



Glendower Preparatory School

# PUPIL SUPERVISION POLICY

**2015–18**

Reviewed: DT, November 2018

Next review: November 2021

## **INTRODUCTION**

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.

**This policy also applies to EYFS pupils.**

## **PUPILS' ARRIVAL AND DEPARTURE**

Pupils may arrive in school from 8.00am if they are in a club which runs before school, and are expected to leave school at 3.20pm (Reception) 3.30pm (Lower School) or 4pm (Upper School), or 5pm if taking part in an after-school club. 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. Duties are shared by teaching staff, support staff, teaching assistants and Gap year Students. The main duty times are:

- Early morning duty (8.00am - 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm -5.00pm)

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 during after school training sessions which run for an extended period.

## **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.

Reception Class teachers operate identical registration procedures to Years 1 - 6 and, along with the rest of the school, will only release a pupil at the end of her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

## **MEDICAL SUPPORT**

There are qualified first aiders in the office throughout the day until 5pm and they are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. All members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the school. There is always a qualified paediatric first aider on duty when the Reception pupils are in school. First aid boxes are in all kept in the School Office. (The office staff regularly checks and replenishes the first aid boxes).

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

Parents are responsible for ensuring that their children travel safely to and from school and should be accompanied by a responsible adult at all times. In the Summer Term of Y6 only, pupils may walk to and from school unaccompanied as part of their preparation for transfer to senior schools. Parents notify the school in advance if they wish to do this and a list is held in the office. Relevant teachers are also notified.

## **SUPERVISION DURING EDUCATIONAL VISITS**

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

We are always aware of staff to pupil ratios and we always have a significant number of adults accompanying all trips, including Reception classes.

## **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the Art/design technology room etc. 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 Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## **Reception PUPILS**

In the Reception Classes the classroom ratio is 1:9 with a fully qualified teacher and a level 3 teaching assistant in each room. All girls are allocated a key worker who is one of the qualified teachers.

## **SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY**

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for safety of the entire school.

## **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 building that

should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

**Reviewed: November 2018**

**Next Review: November 2021**