

# SUPERVISION OF PUPILS POLICY

## Contents

PUPILS' ARRIVAL AND DEPARTURE .....	3
REGISTRATION .....	3
SUPERVISION DURING LESSON TIMES .....	4
SUPERVISION DURING BREAKTIMES .....	4
SUPERVISION DURING MEALTIMES .....	4
MEDICAL SUPPORT .....	4
SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL .....	4
SUPERVISION DURING EDUCATIONAL VISITS .....	5
UNSUPERVISED ACCESS .....	5
EYFS PUPILS .....	5
STAFF INDUCTION .....	5

# PUPILS' ARRIVAL AND DEPARTURE

---

Pupils may arrive at school from 8.30 am, and are expected to go home after lessons finish, unless they are staying late for a club or activity. Lessons finish at 11.50am and 3.30pm at Nursery and the week ends at 12noon on Fridays. In KG, Year 1, 2 and 3 the day ends at 3.45 pm. Year 4, 5 and 6 day ends at 4pm. Pupils may arrive early from 8am but must be placed into the care of the early room staff.

Pupils may arrive at school from 8.30am and are delivered by parents or carers into the care of staff.

There is a direct handover at the end of the after school club at 5pm also by staff from the front door. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present 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. Duty rotas are prepared by the Deputy Head each term.

The main duty times are:

Early morning duty (8.00am – 8.30am)

Break duty

Lunch-time duty

Park Duty

Bus holding room duty (3.45 – 4pm)

Pupils are able to call on a member of staff at any time if necessary.

Arrangements are made to ensure pupils are supervised during clubs, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

# REGISTRATION

---

Registration of pupils is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school, by telephone or email, 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. A child is only released at the end of the session into the care of a parent or other individual whose name has been notified to the school in writing in advance.

## SUPERVISION DURING LESSON TIMES

---

Staff remain with their tutor group for the whole duration of the lesson. A teaching assistant may also be present during the lesson.

## SUPERVISION DURING BREAKTIMES

---

During the morning and afternoon breaks there are sufficient members of staff on duty. Morning break times are supervised by staff in their classrooms.

## SUPERVISION DURING MEALTIMES

---

At lunch time, there are 2/3 teachers and the kitchen staff.

Teachers monitor what children are eating and feedback any concerns during staff meetings to staff, and at the end of the day to parents or carers. Behaviour and table manners are also monitored.

## MEDICAL SUPPORT

---

A number of members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are displayed around the school. A qualified paediatric first aider is on duty whenever our EYFS children are in school. First aid boxes are in all classrooms, cloakrooms, staff room and other high risk areas. Each room has a plan of the school, clearly marked with the location of first aid boxes. The office staff regularly check and replenish the first aid boxes. The Medical Room is located on the ground floor on the Number 3 side.

## SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

---

Parents are responsible for ensuring that their children travel safely to and from school. Pupils using the school minibus service are the responsibility of the driver and they must wear seatbelts at all times. Pupils are not always supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. Any rare complaints about poor behaviour are immediately investigated.

# SUPERVISION DURING EDUCATIONAL VISITS

---

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

## UNSUPERVISED ACCESS

---

We ensure that pupils do not have unsupervised access to potentially dangerous areas, for example the science laboratory. Doors to this room 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 Maintenance, Catering and Caretaking areas of the school. These areas are clearly labelled.

## EYFS PUPILS

---

EYFS pupils are closely supervised at all times. Staffing ratios are in accordance with EYFS school supervision guidelines.

## 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.