

Pupil Supervision Policy

Policy last reviewed by:	Rachel Thompson
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Approved by:	Pending approval by Board of Governors
Date approved:	

1. Aims of Policy

The school has a duty of care to provide its children with a safe and secure environment. The school must be realistic in clearly setting out the level of provision it can and should provide. In its role as loco parentis the level of supervision should be consistent with a standard set by the majority of the parents. This policy sets out clear guidelines for appropriate levels of supervision throughout the entire school day and behaviour for children as they conduct themselves around school.

2. Pupils' Arrival and Departure

Breakfast Club opens at 7.30am for children whose parents have signed them up in advance. Other pupils arrive at school from 8.15am, and are expected to go home by 4pm unless they are staying late for an after school activity (finishing at 4.45 or 5pm) or After School Club (finishing at 6.15pm). 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, as well as late duties.

The main duty times are:

- Early morning duty (8.10am – 8.40am)
- Break duty (10 – 10.30am)
- Lunch-time duty (11.40pm – 12.50pm)
- Gate duty (3.40 – 4.10pm)

Arrangements are made to ensure pupils are supervised during play and concert

rehearsals, 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, and when travelling off site to attend lessons at Coram Fields and the senior schools.

3. Pupil : Adult Ratios

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;

During the day, children move around the school to specialist teachers. They are accompanied to these lessons by the teaching assistant or teacher. They are then taught by a fully qualified teacher.

Children are accompanied by teaching assistants and teachers when walking to lunch and playtime. At playtime there are always enough adults on duty such that if one adult has to take care of a child individually, the remaining children are suitably supervised by the remaining adults.

4. Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school 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.

5. Areas out of bounds

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. They are not allowed to access the Science Room unaccompanied.

6. First Aid

A School Nurse is employed on a full time basis and they are based in a fully equipped Medical Room.

There are a number of staff who are trained and qualified First Aiders, and are on duty in the School Office from 8am to 5pm every day to administer First Aid, to deal with any accidents or emergencies, or to help if someone is ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, provide cover during the periods when the nurse is unavailable.

The names of First Aiders are published on first aid notices that are displayed around the school. In the absence of the Nurse, a qualified paediatric first aider will be on duty in Reception, or, that a mobile phone is accessible to the person on duty, which can be used to telephone the school office. Regular half or whole-day First Aid INSETS are run to give all staff a working knowledge of the basic principles. This enables staff to deal with any first aid needs on day trips or residential outings. There is a designated sick bay connected to the Medical Room on the ground floor. The School Nurse is responsible for checking and replenishing the medical equipment and first aid boxes located around the school.

7. Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy.

8. 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.

