



Supervision of Children policy Prep School

Date of Last Review:	15 th February 2017	Review Period:	As required
Date of Next Review:	As required	Owner:	FWi
Type of Policy:	Welfare, Health and Safety	Board Approval	

Pupils in Years 3 to 8 may arrive at school from 7.30 am, by prior arrangement, for breakfast club and from 8am without this arrangement. They are expected to depart from school at 4.00pm unless they have an arranged activity until 5pm or have been booked into the wraparound care that operates until 7pm, daily. A late room operates in the prep school Library from 4pm to 5pm daily for those children who are not collected at 4pm and have not made other arrangements.

From 8am, children may congregate on the playground, under staff supervision. There will always be at least one member of staff on duty, sometimes two. Pupils are not allowed on site without supervision. At least one member of senior staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of staff are expected to take their share of break and lunchtime supervisory duties, as well as after school duties.

Pupils are made aware that staff are here for their safety and wellbeing and are able to call on a member of school staff for help or support during break or lunchtimes.

The main duty times are:

- Early morning duty (8.00am – 8.15am)
- Break duty (10.45am – 11.15 am)
- Lunch-time duty (1pm – 2.00pm)*
*This duty is split into two duties.
- After-school activity (4.00pm – 5.00pm)
- Late Room/ Prep Duty (4.00pm – 5.00pm)
- SLT Duty* (4.00pm – 7pm)
*This duty is only performed by members of the senior management team.

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

Supervision whilst travelling to and from the Prep

Parents are responsible for ensuring that their children travel safely to and from school. Whilst on school grounds, the school is primarily responsible for the safety of the children, however, older pupils (Year 7&8 and Year 6 children with senior age siblings) can seek permission to leave the school building at the end of their day and make their way down to the lower gravel car park to be collected. This permission is only granted upon receipt of a permission form (Appendix 1) signed by both the parents and the child.

Older siblings are not permitted to walk down with younger siblings (in a year group below Year 6) who do not have the required form.

At the end of the normal school day (4pm), those children not in an activity or signed into Prep or Late Room are dismissed from the White Doors. There is a duty teacher here who is responsible for ensuring that the children leave the building to the care of a parent or responsible adult. Parents are asked to inform the school in good time if someone other than themselves is collecting their children. The staff member will offer 'Good Afternoon' to the child, shake their hand the child is expected to offer 'Good Afternoon' in return. A register is not taken at this time. Teachers on duty may not release a pupil to an adult other than the parent or carer unless permission has been given by the parent. A list of changes to pick up arrangements is communicated to pupils and staff via the screens. If the child is not on this list and another adult arrives to pick up staff must establish with the parent, through the office if need be that this has been planned for.

There are occasions when children need to move between the prep school and pre-prep. This is primarily for after-school activities and after breakfast club. In these situations, the children are walked down or up by staff with a maximum 1:20 ratio. A register and head count is taken prior to departure and upon arrival. The registers for this are generated by the CHQ booking system for activities and the registration for breakfast club.

Supervision in the building and outdoor areas.

Unauthorised ingress to the buildings is controlled by electronic door locks. These locks are programmed to be unlocked during high-traffic times, such as break and lunchtime. A duty rota is produced that allows for all outdoor areas to be supervised during unstructured time. In wet breaks, the duty staff have allocated indoor areas to patrol and monitor. The staff are assisted in this by Year 8 Prefects who supervise allocated classes. Each year group has a turn to use the Sports Hall during wet breaks. This again forms part of the supervision rota.

Supervision of children moving between Prep school day and the Hive (After School Care)



At 5pm, those children who are booked into the Hive (After School Care) and those not collected by 5.10pm following their activity, Prep or Late Room, are walked down to the Pre-Prep building by the duty SLT member of staff. On the way, the member of SLT will check that all senior children with permission to leave have been collected from the gravel car park. If they have not, they will join the group walking to the Pre-Prep and be collected from there by parents. SLT will check if any of the children have been injured and pass this information on to the Hive.

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."

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 this forms part of the Health and Safety Handbook.

Staff induction

All new members of the teaching staff receive an 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. A brief description of each duty and what it entails, including start and end times, is included in the staff handbook.

Policies that inform this document:

Educational Visits Policy.

Security, Access control workplace safety and Lone Working

Health and Safety Handbook

This Policy is reviewed as required

FWI

Sept 2015

Amended Feb 2016

Review: Sept 2016

Amended JAI January 2017