



## Pupil Supervision Policy

***This policy also applies to the Early Years' Foundation Stage and Education (Independent School Standards) Regulations 2014***

The aim of the policy is to ensure that all members of staff have a complete understanding of their role and responsibility in ensuring each and every child's safety whilst in the school's care. It is important, in the interests of safety and for the positive ethos of the school, that an effective policy for the supervision of pupils is in place.

### **Before School**

Provision for the care and supervision of pupils whose parents have to deliver their children to school before the start of the school day is made from 8.00am when a staff member is on duty in outside in the school playground. Before this time girls may attend Breakfast Club from 7.30am. After 8am Reception girls may wait in either the Reception Form Room, where they will be supervised, or outside in the playground. All other pupils must wait in the playground (or the Hall if it is raining), where they will be supervised by a member of staff until 8.35am, with the exception of Years 9, 10 and 11, who may wait in their form rooms. Pupils move to their form rooms to be registered for the start of the school day at 8.35am.

### **Break Periods**

A rota for adult supervision of pupils is in place. A minimum of two adults per break are on duty when the Junior School girls are out at play, and one adult when the Senior pupils are outside. All groups should be outside except Year 10 and Year 11 who may remain unsupervised and in their classrooms, or girls staying inside to wait to be served in the tuck shop, or those engaged in an activity supervised by a member of staff. Reception pupils have their own play area, with their own supervision, which is out of bounds to other pupils. This area is to be supervised by a member of staff familiar to the Reception girls.

Reception pupils may however join the main play area if they choose to do so from the start of the Summer Term. Staff on duty are to be vigilant in all respects, for behaviour, friendships, accidents etc. If a pupil needs to return to the building for any reason they must seek permission from the staff member on duty. All staff have basic first aid training. Any girls whose needs can't be addressed by the teacher outside should be sent inside to The School Secretary, The Bursar or Mrs Skelton. Should a pupil require a teacher to escort her to the above, the staff member on duty should ask another girl to fetch a member of staff. The staff member on duty however *must* remain outside rather than escort the injured pupil inside. At the end of break a bell is rung; Juniors line up, and Seniors go straight in. There is a playground rota to clear up the play equipment.

In the event of inclement weather, pupils will remain in their own form rooms, where adult staff will ensure regular supervision. A classroom assistant will supervise Reception and Year 1's breaktime in this instance.

### **Lunchtimes**

Lunch is supervised by a member of staff on a rota basis, with girls' lunch sittings also on a timed rota. Girls are supervised at all times either in the dining hall or outside in the playground.



## **After School**

Reception, Year 1 and Year 2 pupils must be received by a parent, or by a nominated adult or older sibling, if previously agreed with the parent. Year 3 to 6 pupils are encouraged to leave school promptly, either with a parent, an agreed person or, if it is the wish of their parent(s), to make their own way home, from Year 6. Teachers must escort girls from Reception to Year 5 outside and wait until they are picked up, or return any girls not picked up (or those not attending a club) to the designated late room. Any Junior pupil not collected and not attending a club at 3.20pm is to go to the late room.

Several after-school clubs are provided by members of staff, during which direct adult supervision is provided.

## **Leaving School**

No child should leave the premises during the school day, unless a communication has been received to that effect from a parent or carer, or prior permission has been submitted by a parent or carer. In such circumstances, no Junior School pupil may leave unless collected by a parent, or person nominated by a parent. All pupils leaving the school during the day should go out via the front door, and their departure registered with the school office.

## **Absence**

Parents must notify school of all absences. This may be by letter, telephone or e-mail. Teachers should notify the Principal of any prolonged or suspicious absence, or other attendance concerns, in order that it may be investigated. Any unreported or unauthorised absentees' parents will be called by the school secretary or the Bursar after 9.30am.

## **Sickness**

Parents are discouraged from sending children to school whilst still taking medication, particularly children with any febrile contagious illness. In instances of non-contagious illnesses such as asthma, pupils are required to leave clearly labelled medication in the office. Full details of the School's policy on administration of medicines are contained in the First Aid Policy. No prescription medication may be kept by a pupil under any circumstances.

## **Movement around school**

Children must walk at all times and move through the school as quietly as possible. There is a hand rail on the stairs and girls should walk on the right when ascending or descending.

## **Pupils working without Direct Supervision**

As pupils display greater levels of maturity, they are encouraged to take more responsibility for their own behaviour.

In appropriate situations, they may be given the opportunity to work with greater autonomy, such as in the library, or senior girls in preps. Teachers must use their discretion to decide the circumstances in which this is appropriate, but are reminded that in general pupils should never be left in isolation. However, preps are routinely supervised with a member of staff timetabled wherever possible.



## Visitors

All visitors to the school (including parents) must report to the School Office to sign in and be issued with a visitor's badge before proceeding further.

A staff member encountering a visitor not wearing a badge should politely enquire about their reasons for being on the premises and conduct them to the Office. Girls must not open the front door to visitors.

It is the duty of all members of staff to ensure that they are aware of the full Health and Safety Policy, and that they adhere to it. Any concerns regarding safe practice should be reported to the Principal or Deputy Head at the first opportunity.

## Related Documents

- School Day
- First Aid Policy
- After School Care Procedures
- Non-Collection of Children Policy