



Pupil Supervision Policy

September 2018

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1 Introduction

- 1.1 Long Close School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
2 – 4 (Nursery)	8.25 – 11.45 or 15.30 for pm session
4 – 5 (Reception)	8.25 – 15.30
5 – 7 (Year 1 – Year 2)	8.25 – 15.30
7 – 16 (Year 3 – Year 11)	8.25 – 16.00

3 Start of Day Arrangements

- 3.1 The school gate opens for pupils and parents at 08.00am. The school offers an early morning Breakfast Club for pupils in Year 1 – Year 11 via our partners S4K which offers parents an early drop off option from 07.30am. Parents must book directly with S4K who will ensure that the supervision of children is met in line with regulatory requirements. In the Early Years, parents may opt for supervised early drop off from 08.00am via the school clubs booking system.

In the Junior School, when pupils arrive at school they are expected to remain with their parents / guardians until the bell rings to line up on the playground at 08.20am where they are met by their teacher and escorted to their classrooms.

When the bell rings at 08.20am Senior School pupils make their way to their classrooms for registration which is taken by their Form Tutor. Any pupils with mobile phones must hand these into their Form Tutor upon arrival. The teacher will make a note of who has handed in the mobiles and this list, alongside the mobile phones, will be handed into the office. They are then collected at the office at the end of the school day. Senior pupils are encouraged not to bring in their mobile phones, unless absolutely necessary. Pupils who are caught with their mobile phones during the day will have their mobiles confiscated and the appropriate sanctions will be applied. A communication will be sent to the parents/guardians on the day that the phone is confiscated. Parents will be required to collect the mobile phone from the office at the end of the school day.

During registration pupils in all key stages may be asked to go to the school office to collect or return any documents or forms required by the school office. They will always make their way across the school site (in pairs if they are in Reception - Year 3) and will be expected to return immediately to their class / form teacher.

4 Break and Lunch Time Arrangements

Pupils will be supervised during break and lunchtimes by at least 2 member of staff. During the lunch setting, staff not on duty eat with pupils in the dining hall in order to provide encourage positive social interactions, communication and the development of friendly pupil staff relationships.

Minor first aid is treated by the staff member on duty. If there is an accident that requires more serious treatment, such as a head injury, the pupil will be escorted to the school office by another pupil or the member of staff where they will be treated and supervised until they are fit to return to their break time or until they are collected by a parent/guardian.

At the end of break and lunchtime pupils in KS1 and KS2 line up on the playground and are collected by their form teachers. Pupils in KS3 and KS4 make their own way to their classrooms after the second bell.

During wet playtime /lunchtime pupils in KS1/2 are expected to make their way to designated classrooms where they will be supervised by a member of staff.

In wet weather, KS3 and KS4 pupils make their way to their form rooms where they are supervised by members of staff on duty with the help of prefects.

5 End of School Day Arrangements

5.1 Pupils are expected to leave the premises by 16.15 unless they are attending an after school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

Pupils in Early Years and the Junior School will only be handed over to adults declared on the pupil collection form that are known to the teacher, or who have made calls to the school to arrange passwords to be used that confirm their identification. Siblings of a suitable age will only be allowed to collect children from the classroom with prior written permission from the parent.

Pupils in Senior School are allowed to make their own way home at the end of the school day. They should not return to the school site unless a prior arrangement has been made with a member of staff.

6 Non-Collection Arrangements at End of Formal School Day

6.1 If a pupil is not collected from school by 16.15, they will be brought to the School Office and registered for After School Care, which is chargeable on an ad hoc basis. The School Office will ring parents/guardians to inform them of non collection.

6.2 The following procedure will be followed when a pupil is not collected:

In the event of a child not being collected from Nursery or ASC every effort will be made to contact the parents or carers. If no contact can be made after all available numbers have been tried then social care will be contacted by 18.30.

7 After School Activities

7.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.

7.2 No pupil should leave without the authorisation of the adult leading the activity.

Absences from any club will be followed up to make sure that no pupil is missing. At the end of the club pupils will be dismissed from an agreed location. If pupils have not been collected at the end of a club they will be escorted to After School care (ASC). Here they will be supervised until 18.00 at which point they should have been collected.

7.3 The following procedure will be followed when a pupil is not collected:

In the event of a child not being collected from Nursery or ASC every effort will be made to contact the parents or guardians. If no contact can be made after all available numbers have been tried then social care will be called to collect the child at 18.30pm. This is also the case for pupils in EYFS and KS1.

8 Sporting Fixtures

8.1 PE staff supervise pupils when at fixtures.

8.2 Parents are always informed of the finish times.

8.2 No pupil should leave without the authorisation of the adult leading the activity.

8.3 The following procedure will be followed when a pupil is not collected:

If pupils are returning late from school matches the teacher who has taken the match will supervise all of the children until they have been collected by their parents.

In the event of a child not being collected from a Sporting Fixture every effort will be made to contact the parents or carers. If no contact can be made after all available numbers have been tried then social care will be contacted at 18.30pm.

9 Travel to and from School on Buses

9.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.

9.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

10 Leaving the Site during the School Day

10.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

Pupils leaving early from school must only do so if they have had prior permission from parents/guardians who will have informed the school in writing or by telephone (class teachers will pass messages to the front office to confirm supervision at the appropriate time). Pupils will wait at the School Reception in the Main Office to be collected by the parents and the office staff will be made aware of the departure and mark them as absent on SIMS. If pupils are collected directly from the classroom the class teacher must inform the front office immediately, or ask someone to do so on their behalf.

11 Supervision Duties

11.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.

11.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

12 Supervision during PE Lessons, including Changing Arrangements

12.1 PE lessons are supervised by members of the teaching staff. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision

Pupil Supervision Policy

and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

13 Medical Support

13.1 There is a qualified First Aider on duty from 08.00 to 18.00 every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to their class teacher or Form Tutor (Senior) who may refer the pupil to the main office if warranted.

14 Supervision in Remote Locations

14.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school and the wooded area behind the school courts.

14.2 Changing arrangements for children are appropriate for the age of the children. As children move out of KS1 they will only be supervised changing by a member of staff of the same sex. Supervision at all times will be appropriate for the age and number of pupils and supervision at all times will be to ensure orderly changing and a safe environment for the children.

All toilet facilities for pupils above KS1 are separated by gender and will be supervised only as appropriate and only by a member of staff of the same sex. Changing room and toileting facilities are checked on occasions throughout the school day by members of the caretaking and academic teams and this may be by a male or female member of the caretaking/staff team.

Pupil facilities are clearly sign posted and must only be used by pupils in the school. Staff and wider adults are asked to only use the male / female adult facilities located in the Main School Building near the School Office.

Ownership and consultation	
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Document author (name)	Alison Barnett, Safeguarding Adviser
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