

SUPERVISION OF PUPILS POLICY

From September 2022 onwards

Introduction

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and during off site 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 states the parameters for the effective supervision of pupils of all ages at Edge Grove.

Related Policies

- Health & Safety Policy
- Security Procedures
- Missing Pupil Policy
- Admissions Policy
- Attendance Policy
- Staff Handbook
- EYFS Policy
- Risky Areas Policy

Pupils' Arrival and Departure

Pupils may arrive at school from 7.45am, and are expected to go home by 6.00pm unless they are staying late for a function or have been booked in for supper. Pupils are not allowed on site without supervision. 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. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. Pupils are able to call on a member of staff at any time during the School day if necessary.

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 staff supervise pupils on both home and away matches.

Registration

We take a register of pupils at the start of the morning session and during the afternoon tutor session. 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. We also maintain a signing out/in procedure for pupils leaving school with permission.

In Early Years, we will only release a child at the end of his or 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 is a qualified nurse on duty in the Surgery from 08:30 to 18:00 Monday to Friday who is 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 some of the non-teaching staff, are trained and qualified as First Aiders and are able to give emergency first aid. We ensure that a qualified paediatric first aider is on duty whilst our Early Years children are in school and that one accompanies all pre-Prep off-site trips. First aid boxes are in all potentially high risk areas including all school minibuses as well as in the Surgery. The School Nurse 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. Pupils are not supervised by a member of teaching staff when travelling on the school minibuses but are expected to behave responsibly. We will always investigate complaints about poor behaviour. A member of staff is on duty when the school minibuses arrive in the mornings.

Supervision during Educational Visits

The arrangements for the supervision of pupils of all ages during educational visits and trips out of schools are described in the Health & Safety policy and also the Staff Handbook.

Collection of Pupils

Parents are expected to collect their children at agreed times although the School recognises that a number of factors may necessitate changes to the accepted routines. Parents needing a change in arrangements must advise the School (preferably in writing - email is sufficient). Core procedures are detailed in the Parental Handbook and Year Group guides; agreed arrangements will vary depending upon the age of the pupil and any after school activities that may be chosen by the parents. Variations may comprise location and time of pickup but the following procedures will not vary under any circumstances:

1. In EYFS, Pre Prep and Lower School, pupils may only be collected from the class teacher or central point by an adult who will be known to the Class teacher and, if not the parent, where we have received formal permission for the pupil to be collected by that person. Child-minders/nannies will be viewed as acting in loco-parentis where they are known to staff.
2. In the Prep Department, pupils must be collected from Duty Staff and must be signed out before leaving the site. Where pupils leave site without signing out, duty staff must phone the parent to confirm the pupil's location and the pupil reprimanded for a breach of School procedures. Where a pupil's location cannot be confirmed, staff should make enquiries with others staff as appropriate. If still not located, the Head should be alerted and the Missing Pupils Policy & procedures followed.

Non-Collection of a Child

If a child is not collected 15 minutes after the end of their school day or activities session the following action should be taken;

1. The appropriate member of SLT should be informed – in EYFS ensure the EYFS Coordinator is informed as well as the Head of Pre Prep.
2. SLT or EYFS Coordinator will ensure that either they or a member of staff will use all available phone numbers from the child's emergency contact details on SchoolBase to make contact with the parents, relatives or authorised carers of the child.

3. The child will remain with a member of staff until collected. Ultimately, the care of the child is the School's primary concern and, if needed and dependent upon age etc. the child may be invited to join the boarding community for the night or until collection.
4. If the parents or carers cannot be contacted, the Head or relevant designated safeguarding lead will then be alerted and they will decide whether the police or social services should be called.

Supervision of Pupils by Other Pupils - Prefects

Prefects are not permitted to supervise pupils unless under the direct control of a member of staff. Prefects play an important role for both the School and themselves in developing their own levels of responsibility and experience but it is recognised that pupils can never take the place of supervisory staff.

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 lake and surrounding areas, swimming pool, the science laboratories, the art room, the kiln room, etc. Gates / 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 Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

Security, Access Control and Workplace Safety

Arrangements for safety of the entire school are detailed in the Security Procedures.

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

September 2022