



## Pupil Supervision Policy

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## **1. Pupils' arrival and departure**

Pupils may arrive at school from 7.30am (Breakfast Club) or 8.00am and are expected to go home by 6.00pm unless they are staying late for a function. 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 evening and weekend duties. Staff are on duty in the boarding house in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Breakfast Club (7.30am – 8.00am) (boarding staff and Pre-Prep staff)
- Break duty (duty staff)
- Lunch-time duty (duty staff)
- After-school duty (Pre-Prep 3.30pm – 6pm) (Prep 4.40pm – 6.00pm)
- Boarding duties from 6pm (boarding staff)

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**

In the prep school, tutors take a register of pupils at the start of the morning. Children are registered for the afternoon sessions at lunchtime. In the Pre-Prep, teachers take a morning and afternoon register in their classes. Parents are responsible for notifying the school if their child is absent for any reason. The school will always try to contact the parent if a child fails to arrive at school without an explanation. For more information see the Attendance Policy.

The lunchtime register for Years 3-8 is to ensure pupils attend lunch and this counts as the afternoon registration. Teachers contact the Front Office if a child does not attend lunch or does not arrive for afternoon lessons.

On Wednesdays we regularly have children away at matches, leaving over the lunchtime period. The office staff check the dining room register and then all the match lists to ensure all children are accounted for on Wednesday afternoon. Y3 and Y4 register as usual.

Pupils must check in and out of the Front Office if they need to leave the school during the day for a medical or other appointment. They will wait for their parent or guardian to collect them from the Front Office.

Every half term the Front Office runs an attendance register. Any pupils with under 90% attendance are notified to the Deputy Head.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

In Early Years and Pre-Prep 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 advance.

### **3. Cover Arrangements**

When a member of staff is absent from lessons, the Head of Cover or Head of Early Years/Head of KS1 (for Pre-Prep staff) organises a cover teacher for classes. Absent staff are usually expected to provide information about what the class should do. If this is not possible, the staff member covering may offer a 'one off' lesson of their own subject.

### **4. Medical Support**

There are medical matrons on duty in the Health Centre daily who are available to administer first aid, deal with any accidents or emergencies or to help if someone is taken ill. Additionally, there are other members of the teaching staff who are trained and qualified as First Aiders and are able to give emergency first aid. At least one member of Pre-Prep staff (and usually more) with a full paediatric first aid qualification is on duty whilst our Early Years children are in school. First Aid boxes are in all potentially high risk areas, as well as in the Front Office. Epipens for those pupils with allergies are labelled and also kept in the Front Office. The medical matrons regularly check and replenish the first aid boxes.

### **5. School Rules**

The school rules are made clear to children in a number of ways. The pupil planner contains advice and information about school rules. Playground rules are posted around the school and in every tutor classroom. Pupils are also made aware of these rules during PSHEE and are regularly cross referenced in assemblies and classroom discussions. The tutor regularly delivers any updates and reminders to the class.

### **6. Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses but are expected to behave responsibly. We would always investigate complaints about poor behaviour. A member of the Front Office staff supervises the children when the school buses arrive and depart.

Children in the senior part of the school are allowed to walk home if there is permission from the parents. They must sign out with the Front Office as they leave.

### **7. Supervision on School Visits**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: Health and Safety Outside School and in our Staff Handbook. Staff ratios are always written into risk assessments. Our arrangements for the supervision of EYFS children are in the Early Years handbook.

### **8. 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 and the kiln room. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. They are not allowed in the DT room unsupervised and the power to the machines is switched off except during DT lessons.

Pupils are not allowed in their form rooms during break times. They have access to the lower Grovely corridor and the library, and all toilets. They may have access to classrooms if staff give specific permission or if the pupils cannot go outside (due to inclement weather).

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed, and the areas are locked when not in use by staff.

## **9. EYFS (Early Years Foundation Stage)**

Early Years children are supervised for all aspects of the school day. Whilst in the classroom there are sufficient adults to ensure staffing requirements and the children are accompanied when attending lessons in other areas of the school. At break times the children play with Yr 1 and 2 and a duty rota ensures that staffing meets the DfE regulations for Early Years children. There are two adults on duty during morning playtimes, extending to three at lunchtimes. For lunch, Nursery children are supervised by members of staff on their own table(s) whilst Reception children sit with Yr 1 and 2 children, again with a member of staff supervising. Staff sit facing the children whilst they eat and food is cut up to a size that is right for each child's age and size to help prevent choking. It also helps to prevent food sharing and increase awareness of any unexpected allergic reactions. A member of staff with a full Paediatric First Aid qualification is present whenever children are eating, with there being more than one at lunchtimes.

## **10. Pre-Prep (including EYFS) Breakfast and After School Club – Wraparound Care**

Pre-Prep children requiring breakfast should be booked in via the front office at least 24 hours in advance. They are supervised in the dining room by a member of Pre-Prep/Boarding staff (adhering to correct staff/pupil ratios) who will then escort them to Pre-Prep and sign them in. After School Club is available to all children, booked by parents on the sign in sheets when children are dropped off in the morning. It is supervised by Pre-Prep teachers and teaching assistants, with additional members of staff available should ratio numbers be exceeded.

After school activities (for KS1 children only) and the lunchtime ballet activity are taken by qualified teachers or instructors with ratios adhered to.

Further information relating to Early Years children can be found on the 'Early Years Supervision Ratios' document.