 2014* are adhered to.

8. 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.