

## GUIDANCE ON PUPIL SUPERVISION POLICY

To be read in conjunction with policies on:

- Educational Visits
- Educational visits: EYFS
- Missing Child Policy and procedures when a child is not collected on time
- After School Care Policies

### **ARRIVAL**

#### Pre-Prep and Junior Department

Pupils may arrive at school from 8am, but should be taken to Before School Care, where they will be supervised by a member of staff before being taken into class at 8.40.

No pupil is allowed in any classroom unsupervised before 8.40.

From 8.40 members of staff will be on duty in the classrooms and parents may bring their children into the school building. No child must be left unattended in the car park.

Pupils with an early lesson in the Dyslexia Unit must be taken there by their parent/guardian and left with the member of staff concerned. If the teacher is delayed for any reason, the child must not be left unattended.

#### Senior Department

Pupils may arrive from 8.15 and go into their form room. The office is manned from 8.15 and there are many members of staff already in the building at that time. Students are expected to behave responsibly and ensure that they are in the Form room for registration by 8.50 at the latest.

### **DEPARTURE**

#### Pre-prep and Junior Department

Pupils must be collected from the gate into the Early Years playground. Children must not leave that area unless someone is there to collect them. They must not go into the car-park unattended.

If a child is not collected by 3.45, they will be taken into After School Care and will need to be collected from there in accordance with After School Care procedure.

Children who travel on the school buses are taken to the bus by the member of staff on bus duty. Once the bus driver and the bus prefect are satisfied that all the passengers are present, then the bus will leave. Buses must not leave before 3.40.

Children who are going into After School Care will assemble in the designated area. They will then be taken into After School Care by the member of staff in charge. After School Care normally finishes at 5.30.

### Senior Department

On dismissal at 3.30, students going straight home will make their way either onto the school buses or to the area by the gate where the younger children wait. They must not go into the car park until their lift arrives and must then exercise proper caution.

If girls have not been collected by 4.00, they must go back into the building and wait in the Common Room until they are collected.

Senior students who are regularly collected after 3.45 must wait in the Common Room. They must behave appropriately and report to the Office when they are leaving. If a student wants to work in a classroom, they must let the office staff know where they are, in case of an emergency.

The office is manned until 5.00. If a student is still waiting at that time, they must go across to After School Care unless a member of staff is still working in the building and is prepared to be responsible for the girl concerned.

### **AFTER SCHOOL ACTIVITIES**

Students who stay for any after-school activity are supervised by the member of staff who has organised that activity until the pupil is collected. No student should wait alone in any area of the school site. No pupil should leave without letting the member of staff responsible know that they are going and who is collecting them.

Members of the PE Department supervise the students at both home and away matches.

### **BREAK AND LUNCH TIMES**

All members of staff take their share of break and lunchtime supervisory duties. Prefects are also on duty at lunch times in the Senior Department.

Pupils are not allowed to leave the School premises during the day unless they are part of a School trip or they are being collected for a medical/dental/other appointment. Details of such appointments must be given to the pupil's Form Teacher/ Office Staff in advance. The child concerned must be signed out in the appropriate place and signed in again, if they return before the end of the school day

## **REGISTRATION**

A register of pupils is taken at the beginning of the morning and afternoon sessions. School must be notified if any pupil is going to be absent. This may be done by telephone, by e mail or by letter.

The parent/guardian will be contacted by telephone before midday if a pupil fails to arrive at school and there has been no explanation.

## **FIRST AID SUPPORT**

A number of members of the teaching and non-teaching staff are trained to administer first-aid, to deal with any accidents or emergencies or to help if someone is taken ill at school. A list of those who are suitably qualified is displayed in the Office, each staff-room and the Early Years area.

A qualified paediatric first-aider is on duty whilst Nursery children are in school.

First aid boxes are in all potentially high-risk areas as well as in the main school office. The boxes are regularly checked and replenished.

## **SUPERVISION WHILE TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff while they are travelling on the school bus, but they are expected to behave responsibly and follow the driver's instructions. Each bus is assigned a senior pupil as a Bus Prefect. We will always investigate complaints about poor behaviour.

## **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision by a qualified member of staff. Pupils are expected to follow reasonable instructions given to them by teachers or qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas such as the science laboratories, the H.E. room and the art/pottery rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, catering and caretaking areas of the school. Clear signs are displayed.

EYFS Pupils and Supervision during Educational Visits -see separate policies.

## **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 the grounds that should regularly be checked when on duty outside normal lesson times, and is available in the Staff handbook.