

## Pupils Supervision Policy

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This policy is Reviewed by	Deputy Head
Group	Pastoral
ISI Reference	
Next Review Date	August 2018

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

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## **Pupils' arrival and departure**

The school day for day pupils begins at 08.00 and finishes at 18.00. Day pupils may arrive at school from 07.45 but at this time must join Breakfast Club or be met in reception by their Music or Learning Support teacher if arriving early for a lesson.

EYFS and PrePrep children will leave school at 15.30 and children in the main school will leave at 16.30 unless they are staying late for after school care (younger children), prep, boarding, an extra lesson, a function or an activity. All after school sessions are supervised by an adult(s)

All pupils on site must be supervised – usually by a member of the teaching staff. At least one member of staff is 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 after school prep duties. A rota is prepared by the Director of Studies for the main school and by the Head of PrePrep for the younger children each term. Staff are on duty in the boarding houses in the evening and early morning.

There is always a member of staff available if a pupil has any concerns or worries or simply wants to talk to an adult

### **The main times for supervision outside the classroom are:**

Early morning duty (07.45 – 08.30).

Breakfast club collects the children in the dining room where they join any boarders for breakfast

Break duty (10.15am – 10.45am)

PrePrep School and EYFS Monday to Thursday

Break duty (10.45 – 11.15)

Monday to Thursday for the Prep school and all areas of the school on a Friday

Lunch-time duties (12.00pm – 1.00pm) EYFS and PrePrep

Lunch-time duties (12.30 – 13.30) Juniors except Wednesday which is as below

Lunch-time duties (13.00 – 14.05) Main school

Snack duty (16.30 – 16.45)

After-school duties/prep (16.30pm to 18.00)

Boarding

*See Boarding Handbook*

### **Other occasions**

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. These children are signed out to their parents at the end of the event.

Staff taking teams supervise pupils on both home and away matches. All away staff are responsible for signing pupils out to their parents or signing them in to prep

All children taking part in after school activities are fully supervised by the adult taking the activity and additionally by GAP students – depending on the activity.

All children staying in school for prep are supervised in classrooms or the library (juniors) by a member of the teaching staff with a Sports Graduate or GAP student assisting as necessary.

### **Usual start of Day routine**

Pupils begin arriving at 08.00. All children go to the dining room at this time, unless they are in school early for a lesson in which case they sign in at reception where they meet their teacher. From 08.15 there is a member of the leadership team at the Kiss & Drop and children make their way to their classroom. **All form tutors need to be in their form rooms ready to receive the children by 08.15**

### **End of Day routine**

All PrePrep and EYFS pupils that are not going to an activity or the Keep finish school at 15.30. **They should be signed out by their form teacher and handed over to parents or other known adults who have been designated to collect, such as a grandparent.**

All main school pupils (Juniors, Middles and Seniors) that are not going to an activity or the Keep (year 3) or Prep (year 4 – 8) finish school at 16.30. **They should be signed out and collected by their parents or other known adults who have been designated to collect, such as a grandparent from the following locations.**

- Juniors – outside their classrooms in the Atrium
- Middles – in the dining room
- Seniors – sign themselves out from outside the library and meet their parents outside the main school.

All children that have not been collected by 4.45pm should join prep in the library (juniors) or year 8 classrooms (middles and seniors)

All children that are doing Prep can be collected by their parents at any time. Parents will go to the main office and the prep staff will be contacted to let them know a parent has arrived. They will be signed out from the office.

Children in the Keep will be collected and signed out from the Keep.

After 18.00 any child remaining in school will be handed over to boarding staff and become their responsibility.

Children will not be allowed to go home with someone other than their parents unless there has been prior notification received by the school. If someone else is asking to collect a child, parents will be phoned to clarify the situation.

## **Lunch Time**

All Members of Academic Staff are required to sit with the children for their lunch. On a Friday in middles and seniors lunch staff can sit together on a staff table. During the summer term, junior staff sit together during one lunch a week, when the juniors are sitting in their Mudlark teams

## **Wet Break**

*See Play time Policy*

## **Visitors**

As part of the School's requirement to protect the pupils in its care, all visitors to the school sign in and out at Main School Office, where they receive a badge, which they wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and escort them to the office to sign in. All concerns are reported to the Head or Deputy Head.

Children are also aware that visitors should have a badge and are told not to approach a stranger, but report them to a member of staff

*See Visiting Speaker policy for more detail about visiting speakers*

## **Access to school premises**

All visitors and contractors will be escorted at all times by a staff member while on the campus (inside or outside) during a school day. This will not apply to those visitors or contractors that have undergone a DBS check. There may be 'local rules' put in place where the school children have been restricted from accessing an area where maintenance or building work is being carried out.

## **Boarding**

We make sure that we know the whereabouts of all boarding pupils at all times by registering attendance at the beginning of tea (immediately after prep has finished) and again at various times during the evening. Boarders are supervised at all times. The arrangements for the supervision of boarding is set out in the Boarding Staff Handbook.

*See Boarding Handbook*

## **Registration**

This is carried out twice a day and is a legal requirement.

*See Attendance policy*

## **Medical Support**

There is a qualified first aider on duty during the school day and boarding staff have the relevant first aid qualifications for night time cover. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our Nursery children are in school.

First aid boxes are in all potentially high risk areas, as well as in the surgery. The school matron regularly checks and replenishes the first aid boxes. Matron also has the medication for all children with a known condition.

See *Various Medical Policies for more details*

### **Supervision while travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. Children on the school minibus are supervised by a GAP student. All minibus drivers are employees of the school and have the necessary checks in place.

### **Supervision during Trips and Visits**

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

See *Trips and Visits Policy*

### **Unsupervised Access by Pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, and the CDT rooms. Doors to these areas are kept locked when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Signage is employed to reinforce any out of bounds areas to pupils.

Children are taught about making sure they walk to the CDT and Art area using the paths and zebra crossing. Younger children are escorted to and from lessons.

### **Security, Control and Workplace Safety**

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

The below policies and procedures describe the arrangements for safety of the entire school:

- First Aid Policy
- DSE Policy
- Health and Safety Policy
- Security Policy
- Crisis Management Plan
- School Fire and Evacuation Procedures
- Asbestos Management Plan
- Legionella Management Policy

## **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 duty areas within the buildings and grounds.  
*See staff Induction Policies*