

# **EHTM Pre-Prep Supervision of Pupils Policy**

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## Unsupervised access

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Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present when pupils are on site to supervise them whenever they are in the school outside normal school hours.

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 catering and maintenance areas of the school. These areas are clearly labelled and access is restricted.

## Arrival and departure

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Pupils may arrive at school between 8.25am and 8.45am and are delivered by parents or carers into the care of staff. Pupils may arrive earlier than 8.25am, but **not** before 8.00am. Pupil who arrive between 8.00am and 8.25am must be placed in the care of the Early Room staff.

There is a direct handover from staff to parents at the end of the school day at 3.35pm, or 4.00pm for pupils attending Late Room, or at the end of after-school clubs at 5.00pm.

## Registration

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Registration of pupils is taken at the start of the morning and afternoon sessions by 8.40am and 1.40pm respectively.

Parents are responsible for notifying the school, by telephone or email, if their son is absent for any reason. The school will always contact the parent if a pupil fails to arrive at school without an explanation. A pupil is only released into the care of a parent or other individual whose name has been notified to the school in writing in advance.

## Supervision throughout the day

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All members of the teaching staff are expected to undertake their share of break and lunchtime supervisory duties. Duty rotas are prepared by the Deputy Head each term; cover duties arranged as necessary for staff absences.

The main duties are:

- Early Room 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 encouraged to speak to 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 outside normal school operating hours.

Members of the PE department and teaching staff supervise pupils attending home and away fixtures. Teaching staff supervise pupils during clubs, squad, choir and music ensembles may take place.

## Supervision during break times

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During the morning and afternoon breaks, there are **three** members of staff on duty in each play area. Staff are expected to move around the play area in order that they may supervise pupils closely. During 'wet break' pupils must remain in their classrooms and class teachers supervise.

Pupils are not allowed inside the school building during normal break times without a member of staff.

## Supervision during lunch times

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At lunch time, there are three teaching staff and the kitchen staff on duty in each dining room.

Teachers monitor what children are eating and feedback any concerns immediately to the pupil's Class Teacher, and at the end of the day to parents or carers. Behaviour and table manners are also monitored.

## School bus supervision

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There is an employed chaperone on Clarkes Coaches who supervises the boys on the bus travelling to and from school. He or she is in contact with the Deputy Head, should any behavioural or pastoral matters arise on the bus that require follow up in school.

Boys who arrive at school, having taken the bus, are met on the forecourt by the school secretaries, and directed to Early Room. All boys who take either the 4.00pm or 5.00pm school bus are brought to the minibus / coach by the school secretaries. The secretaries have a register of boys taking the bus on a particular day. The secretaries accompany the pupils to the bus.

## 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.

## First aid 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 administer 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.

## EYFS pupils

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EYFS pupils are closely supervised at all times. Staffing ratios are in accordance with The Statutory Framework for the Early Years Foundation Stage.

# Staff induction and training

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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. Regular guidance is provided to staff in relation to areas within the buildings and site that should be monitored when on duty.