



## CARE AND SUPERVISION OF PUPILS POLICY

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### **Introduction**

This document offers guidance to all staff about the appropriate supervision of all pupils throughout the school day at Moreton Hall Prep School. It includes Reception, Pre-prep and Prep departments.

It is the duty of Moreton Hall Prep School to provide appropriate supervision for the pupils in its care to ensure their health, safety and welfare. The duty of care places specific responsibility on the Headmaster in 'loco parentis' to ensure that full and appropriate supervision procedures are in place. Therefore the role of supervision is a key one and is taken most seriously by the Governors and the Headmaster.

This 'duty of care' is a contractual obligation for **all** staff. It is essential that expectations remain consistently high and that supervision is conducted with professionalism and responsibility.

This policy sets out agreed protocols and procedures that all staff follow in maintaining appropriate supervision and care of pupils in the school. It provides comprehensive information for parents, carers and all other stakeholders.

Staff should make sure that they behave at all times with due regard to the '*Safer working practice in education*' (March 2009) document which is available to all staff.

### **Staff Duty of Care**

Certain liabilities may arise in law for the acts and omissions of others over which the person bearing the liability has no immediate control. The power of a teacher to control and discipline pupils is essential to the performance of their duty of care. It is the teacher's duty to exercise good order and discipline among the pupils in their care to ensure health and safety.

### **Supervision before and after school**

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. 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. 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 expected to wait in the front hall where they 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.

### **Registration**

All form tutors are responsible for completing the class register each morning and afternoon. These are legal documents and should be completed carefully and correctly using the appropriate codes for absent pupils. Pupils arriving after 8:45 are registered as late. Parents arriving after 8:30 will find the gates locked and they will need to go through the main school front door to gain entry. This measure is in place to ensure that the buildings are secure and is vital to our safeguarding procedures

### **Pupil Absence**

It is the duty of parents to report the absence of their child by telephone, letter or email. The school has a duty to investigate any unexplained absence. Parents are asked to contact the school on the first day of their child's absence and to keep the school updated if the absence is prolonged. A reminder will be sent home to parents if the explanation regarding the absence is not forthcoming.

### **Staff Absence**

Staff have a duty to report their absence as soon as possible to a member of SMT, so that appropriate arrangements can be made for cover of their classes. All pupils in those classes are supervised appropriately with suitable work set wherever possible.

Staff attending courses are expected to swap their duties with another colleague.

### **Lesson time**

During lesson time, no class is left unsupervised for any reason during the day. From time to time it may be desirable that pupils are allowed to exercise some personal responsibility, for example, delivering a message elsewhere etc. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all pupils under his/her care at any particular time and should be aware of the whereabouts of each pupil. If a pupil is not taking part in a normal lesson i.e. Games, the teacher concerned in conjunction with the Matron, will make a decision about whether the pupil should go outside with his/her class or stay inside and complete work in a supervised setting.

### **Supervision at breaktimes**

Break duty (both in the morning and after lunch) demands a high standard of care and in particular requires that the field area (and the classrooms in the event of a wet break) is patrolled. There should be a member of staff and up to two GAP students on duty and these staff members should be aware of positioning themselves so that the whole area can be seen and that they have a clear view of the children's play.

Pre-prep pupils are supervised in the courtyard by the pre-prep classrooms, by the pre-prep members of staff.

All the children are made aware of the rules to be followed during break times and these are displayed centrally.

At the end of break times the duty staff will blow a whistle which is the signal for the children to stop what they are doing. On the second whistle they are to move quickly to their next lesson.

### **Inclement weather**

Parents are responsible for ensuring that their child is suitably dressed for inclement weather. If the weather becomes unsuitable for the children to play outside, then break times will take place indoors.

In Pre-prep and Prep departments of the school, the children remain in their classrooms under the supervision of their form tutor or another suitable member of staff if the form tutor is not available.

### **Medical Support**

There is a qualified nurse on duty, in Sickbay, 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.

### **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."

### **Unsupervised Access by Children**

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.

### **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 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.

### **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.