

## 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 pupils 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 (Lower School);
- 3.45pm (Year 2);
- 4.00pm (Years 3 and 4), and
- from the completion of their sport or afternoon activity session (Years 5-8) – unless they are staying late for evening prep / an evening club / a sports fixture / a special evening activity or After-School.

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 registered out and handed into their parent's care. Sufficient numbers of staff to satisfy ratios are present on duty in the school in order to supervise pupils whenever they are in the school outside normal school hours. Members of the Upper School and Middle School teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties. Early Years Teachers are also expected to fulfil duties in Lower School After-School.

### The main staff duty times are:

- Early morning (7.30am – 8.15am)
- Morning Break
- Lunch-times
- Lower School After-School (3.30-4.00pm)
- Lower School After School (4.00-5.50pm)
- Middle School After-School (4.00-5.50pm)
- Upper School Prep (4.25-5.00pm)
- Upper School After-School (5.00-5.50pm)

## DURING THE SCHOOL DAY

### Lower School (Nursery – Year 1)

Pupils in Lower School, 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 (2017). 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 Lower School children between areas**

To ensure safety when moving between areas in Lower School or from Lower School to other areas of the school, for example the Dining Room, Lower School 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. Lower School);
- 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.

Lower School 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 Lower School Staff and displayed by each of their classroom doors. A termly update of this procedure is also given by the Head of Lower School to Lower School Staff.

### **Middle and Upper School (Years 2-8)**

During the school day Middle School (MS) and Upper School (US) 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.

Year 2 pupils, as part of their 'transition' from Lower School, are escorted to and from lessons at the start of the autumn term. As the term progresses (and, depending on the maturity of the Year 2 children, the time period can vary from year to year) they are allowed to move between lessons and go out/return from break unsupervised. This is usually the case by autumn half term, but the transition may take longer, depending as stated on the maturity of the children.

Year 2 pupils and pupils in Years 3 and 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.

### **After School Clubs**

Pupils in Lower School, including the EYFS, will be taken to after school clubs by a member of staff or collected by the personnel running the activity.

Year 2 pupils are always escorted and returned from their after-school clubs. Years 3 and 4 pupils make their own way to the clubs. Those Year 3 and 4 pupils not collected by parents from their club will be returned to After-School in MS by the staff taking the club, where they will be registered.

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

Any pupil who is ill in MS will be escorted to the School Office by another child. In Year 2, any child who is ill or leaving early will be escorted to the office by the Teaching Assistant (TA).

All MS pupils may on occasions be sent on an errand to the School Office or another classroom unsupervised. In Year 2 this will only apply to those pupils deemed mature and sensible enough to cope.

## Upper School

Pupils in Upper School are expected to move around the school from lesson to lesson, at break and lunch break unsupervised and in accordance with the School Rules. Years 7 and 8 are on occasions, such as on arrival in the morning, at break, lunch break and after an exam allowed free time, when they will not always be supervised, but they will remain in a limited area, such as form rooms.

Year 8 pupils are allowed to use the PAC (Performing Arts Centre) Foyer at break times as a 'common room/meeting area' and are not officially supervised, but monitored by staff present in the PAC and those passing through to and from Middle School and to and from the Science Lab.

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 the 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 Games Staff and either registered out into the care of their parents at school, or taken to the relevant After-School session.

## REGISTRATION

Pupils are registered at the start of the morning and afternoon sessions, and also for early arrivals (pre 8.10am), Breakfast Club, After-School Care and when released at the end of the day into the care of their parents/guardians. (*Please see Appendix 1 – Registering Children's Arrival & Departure – Procedure for Parents – attached*). 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.

## 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 the intranet 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 Lower School (Nursery – Year 1) 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 the Lower School. 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 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 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, a hardcourt, an inner garden area, a sports-field and several areas of woodland skirting the above, and an outdoor classroom adjacent to the Lower School 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 and the children are constantly being reminded to be mindful of their and others' safety at all times.

- **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 fenced 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** – this area is currently the sole province of Year 2, until such time as we have completed our provision of a specific Middle School (Years 2-4) outside play area. 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.
- **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-field (or 'Outer Field')** – only Upper School (Years 5-8) are allowed in this area, 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 posts which the children know not to pass.
- **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. Within these woods is contained the Lower School 'Woodland School'. As with all out of bounds areas, children know that they are not allowed to enter unless being supervised by members of staff.

- **Lower School outdoor classroom** – this area is used primarily by Lower School (Nursery-Year 1). It may be used by other year groups with prior arrangement with the Head of Lower School. When using this area, the member of staff in charge must ensure that the door to the Lower School Atrium is locked and use of the equipment must be adequately supervised, in line with the Lower School Outdoor Classroom risk assessment.
- **Staff Supervision** – in addition to those staff seeing the children out and back in the changing rooms before and at the end of Breaks, we have at least three members of staff on outside morning break and lunch-break duty. They are instructed to be vigilant and pro-active at all times. They patrol as best suits where the children have gathered to play but in the main one member of staff will oversee the Rockery and adjacent Hardcourt, one the Inner Garden and one the Sports-field.

## **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.

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.

In Middle and Upper School (Years 2-8) this induction is carried out by HR, with further and ongoing direction from the appropriate Heads of School, 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 Lower School information sheet, which are re-issued termly, as is the Lower School transition/supervision procedure.

The Lower School 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 Lower School 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 Lower School staff are asked to revisit these principles annually as part of their CPD review, and annually complete the NDNA online EYFS questionnaire, which among other areas focuses on ratios.

**This policy is written with regard to KCSIE 2019 and should be read in conjunction with the following Westbrook Hay Prep School policies:**

- Security, Access Control Workplace Safety and Lone Working
- Educational Trips and Visits
- Missing Child

Reviewed by Governing Body January 2020

Next Review by Governing Body due January 2021

## APPENDIX 1 – REGISTERING CHILDREN’S ARRIVAL & DEPARTURE – PARENTS’ PROCEDURE

All children must register upon arrival and departure from school. We would therefore be extremely grateful if you would help us by observing the following procedure:

### ARRIVAL AT SCHOOL

#### 1. Arrival at school before 8.15am

Children must register in the following areas, all of which will be supervised by staff members:

**Children booked into breakfast** – please register in the Dining Room. Once children have finished their breakfast they then go to the appropriate areas below:

**Nursery-Year 2** – please register in the Dining Room, and then stay in the Conservatory. If parents so wish, **the older siblings of Nursery-Year 2 children** may remain in the Conservatory with their younger brothers and sisters. Those siblings should register in the Dining Room.

**Years 3-4** – please register in the Library and remain there until 8.10am.

Please ask your children to go to the Library by following the corridor around from the Kitchen and not to go there via the Dining Room. Thank you.

**Years 5-6** – please register in the IT Yellow Room and remain there until 8.10am.

**Years 7-8** – please register in Dining Room and then go straight to classrooms (Year 7 to 7M and all Y8 to 8W).

**Children will then be taken or released to Form Rooms at 8.10am:**

Nursery-Year 1 children will be escorted over to Lower School.

Years 2, 3 & 4 will be escorted over to Middle School.

Years 5-6 will be released from the IT Suite to make their own way to their Form Rooms.

#### 2. Arrival at school after 8.15am

Depending on their age, children should be escorted by parents or make their own way direct to their Form Rooms, to be registered by their Form Teachers.

#### 3. Late arrivals (after 8.25am)

Children must go straight to the School Office to be registered.

### DEPARTURE FROM SCHOOL

Please encourage your children to say goodbye to the member of staff responsible for your children at the time of collection. Those staff must register your children into the care of their parents so it is essential that know they have been collected. Thank you.

#### Lower School and Middle School

Unless children are staying on for an Evening Club, Sports Fixture or After-School, they should be collected by their parents/guardians from their class teachers at:

- 3.30pm – Lower School
- 3.45pm – Year 2
- 4.00pm – Years 3 and 4



**Lower School children (Nursery-Y1) NOT collected at 3.30pm:**

- Children who have an Evening Club or who are staying for LS After-School should be collected from LS After-School at the time arranged. They will be registered out in to the care of their parents/guardians upon collection. Children attending an activity of club **which commences at 3.30pm** will be collected from the Lower School building by the member of staff taking the club, or delivered by a member of staff, as arranged.
- 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.
- Children attending a club **which commences later than 3.30pm** (for example, Pepperpot and Multisports) will remain in a classroom with a member of staff until the commencement of the activity, when they will be taken to their club by a member of Lower School staff.
- As above, a register of children attending the club will accompany the children, together with details of children who are absent and who will not be attending, and their alternative collection arrangements.
- Pupils should be collected from these clubs by their parents/carer and registered into their care. Any child who remains after 5 minutes will be taken to Lower School After School and registered into their care, together with the children who re booked into After School Care, by the person running the club or a member of staff, as arranged.
- Pupils who are not collected by their parent/carer at 3.30pm and who are not booked into a club or activity, will be taken to Lower School After School Care and signed out into the care of their parent/carer upon collection.
- Where a child is not booked into After School Care, but remains after 4.00pm, they will automatically be booked into After School Care, and parents will be contacted to determine when collection can be expected.

**Middle School children (Y2-4) NOT collected at 4.00pm:**

- Children who have an Evening Club or who are staying for MS After-School should be collected from that Club when it ends or from MS After-School at the time arranged. They will be registered out in to the care of their parents/guardians upon collection;
- Those children not collected at the end of the Club will be taken to MS After-School. They will be registered out when their parent/care collects by MS staff.

**Middle School children (Years 2-4) not collected by 5.50pm:**

- These children will be taken to the US Late Collection staff in the IT Suite.
- Parents/guardians must collect their children from the IT Suite and ensure their children have been signed into their care by the US member of staff on duty.

**Upper School children being collected before 4.15pm:**

- Parents should collect their children from the US Front hall and the children will be registered out by Office Staff.

**Upper School children leaving between 4.15 and 4.25pm:**

- Parents/guardians collect their children from the School Yard. Children must say goodbye to the member of staff on duty and be registered into the care of their parents/guardians.

**Upper School children leaving between 4.25 and 5.00pm:**

- At 4.25pm, Yard duty staff take uncollected US children to the Dining Room for Evening Prep.
- Children must be collected from Prep in the Dining Room by their parents/guardians.
- Children must say goodbye and register out with Prep duty staff, including those leaving when Prep finishes at 5.00pm, and into the safekeeping of their parents/guardians.

**Upper School children leaving between 5.00 and 5.50pm:**

- Children who are not collected by 5.00pm are either staying on to an Evening Club or they will be taken to the IT Suite.
- Parents/guardians must collect their children either from the Club or from the IT Suite. In either event, the children must say goodbye and be registered out by either the member of staff taking the Club or the member of staff on Late Collection duty in the IT Suite into the care of their parents/guardians.

**Upper School children returning from sports fixtures before 5.50pm:**

- Parents/guardians should collect their children from the member of staff supervising that fixture. Children must say goodbye and be registered out into the care of their parents/guardians.
- Any children not collected by 5.50pm will be taken to the IT Suite and handed over to the Late Collection duty staff – parents/guardians collect from there, following the same 'goodbye'/'registering out' procedure as above.

**Children returning from Sports Fixtures / Trips after 6.00pm**

- Children will remain in the care of the staff who brought them back from the fixture and register off the premises when their parents collect.
- Parents of children not collected by the time stated on the fixtures/trip information will be contacted by the staff responsible for those children. In the event of any problems the deputy head or Head will be contacted by those members of staff.

**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 or, in their unlikely absence, a member of the teaching staff.**