

SUPERVISION OF PUPILS POLICY

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PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.25 am and are delivered by parents or carers into the care of staff.

Pupils may arrive early but not before 8am and 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 at 3.35pm, or after club at 5pm. Year 3 boys staying for homework club will be dismissed at 4pm. 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 and cover duties arranged as necessary for staff absences.

The main duty times are:

Early morning duty (8.00am – 8.30am)

Break duty (10:40am – 11:05am)

Lunch-time duty (12:05pm – 12:35pm)

Lunch-time play duty (12:35 – 1:05pm)

Late Room duty (3.45pm – 4.00pm)

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 and teaching staff 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 BREAK TIMES

During the morning and afternoon breaks there are 3 members of staff on duty. Staff are expected to move around the play areas in order that they can supervise pupils closely.

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. Clubs, squad, choir and music ensembles may take place and teaching staff supervise pupils in these activities.

SUPERVISION DURING MEALTIMES

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

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.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

All boys who take either the 4.00 or 5.00 pm school bus are brought to the minibuses/coaches by the School PAs. The PAs will have a register. The bus drivers/PAs accompany the pupils to the bus when they are all assembled. There is also a school staff member who is a chaperone on Clarke's Coaches.

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 laboratories. 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. 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 regulations.

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.