



Glendower Preparatory School

PUPIL SUPERVISION POLICY

2022–24

Reviewed: DT, February 2022

Next review: November 2024

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 7:30am if they are in a club which runs before school, and are expected to leave school at 2.30pm (Nursery) 3.20pm (Reception) 3.30pm (Lower School) or 4pm (Nursery and Upper School) - or 4.15 (LS) and 4.45pm (US) if taking part in a club. Pupils may leave at 6.00pm should they attend the Wraparound care provision. 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. When Nursery and Reception pupils are present there are a minimum of two members. Duties are shared by teaching staff, support staff, teaching assistants and Gap year Students. The main duty times are:

- Breakfast club (7.30-8.00am)
- Early morning duty (8.00am - 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (2.30pm -6.00pm)

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.

EYFS 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. There is always a qualified paediatric first aider on duty when the

EYFS pupils are in school or if they are off site for any reason. First Aid bags are kept with the relevant class and individual emergency medication follows the pupil.

The First Aid Co-Ordinator has responsibility to ensure that the bags are correctly stocked at all times.

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 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 expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

While off site 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.

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. 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.

Nursery Pupils

In the Nursery Classes the *classroom ratio* is 1:8 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.

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.

Year 1 – Year 6

In Year 1 the class sizes are currently slightly larger than elsewhere in the school so the ratios are approximately 1:10. For offsite PE lessons the ratio is 1: 13

In classes from Year 2 to Year 6 the classroom ratios are a minimum of 1:18, although with an additional adult in the room (such as a TA or a Gapper) then this ratio drops to a maximum of 1:9.

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.

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