

14ac PUPIL SUPERVISION POLICY (Including EYFS)

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

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Policy Owner	Deputy Head Pastoral
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PUPIL SUPERVISION POLICY (Including EYFS)

This policy is written with regard to Keeping Children Safe in Education and should be read in conjunction with the following Westbrook Hay School and MHEG policies:

- Extra-Curricular Activities Policy (Westbrook +)
- First Aid Policy
- Educational Visits and Trips Policy
- Health and Safety Policy
- Safeguarding and Protecting the Welfare of Pupils Policy

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
- 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
- Unsupervised access by pupils:
 - 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.
 - 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, Food Technology, 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 and Catering areas of the school. Clear signs are displayed.

- 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
- Our Security, Access Control & Workplace Safety and the MHEG Health and Safety policy describes the arrangements for safety of the entire school

STAFF INDUCTION

All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. This induction is carried out by members of the Executive Group, HR and Line Managers, with further and ongoing direction from the Heads of Section, together with regular advice and guidance from each new member of staff's mentor.

PUPILS' ARRIVAL AND DEPARTURE

Pupils must not arrive at school before 07:30 and, if not staying for after school clubs and wraparound care finishing at 18:00, are expected to go home at 15:30 (Nursery, Reception and Years 1-2) or 16:25 (Years 3-9). The school day ends at 18:00, some organised events have a stated collection time later than 18:00, this is communicated to pupils, parents and staff in advance. 'Westbrook+' is the name given to the school's after school clubs and before/after school wraparound care.

BEFORE SCHOOL

Pupils may arrive from 07:30. Nursery pupils report to their normal drop off and collection point, the side entrance to the Pre-Prep building near PP5 for Breakfast Club. Reception and Year 1 pupils report to the Pre-Prep Dining Room for Breakfast Club. Years 2-9 pupils report to the Dining Room for Breakfast Club. All pupils are registered upon arrival and stay in their location under the supervision of the staff on Breakfast Club Duty. Year 9 pupils are allowed to go to their house room, once they have signed in and are under remote supervision. Other senior pupils are allowed to go to a designated and supervised form room once they have signed in.

Prep School (Years 3-6) pupils are dismissed from Breakfast Club at 08:00 and go to their Form Rooms. Form Tutors are present from 8:00, with Registration taking place for Years 3-9 from 08:00 to 08:25 electronically on School Base. Year 2 pupils stay in the Dining Room until 08:25, under the supervision of the staff on Breakfast Club duty. Nursery, Reception and Year 1 pupils stay in their Breakfast Club

locations until 08:20, under the supervision of the staff on Breakfast Club duty where they are then taken to their classroom for handover.

DURING SCHOOL

Pre-Prep

Pupils in Pre-Prep, including those in EYFS, are supervised throughout the school day. Staffing arrangements are put in place to meet the needs of all pupils and to ensure their safety. The ratio of pupils to staff and qualifications of staff in EYFS are in line with the Statutory Guidance in the Framework for the Early Years Foundation Stage. Pupils in 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.

To ensure safety when moving between areas in Pre-Prep, or from the Pre-Prep building to other areas of the school, pupils 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 pupils will hold onto a crocodile rope

Staff reinforce daily that the pupils must not leave the presence of their teachers without permission. Regular reminders are also given by the Head of Pre-Prep to Pre-Prep Staff either during Inset and/or weekly staff meetings.

Prep and Senior

During the school day pupils are supervised during all lessons. Pupils are expected to move around the school unsupervised and should arrive at lessons promptly. The school has expected 'Learning Behaviour' for the pupils which include actions to take if they arrive at a lesson before the teacher.

Transport To/From School

Parents are responsible for ensuring that their children travel safely to and from

school. Some parents take up the offer of booking their children in Years 1-9 onto transport, provided by the school, to travel to and from school. If using transport provided by the school, once signed in they are the responsibility of the member of staff who is driving and once signed out they are the responsibility of the parent.

Some Senior pupils are allowed to walk home or use public transport after Westbrook+ clubs finish that take place off the school site in the local area. Some Senior pupils are allowed to walk home or use public transport before or after using transport provided by the school. In both cases, permission should be sought from the Head of Section and confirmation received that parents understand that once signed out their child is their responsibility.

Registration and Signing In/Out

Morning registration is done electronically. The School Secretary monitors daily attendance and is responsible for its accuracy. Late arriving pupils are expected to sign in at the Front Office. Parents are responsible for notifying the school if their child is absent for any reason. The Front Office will always contact the parent if a pupil fails to arrive at school without an explanation.

Parents of pupils leaving for an appointment during the school day are expected to sign them out and then back in, if returning that day, at the Pre-prep Office or Front Office. Prep and Senior pupils are registered for afternoon attendance as they enter the dining room for lunch and any missing pupils are reported to the Front Office.

Peripatetic Music Lessons

New pupils who are starting peripatetic music lessons for the first time, will be collected and returned to class by their peripatetic music teacher. For Years 1-2 pupils this will continue throughout the year. For Years 3-4 pupils new to one-to-one music lessons, this will be the first couple of lessons only.

Medical, Appointments and illness

The majority of staff are trained and qualified as First Aiders and are able to give emergency First Aid. First Aid training for all staff takes place during Inset every three years. First Aid bags are in all potentially high-risk areas, as well as in the Front Office. A pupil's personal emergency medication (e.g. EpiPen/inhaler) is taken with the pupil wherever they go and First Aid bags accompany all children on a trip, visit or fixture containing all relevant medication.

In Pre-Prep, all staff are trained in Paediatric First Aid and accompany the children throughout their day and on trips. A pupil'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.

Pre-Prep pupils who are ill or leaving early for an appointment will be escorted to the Pre-Prep Office by the Teacher or Teaching Assistant and then signed out. Any Prep or Senior pupils who are ill will be escorted to the Front Office by another pupil. Prep and Senior may go to the Front Office unsupervised, such as leaving early for an appointment.

BREAK TIME SUPERVISION

The school prides itself on providing a holistic education, its commitment to the outdoors and extensive grounds. There is an adventure playground, hardcourt, inner garden, outdoor classroom, outdoor playground, sports fields and woodland areas. Weather and conditions permitting, pupils are allowed to play in these areas, climb certain trees and make camps. The following areas are monitored during break times and lunch times by staff allocated to roles by the duty spreadsheet:

- Tree climbing
- Hard Courts
- Adventure Playground
- Lawn
- Changing rooms
- Mansion and yard
- Outer Field
- Cricket Nets
- Peter Rabbit Garden
- Outdoor Classroom

Year 9 are allowed use of their house room during breaks, under remote supervision. The use is monitored by the House Mistress, a rota is sometimes used and bans can be introduced where behaviour falls below expectations.

Pre-Prep Outdoor Play

Either takes place in the Pre-Prep Outdoor Playground, Peter Rabbit Garden or the Inner Garden. All children in Pre-Prep are allowed to use the Hard Courts. Children in Years 1 & 2 are allowed to use the Adventure Playground. The rockery is not to be used, at any time, by children in Pre-Prep. Sufficient numbers of staff are allocated to Pre-Prep duties and comply with EYFS ratios.

Prep and Senior Outdoor Break/Play

Staff are regularly reminded of the following during Inset and/or weekly staff meetings:

- Staff are stationed at specific areas to ensure that a member of staff is visible to pupils (and vice versa) at all times.
- Staff will have radios in case of emergency or need to coordinate movement between duty areas.
- Staff must inform Charlotte Hearne, Head's PA, if they are unable to fulfil a duty and cover will be provided.
- Any pupil who requires First Aid should be sent to the Front Hall to the Medical Coordinator, depending on the severity and/or age of the pupils, with a friend or accompanied by one of the members of staff on duty.
- No phones or photographic equipment to be used, unless permitted for marketing purposes or in an emergency.
- Staff on duty should complete an inspection of the area to ensure that the area is safe of foreign objects, such as: litter, glass, animal faeces etc.
- There are designated times when year groups use the Adventure Playground, these are found on the termly Duties spreadsheet circulated by the Deputy Head Pastoral at the beginning of term. These timetables are also displayed in classrooms.
- All staff to monitor the condition of the Adventure Playground when they are on duty and report problems to the estates team, the Deputy Head Pastoral and Bursar.
- Tree climbing is allowed on specified trees (excluding November to February) that have play bark around them.
- Hard balls can only be used if the batter is using a full set of pads, including a cricket abdominal guard (box) and helmet.

Wet Breaks

Wet Breaks are avoided, if at all possible, so that the pupils get some much needed fresh air. However, if required:

- These are called by the members of staff on duty and 'Wet Break' duties are kept to those doing duties on the day
- If a wet break needs to be called, ensure that you follow the instructions below for where you will be supervising pupils:
- Pre-Prep Morning and Lunch Break Duty Staff assist in Classrooms
- Inner Garden Adventure Playground Teacher supervises M1 and M2
- Inner Garden Hard Court supervises upstairs in Gadebridge
- Inner Garden Lawn/Woods supervises downstairs in Gadebridge
- Yard and Mansion supervises M3, M4 and House Room
- Outer Field should help supervise upstairs in Gadebridge during Lunch
- Wet break is called immediately in case of thunder or lightning
- The person on duty should risk assess and decide whether surface/area is safe for use

AFTER SCHOOL

Separate paper registers are kept for signing out and Westbrook+ staff register at the Pre-Prep Building or Dining Hall, liaising with the School Office regarding any absences and returning registers.

Pre-Prep (Nursery to Year 2)

Pupils in Pre-Prep, including EYFS, finish school at 15:30. Pupils are collected and signed out from their designated signing out venue in the Pre-Prep Building. Pupils staying after 15:30 attend Class Club or other Westbrook+ Clubs, they are collected from the Pre-Prep Atrium at 15:45 by the member of staff running the activity. Any pupils who are not collected will attend Class Club and their parents will be contacted to determine when collection can be expected.

Westbrook+ Clubs finish at 16:30 and pupils are collected at this time from the Pre-Prep Atrium or a specific area as specified by the club leader, parents will be made aware of this directly from those leading the clubs. All remaining pupils attend Home from Home Club, initially in the Pre-Prep Dining Room for Tea and are signed in by the member of staff on duty. Pupils are signed out by the member of staff on duty from 16:30 to 18:00, when the school day ends.

Prep and Seniors

At 16:15, all Prep and Senior students return to their form rooms and house room (Year 9 only) for 10 minutes to prepare for collection and to receive any notices from their Form Tutor. Form Tutors accompany their tutees to their designated signing out venue and sign out the pupils to their parents. Any pupils who are not collected should be taken to the Front Office to determine when collection can be expected, some will then join Homework Club.

Years 3-4 pupils attending Westbrook+ Clubs are accompanied to the Dining Hall by their Form Tutors. Years 5-9 pupils attending Westbrook+ Clubs sign out from their Form Rooms at 16:25 and go to the Dining Hall, rather than their designated signing out venue. Pupils staying after 16:30 attend Homework Club or other Westbrook+ Clubs, they are collected from the Dining Room by the member of staff running the activity.

Westbrook+ Clubs finish at 17:15 for Prep pupils and 18:00 for Senior pupils and collected from the Yard. All remaining Prep pupils attend Tea at 17:15 and are signed in by the member of staff on duty. Any pupils who are not collected should be taken to the Front Office to determine when collection can be expected, some will then join Tea. Pupils are signed out by the member of staff on duty from 17:15 to 18:00, when the school day ends.

Match Days

Years 3-4 pupils taking part in Match Days on a Thursday afternoon, Years 5-8 pupils taking part in Match Days on a Wednesday afternoon and Year 9 pupils taking part in Match Days on a Tuesday afternoon are supervised by members of the Sports Department. Staff are given Match Day paper registers by the Front Office, pupils are signed in by a member of staff and signed out to parents either at the opposition school or from the Yard. The same applies to sports events that take place on other days of the week and that have a finish time after 18:00.

Pupils not collected by 18:00

Pupils not collected by 18:00 should go to the Front Office, with the member of staff on duty, to determine when collection can be expected. At this stage, the Deputy Head Pastoral or Head (resident staff) should be contacted to ensure that supervision can continue until collection. Sports Department staff should also contact the Deputy Head Pastoral or Head (resident staff) if pupils are not collected shortly after a finish time after 18:00.