



Whole School Pupil Supervision Policy (Including EYFS and Out of School Provision)

Policy Statement:

Salterford House School has put in place procedures and guidance for all staff regarding the proper supervision of pupils in School and on outings and trips. It is recognised that EYFS pupils require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

This policy is available to all interested parties on the School website and in hard copy on request from the School Office. It is available to all staff in hard copy in the Regulatory Policies File in the School office. The policy is reviewed annually, and when events or legislation requires, by the Headteacher and SMT. **Review date is at the end of this document.**

Related Policies:

This policy should be read in conjunction with the following related policies:

- Whole School Outings and Trips Policy and Procedures
- Security Policy
- Lone Working Policy
- Attendance Policy
- Missing Pupils Policy
- Before and After School Care Policy
- Whole School Safeguarding (Including Child Protection) Policy
- Safer Recruitment Policy and Induction of New Staff and Policy for NQTs
- Policy for dealing with Trespassers

All of the above are available to view on P4S website or copies can be requested from the School Office.

Procedures:

Arrival Prior to 8.30 am (Before School Care):

Pupils in EYFS and the Junior School may arrive at School at 8.00 am and before that with prior arrangement. Parents who wish to drop their children off at this time should take EYFS and school Pupils to Before School Care (BSC). Pupils will be supervised there until 8.30 am after which they will be taken to their class rooms for Registration. (BSC is in Reception for school pupils and is in KG for EYFS pupils.)

A daily register is kept of attendance but no charge is payable. Pupils who arrive between 7.45 am and 8.30 am should sign in at the main entrance before entering BSC. The Head and Deputy monitor this session. Some pupils arrive for activity clubs or PE practices at 7.45 am. The club provider or PE Staff will ensure a register of attendance is taken for each session.

Registration:

A register is taken at the start of the day (8.50 am) and again during the afternoon registration period. Parents are responsible for notifying the School Office by email or phone call if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this by 10.00 am at the latest. Pupils who are late for registration or miss it due to early morning clubs are asked to register in person in the School Office.

Medical Support:

Mrs Seabrooke is the principle provider of First Aid on the School site and is able to deal with any accidents or emergencies or to help a child or visitor who is taken ill. In addition to this, there is a regularly up-dated list of staff who are qualified First Aiders who are able to assist in the absence of Mrs Seabrooke.

These lists are available in the Staff Room and in the Whole School First Aid Policy. There is always at least one qualified paediatric First Aider on site whilst our EYFS children are in School. First Aid boxes are located in every section of the School, including the Office, staffroom and on all minibuses; a list is kept in the office. These boxes are checked by Lucie Goodhead at the beginning of each term and replenished after use.

In the event pupils are taken to PE lessons on the field, PE staff are advised to ensure they have a **School mobile phone** with them in case they need assistance.

Supervision Whilst Travelling to and from School:

Parents are responsible for ensuring that their children travel safely to and from School.

Break and Lunch Times:

All members of the teaching staff form part of the rota for Break and Lunch time supervision.

Collection of Pupils:

Early Collection:

Pupils who have appointments in School time are collected from the office by their parents. Pupils can be collected from their classrooms and parents report to the Office before leaving the premises. The daily absence register is checked by Mrs Seabrooke.

Collection at the End of the School Day:

Children are dismissed formally one-by-one as the parent or designated adult collects them from their classroom or the main entrance in the case of Reception, Y3 and Y6. Those who attend After School Care or activity clubs are collected or taken to the venue. They should not be unsupervised.

In the case of EYFS pupils, staff will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance. It is useful to provide us with a photograph and/or a secure code word if the individual is not known to the staff. Parents are required to contact the school office to receive a password if they wish their child to be picked up by someone not known to staff.

Parents are asked to provide a list of individuals with whom they are happy to allow their child to leave the premises if they intend to make ad hoc arrangements. This information is circulated to the Reception teachers, clubs providers and kept on file in the School Office. At times, EYFS staff are informed verbally on a daily basis if a pupil is to be collected by an adult who is known to the School. If a parent is late collecting, the pupil will be taken to After School Care.

After School Care:

An After School Care session is provided for EYFS children and those in Years 1 and 2 from 3.25 pm until 4.00 pm in the classroom and 4.00 pm until 6.00 pm. in Y3 classroom.

A small charge is payable for After School Care. A register is kept every session.

Collection after Clubs/Activities:

Registers are kept at every session for each club. The School Office has a list of pupils attending clubs.

Staff who run clubs or activities after School must escort all pupils to the After school room if they are not collected by parents. After Music and Drama rehearsals (e.g. for the School Show) one teacher must escort pupils to the cloakrooms areas and stay with them until parents arrive. Those not collected after 10 minutes are taken to the late room.

Staff who are on duty in the late room should not leave before clubs, rehearsals and after school activities are completed at 5pm. If there are no children in late club at that time they must wait to see if further children arrive at 5pm.

Children attending After School Care need to be ready to be collected by their parents. Older siblings are not allowed to collect younger brothers and sisters.

Late Collection of Pupils after Clubs/Activities:

If a pupil in the EYFS or school was due to be collected at 4.00 pm and parents have not arrived, they will remain in After School Care and parents will be charged for the session. Parents are contacted if the child is not collected by 6pm. The parent should be contacted by the on duty member of staff to check on when the child is to be collected. If there is a problem the on duty staff member can inform Mrs Venables and take the child round to be looked after by Mrs Venables. In the event of Mrs Venables being unavailable, the on-duty staff member should stay with the child until they are collected. They may continue to attempt to contact the parent by telephone if the child is not picked up.

If a child was due to be collected from an activity club or from After School Care at 5.30 pm but parents have not arrived, they will be kept with a member of staff until collected.

If the Homework Club/ Late club Supervisor is absent, the SMT will be called upon to man Homework Club.

Uncollected Children:

If a child has not been collected from School, there has been no message from the parents and the parents cannot be contacted, the emergency contacts will be called. During this time, the pupil will be supervised as normal. The staff member must not take the pupil home with them nor should they offer pupils a lift home. The Police should be telephoned and informed if no contact can be made by 7pm. SMT will make the phone call to the police. Their guidance should then be followed.

Supervision during Educational Visits and Trips:

The arrangements for supervision of pupils during trips and outings are described fully in our "Educational Trips Policy". As with all Regulatory Policies, we review this once a year in order to satisfy ourselves that it is robust and effective. EYFS ratios will be adhered to when taking an EYFS group on a school visit.

Supervision On-Site Outside of School Hours:

At least one member of the teaching staff is on duty to supervise pupils whenever they are in School outside normal School hours. For example, pupils who arrive back from PE Fixtures after normal School hours are supervised by a member of the PE staff until parents arrive to collect. PE staff keep a register of pupils who are under their supervision during the time that they are in their care.

Unsupervised Access by Pupils:

Pupils are not allowed into the Swimming Pool area without a qualified member of staff in charge. The area remains locked when not in use. Gymnastic and athletic equipment is stored away from pupil access when not in use and pupils are not allowed to use any equipment unsupervised.

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity. Risk Assessments are prepared in advance of any such activities.

Salterford House ensures that pupils do not have unsupervised access to potentially dangerous areas e.g. cleaning cupboards. Doors to these areas are kept locked at all times when not in use.

All flammables are kept securely locked in appropriate storage facilities. In addition to this, pupils do not have access to the Grounds, Maintenance, Catering and Care-taking areas of the School.

Security, Access Control and Workplace Safety:

Our Security and Lone Working Policy set out the arrangements for the safety of the entire School and any physical security measures in place which prevent unsupervised access to or exit from the School premises.

Staff Induction:

All new members of staff receive 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. Safe Recruitment practices are followed at all times.

Missing Pupils:

Registration is taken in Class groups with the exception of afternoon registration for Pupils at PE times. If a pupil does not turn up for a lesson, every effort must be made to find out his/her location. Please see the 'Whole School Missing Pupil Policy and Procedures' for details. Please also see 'Attendance Policy' for guidance in the event of a pupil not coming in to School and unexplained absences.

SUMMARY OF SUPERVISION DURING SCHOOL TIME

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| Before School | There is a room (Reception) available for children from 7.45 am This is supervised by a member of staff on duty. The class teacher takes responsibility for the pupil at 8.30 or before. EYFS is supervised from 8am by one of the nursery staff. |
| 0830 – 0850 | Class teachers are responsible for pupils at this time. |
| 0850 – 0900 | On certain days, pupils will have class time, hymn practice or assembly. These are all supervised and all are expected to attend. |
| Break Time | All pupils are supervised by a member of staff, who undertake break duty on a rota basis. They are present in the playground at all times |
| Lunch time | Children will eat lunch in set classrooms. A register is taken before lunch starts.]Children participating in lunchtime clubs should be taken to the club by the teacher in charge of the club. They will then be registered, supervised and returned to have lunch with that staff member at 1pm. |
| Lesson Time | Teachers are responsible for the supervision of their class. <ul style="list-style-type: none"> - No class should be left unsupervised for any reason. In case of emergency teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - call the Office, or the Head teacher - send the pupil with another accompanying pupil to the office having informed them first via the telephone |
| After school | All children should be supervised by the teacher who taught them for the last lesson of the day until 4pm. At 4pm all children who are left at school and not in an after school activity should be taken to Y5 classroom where they will be supervised by a member of staff on a rota system. Child care may be required until 6pm. |

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| Lunch Time play | All pupils are supervised by 2 members of staff, who undertake lunch duty on a rota basis. All pupils are then supervised in the playground until 1.35pm when lunch break ends and pupils return to their form rooms for registration. |
| After School Activities | Those doing an after school activity are under the supervision of the member of staff running the activity until its conclusion at 5pm. They must ensure those staying at school until 5.30pm return to the duty staff member for supervision until they are collected. A register should be taken before the activity commences. This register should be returned to the school office after the end of the club. |
| Pupils who are off games | Pupils who are off games will be <ul style="list-style-type: none"> - in a form room supervised by a member of staff. There is a book in the office which is completed to say where the child is during this time. |

Date: March 4th 2017
Review: March 2018