

# SUPERVISION OF PUPILS POLICY

## 2022-23

<b>Version</b>	1	2	3		
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<b>Policy written by</b>	Mr Whittell	Mrs Boulton	Mrs Boulton		
<b>Policy seen by Governor on (date / signature)</b>					
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**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

## **Introduction**

This Branwood Preparatory School policy relates to the main school and all activities, including residential trips and all care arrangements. EYFS have a separate policy (Supervision Policy EYFS Branwood)

This policy explains the supervision procedures in place in Branwood Preparatory School (BPS) for pupils during the day as well as indicating where more detailed information can be found.

## **Legal Requirements**

The Governing Body (The Board) are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy). Regulatory staffing guidelines are followed.

## **Duty of Care**

All staff have a duty of care to all pupils in the school. It is the head teacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the head teacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

## **Supervision during the extended school day**

**Morning Club Arrival** – (8.00 am - 8.30 am) -The designated staff are responsible for the pupils in the classroom from the time the pupils arrive until the start of the normal school day. Parents must accompany their child to the appropriate door and see them safely into the school, where they will be signed in. KG1, KG2, Form One and Form Two enter their classrooms directly from the playground. Forms Three to Six enter the school through the door which is accessible from the playground.

**Lesson times** - Designated teachers are responsible for the supervision of the pupils as directed on their timetables. No class should be left unsupervised for any reason. In cases of emergency a teacher from an adjacent classroom can be called to supervise both classes whilst the difficulty is dealt with.

**Play times** - Staff teaching the pupils before playtime are responsible for dismissing them to the cloakroom and/or the playground and/or dining hall and must ensure that the designated duty staff member/ members are in the area before leaving the children. The designated duty staff are then responsible for the children the end of break when children are lined up and sent inside (with the help of prefects). All duty staff have first aid training and follow the accident procedures as detailed in the staff handbook.

**Lunch time** - Staff teaching the pupils before lunch are responsible for accompanying them to the dining room and must ensure that the designated duty staff member/ members are in the area

before leaving the class. The designated duty staff are then responsible for the children the end of break when children are lined up and sent inside. All duty staff have first aid training and follow the accident procedures as detailed in the staff handbook. There are five lunch time assistants supervising the children during this time.

**Wet play/lunch times** - Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside, then pupils are supervised in a classroom or in the hall by the designated duty staff member/members (with the help of prefects).

### **End of the day**

Children should be collected no later than the times stated below (the end of the normal school day).

KG1 children are collected from their building at 3pm

KG2 – 3:05 pm, Form 1 – 3:10 pm and Form 2 – 3:15 pm, children are collected from their patio.

Upper school are collected from the door which is accessible from the playground at F3 3:15 pm, F4 3:20 pm, F5 3:25 pm and F6 3:30 pm

After this point 'late collection fees' / 'late collection protocols' will be activated unless alternative arrangements have been agreed with the school. See 'child not collected policy.'

Parents are to contact the school office if a child is to be picked up by someone different than usual. Parents are asked to always supervise their children when picking up. Parents are asked to be extra vigilant when they are using the playground as a car park and that they are to be aware of others when they are driving.

### **Activities - (3.15 pm/3.30 pm - 4.15/4.30 pm)**

All staff taking activities will have completed a risk assessment for their activity and they will be aware of the Health and Safety policies and procedures in place. If a child is not collected at the end of the session, they will be automatically taken to after school care. (see child not collected policy)

Parents should ensure they collect their children promptly at the end of an extra-curricular activity from the main entrance of school. They are asked to promptly leave the school premises in line with Health & Safety requirements as the front of school is a car park and vehicular access continues throughout this period.

### **After School Care (3.40 pm - 5.45 pm)**

Designated staff are responsible for the pupils. Pupils are registered on arrival.

Parents are asked to collect their child from the dining room entrance of school. If children are not in the dining room, there is an after-school care telephone number which can be called to speak to a member of staff. They are asked to promptly leave the school premises in line with Health & Safety requirements as the front of school is a car park and vehicular access continues throughout this period.

If a child is not collected at the end of the After School Care session see 'child not collected policy.'

### **Pupil Absence**

Pupils' attendance is the responsibility of parents/guardians. Parents are asked to inform the school office before 9.00 am as to the reason for absence on the first day and to update the school if absence extends beyond a few days. The school will contact parents if there has been no contact about absence.

### **Visitors to school**

All visitors report to the office on arrival and sign in. Regular contractors who have been checked by the school and are known to the school still need to sign in. Visiting speakers will be checked as suitable before entering the school. All staff are expected to challenge strangers on the premises and report concerns to the office immediately.

### **Supervision of pupils on trips**

For detailed information refer to Health and Safety on Trips policy

### **Staff absence cover supervision**

Staff will be informed if they are to cover for absent colleagues as early as is practicable.