

# SUPERVISION OF PUPILS POLICY

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# PUPILS' ARRIVAL AND DEPARTURE

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Please note that the impact of the coronavirus has led to the school making changes to the arrival and departure times. These arrangements are continually under review and changed when appropriate.

Pupils arrive at school from 8.25 am and are delivered by parents or carers into the care of staff. Pupils may arrive early but must be placed into the care of the Early Room staff (from 8am). There is a direct handover at the end of the school day, or after clubs at 5pm. 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.

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 play

Lunch room duty

Late Room duty (3.45pm – 4.00pm)

Homework Duty (4.00pm – 5.00pm)

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

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Each class must be registered between 8.30 and 8.45am by the Form Teacher, and again between 1.10 and 1.30pm. Absentees should be clearly marked on the Engage System.

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 provided to the school in writing in advance.

Pupils who arrive after registration has been completed must notify either their Form Teacher or the Head's PA of their arrival so that the registration page on the Engage System can be amended

accordingly. In the event of a fire, the Headmaster's PA will bring the names of all absentees to the Assembly Point on the forecourt and relay this information via the walkie talkie system to the Head

## SUPERVISION DURING BREAK TIMES

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During the morning and afternoon breaks there are members of staff on duty.

Pupils are not allowed inside at break time unless with a member of staff. If it is 'wet break', pupils must be in their classrooms and duty staff will supervise. Careful supervision is necessary in the playground at all times. Pupils must not be left unattended. If taking a class to Break, staff must remain with the group until the duty staff arrive to take over. Staff must ensure that they move around the play area in order that all pupils are visible to at least one member of staff at all times.

If staff are on duty on the Common, they must wear a high-vis jacket and at least one member of staff should have a mobile phone. There should always be 3 members of staff crossing the road: one at front, middle and back (at lunch there will normally be 4). The road should be crossed utilising the island whenever possible. When on the Common, the staff on duty form points of a large square (approx. 100metres x 100 metres) within which the girls play. This ensures all girls can be monitored throughout the period of play.

## SUPERVISION DURING MEALTIMES

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Lunch is supervised by two members of duty staff in each dining hall. Teachers should eat before or after their duty so that they can remain standing while supervising the pupils. One member of staff should remain with each line in order to supervise the pupils while they are queueing.

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

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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. First aid boxes are in all classrooms, the 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.

# SUPERVISION DURING EDUCATIONAL VISITS

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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

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We ensure that pupils do not have unsupervised access to potentially dangerous areas such as the Maintenance, Catering and Caretaking areas of the school. 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 in the science laboratories.

## EYFS PUPILS

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EYFS pupils are closely supervised at all times. Staffing ratios are in accordance with EYFS regulations. Mobile phones should not be used at any time within the areas used by the EYFS.

## STAFF INDUCTION

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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.