

## 14ac PUPIL SUPERVISION POLICY

*Our mission is to develop happy, confident and successful children who are well prepared for their future.*

This policy applies to all pupils including those in the Early Years Foundation Stage (EYFS).

### PUPILS' ARRIVAL AND DEPARTURE

Pupils must not arrive at school until 7.30am, and are expected to go home by:

- 3.30pm (Pre-Prep – N-Yr2)
- 4.00pm (Years 3 and 4)
- 4:25pm (Year 5-8)

Westbrook+ is the schools' before and after school program.

### MORNING - WESTBROOK+

Pupils may arrive from 7:30am. Pre-Prep pupils report to the Pre-Prep with Y3-8 reporting to Breakfast Club in the Rose Garden dining room. All pupils are registered upon arrival. Year 7 and 8 are allowed to go to their common rooms where they are remotely supervised by the class teachers.

Pupils are dismissed from Breakfast Club at 8am and may go to their form rooms. Teachers are present from 8am, with registration starting at 8:15am.

### AFTER SCHOOL - WESTBROOK+

At 4:15pm all Year 3-8 pupils return to their form rooms for 10 minutes to prepare for home time and to receive any notices from their teacher. Form tutors accompany their tutes to their designated signing out venue and sign the children over to their parents.

Pupils either sign out and go home or stay on site for clubs.

### CLUBS

Registers are kept for all clubs and staff collect and return these to the school office.

Pupils in Pre-Prep, including the EYFS, will be taken to Westbrook+ clubs by a member of staff or collected by the personnel running the activity.

Pre-Prep pupils not attending a club are cared for in Home from Home until collection.

Years 3-8 pupils make their own way to their clubs after a supervised snack in the Rose Garden dining room.

Year 3-8 pupils are signed out to their parents from their clubs by the teacher in charge of the club. Those not collected are taken to the Supper Club in the Rose Garden dining room.

Pre-Prep pupils are collected from their clubs at 4:30pm from the Pre-Prep Atrium by their parents/carer and registered into their care. Any child who remains will be taken to Home from Home Club and registered into their care, together with the children who are pre booked.

### **PUPILS WHO ARE NOT COLLECTED AT HOME TIME**

- Pre-Prep children who are attending a Westbrook + activity remain in their classroom until 3:45 when they will either be collected by the person undertaking the activity or taken to their activity by a member of staff. Any child who has not been collected will be taken to Class Club and their parents will be contacted to determine when collection can be expected. A register of children attending the club will accompany the children, together with details of children who are absent and therefore will not be attending, and their alternative collection arrangements.
- Prep School pupils who are not collected by parents after school will be taken to Westbrook+ (specifically, the homework club in the mansion).

Children not collected by the time that duty staff have to leave will be handed into the care of either the Deputy Head or Head Teacher or, in their unlikely absence, a member of the teaching staff.

### **GENERAL**

- Pupils are not allowed on site without supervision.
- On arrival, parents will be responsible for their children until they are either handed over to a member of staff or registered on site by a member of staff.
- On collection, parents will be responsible for their children from the time they are signed out and handed into parents' care.
- Sufficient numbers of staff to satisfy EYFS ratios and risk assessments are provided

### **DURING THE SCHOOL DAY**

#### **PRE-PREP (NURSERY – YEAR 2)**

Pupils in Pre-Prep, including those in the EYFS, are supervised throughout the school day. Staffing arrangements are put in place to meet the needs of all children and to ensure their safety. The ratio of children to staff and qualifications of staff in the EYFS are in line with the Statutory Guidance in the Framework for the Early Years Foundation Stage (2021). Details of staffing and qualifications can be found on the school website. Pupils in the EYFS will only be released at the end of their day into the care of a parent or other individual whose name has been notified to us in advance, in writing. Pupils in the EYFS will always be in sight and hearing or, sight or hearing.

#### **MOVEMENT OF PRE-PREP CHILDREN BETWEEN AREAS**

To ensure safety when moving between areas in Pre-Prep or from the Pre-prep building to other areas of the school, for example the Library, Pre-Prep children are systematically counted:

- as they exit the starting area (e.g. their classroom);
- as they exit or immediately once outside the building they are leaving (e.g. Pre-Prep);
- as they arrive or immediately once inside their destination area;
- If the journey involves moving to or from areas where there is limited visibility additional checks must be taken at these points;
- Nursery children will hold onto a crocodile rope.

Pre-Prep Staff reinforce daily that the children must not leave the presence of their teachers without permission – e.g. to go to the toilet. A summary of the counting procedure is given as

a hard copy to Pre-Prep Staff and displayed by each of their classroom doors. A termly update of this procedure is also given by the Head of Pre-Prep to Pre-Prep Staff.

### **PREP SCHOOL (YEARS 3-8)**

During the school day Years 3-8 pupils are supervised during all lessons.

At break/lunch break and moving between lessons pupils are expected to move around the school unsupervised and in accordance with our school rules. They should arrive at lessons promptly. The school has expected 'learning behaviours' for the pupils which include actions to take if they arrive at a lesson before the teacher.

### **Peripatetic Music Lessons**

Pupils in Years 2-4, who are starting peripatetic music lessons for the first time, will be collected and returned to class by their peripatetic-teacher. For Year 2 pupils this will continue throughout the year. For Year 3 and 4 pupils new to one-to-one music lessons, this will be the first couple of lessons only.

### **Pupils leaving early for appointments or who are ill and need to go to the office**

- Any pupil over Year 4, who is ill, will be escorted to the School Office by another child.
- Below Year 5, any child who is ill or leaving early will be escorted to the office by the Teaching Assistant or (TA) or teacher.
- Some Years 3-8 pupils may on occasions be sent, unsupervised, on an errand. This will only apply to those pupils deemed mature and sensible enough to cope with the responsibility.
- In Year 2 running errands will only be within the Gadebridge Building.
- Years 3-8 pupils are permitted to move around the school from lesson to lesson, at break and lunch break unsupervised. Expectations are explained to the children at the start of each term and reinforced if expectations are not met.
- Years 7 and 8 are on occasions, such as on arrival in the morning, at break, lunch break and after an exam allowed some free time, when they will not always be supervised, but they will remain in a limited area, such as their common room. These pupils are either supervised remotely (teacher available in a different room) or are expected to find the nearest adult if there is a problem.
- Arrangements are made to ensure pupils are supervised during plays and concert rehearsals, or other events that bring small groups into school out of hours.
- Members of the P.E and Games Department supervise pupils to and from and at both home and away matches. Pupils not collected by their parents at away matches are brought back to school by the Staff and either signed out into the care of their parents at school, or taken to Westbrook+.
- **REGISTRATION**  
Pupils are registered at the start of the morning, during registration, by their form tutor. This takes place between 8:15am and 8:30am. Pupils who have attended morning Westbrook+ may go to their form rooms from 8am, where the teacher is present.
- Registration is done electronically through our MIS (Schoolbase). The School Secretary monitors daily attendance and is responsible for its accuracy.
- Pupils are registered for afternoon attendance as they enter the dining room for lunch. Absentees are reported to the school office.
- Parents are responsible for notifying the school if their child is absent for any reason. The School Office will always contact the parent if a child fails to arrive at school without an explanation.

- Late arriving pupils are expected to sign in at the school's front office.

### **MEDICAL SUPPORT**

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 on My School Portal and on First Aid notices that are displayed around the school. First Aid bags are in all potentially high-risk areas, as well as in the School Office. A child's personal emergency medication (e.g. Epipen/inhaler) is taken with the child wherever they go and First Aid bags accompany all children on a trip, visit or fixture containing all relevant medication.

In Pre-Prep, all first aiders are trained in Paediatric First Aid and accompany the children throughout their day and on trips. A child's personal emergency medication accompanies the child wherever they go. First Aid boxes are in each classroom in Pre-Prep. In addition, a First Aid kit is carried when the children are exploring the grounds and on trips.

### **SUPERVISION WHILE 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 staff when travelling to and from school on the school buses during morning and evening bus runs, but they are expected to behave responsibly. Pupils in the Nursery and Reception do not travel on the morning and evening school bus runs.

### **SUPERVISION WHILST USING THE WALKING BUS**

Pupils are supervised by 2 members of Westbrook Hay staff whilst using the walking bus and are expected to behave responsibly. The walking bus is not available to Pupils in Nursery and Reception. Parents/pupils sign a code of conduct for participation in this activity.

### **SUPERVISION DURING MORNING & LUNCH BREAKS**

Westbrook Hay School prides itself on its extensive grounds and wide variety playtime activities available to our children. We have a large rockery area, an adventure playground, a hardcourt, an inner garden area, two sports-fields and several areas of woodland skirting the above, and an outdoor classroom adjacent to the Pre-Prep building. **Weather and conditions permitting**, our children are allowed to play in these areas, climb certain trees and make camps. All areas are monitored by staff during outside breaks through the publication of a duty rota by the Deputy Head.

- **Tree climbing** – this is allowed on certain trees and providing one of the outside duty staff is aware and in the proximity of the tree(s) being climbed. Children climbing trees are instructed to be sensible and in mind of their and others' safety. Trees that cannot be climbed, either in order to preserve them from harm or because they are deemed unsafe to climb are either 'taped' off or have yellow painted rings around their trunks. The children are instructed not to climb these trees.
- **Camps** – these have been in existence for many years and are firm favourites of the children and are constantly being modified by them. The children are instructed not to equip their camps with anything dangerous, not to raid each other's camps and never to wield or use sticks or branches as weapons. Staff regularly monitor the children's camps to check for and ensure the children's safety.
- **The Rockery** – The children are instructed to take care while playing in this area and are monitored by staff while they do so. If conditions are damp or icy, then for their safety the children are not allowed in this area as it can become slippery and dangerous. Instead, the

children will play either on the hardcourt or in the inner garden. Only one year group may play on the rockery at a time.

- **Adventure playground** – a shared area which children may only enter with staff supervision.
- **The Hardcourt & Inner Garden** – these are shared areas and monitored by staff so that older and younger children can play safely. Ball games are allowed in these areas.
- **The Sports-fields ('Outer' or 'Mid' Field)** – only Years 5-8 are allowed in these areas\*, and only at morning break-times\*. Again, ball-games are allowed and the area is patrolled by staff. In the summer when the cricket nets may be used, an extra member of staff oversees this area, ensuring the children are wearing the correct safety gear and playing cricket sensibly and safely in the nets.
- **Out-of-Bounds Areas** – outside areas of the school that are out of bounds to the children, for example, the perimeter trees, the area adjacent to the Grounds Staff building, the staff car park, the bonfire area, the 'dark woods' etc are bordered by red-topped posts which the children know not to pass. Beyond the posts is a 2m high security fence around most of the perimeter.
- **The 'Dark Woods'** – this is an area of woodland at the far side of the school swimming pool and it leads down to a public bridle path. The Pre-Prep 'Woodland School' is located within these woods. As with all out-of-bounds areas, children know that they are not allowed to enter unless being supervised by members of staff.
- **Pre-Prep outdoor classroom** – this area is used primarily by Nursery and Reception during the school day, but it is also used by Year 1 and 2 during Class Club and Home from Home.. When using this area, the member of staff in charge must ensure that the door to the Pre-Prep Atrium is locked, and side and rear gates closed and locked, and use of the equipment must be adequately supervised, in line with the Pre-Prep Outdoor Classroom risk assessment.
- **Staff Supervision** – pupil supervision at playtime is organised by the Deputy Head and the Head of Pre-Prep. Rotas are distributed and these are accompanied by expectations of what duty entails. Supervision is based on EYFS ratios and a risk assessment.
- **Site Security** - the site is secured by a 2m high security fence around the majority of the grounds. Electric gates secure the only vehicle entry and exit.

### SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits policy, which includes the EYFS.

### UNSUPERVISED ACCESS BY PUPILS

- Our pupils are not allowed into the swimming pool area or the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without staff supervision. The sports hall door is locked on a keypad and the swimming pool is locked.
- We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the Science Laboratory, the Design & Technology Workshop, the Art Room and kiln room etc. 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 Workshop, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

- **SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY**

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

### **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.

This induction is carried out by HR and the Deputy Head, with further and ongoing direction from the appropriate Heads of Years, together with daily advice and guidance from each new member of staff's mentor. This includes guidance on areas within the buildings and grounds that should be regularly checked when staff are on duty outside normal lesson times, and is available in the staff handbook.

In EYFS, staff have all received training in ratios etc. and the Statutory guidance is on hand at all times. This guidance is included on daily Nursery staffing sheets as ratios change in accordance with the qualifications held by staff and can change throughout the day. Information about ratios is also provided on the Pre-Prep information sheet, which is re-issued termly, as is the Pre-Prep transition/supervision procedure.

The Pre-Prep Risk Assessment states that it is the responsibility of the most experienced practitioner on duty to make any necessary decision; for example, when to evacuate an area, when not to allow children to climb on equipment made unsafe by weather conditions during a duty etc. This information is also reiterated at the beginning of each term in Pre-Prep Staff Meetings.

Questions regarding ratios are asked as part of the interview procedure, as anyone holding an EYFS qualification is expected to have this information at their fingertips. Through holding the qualification, staff are committed to maintaining ratios, as it is covered by one of the twelve principles of an Early Years Practitioner. All Pre-Prep staff are asked to revisit these principles annually as part of their CPD review.

Reviewed by Mark Brain, Headmaster 15.10.21

This policy will be reviewed every 2 years or in line with any changes to regulation or statute.