



PUPIL SUPERVISION POLICY

(October 2023)

The School Mission Statement

To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do.

Date Reviewed: October 2023

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 7.30am when at least three members of staff are on duty in the breakfast club. One member of staff is also responsible for supervising the gate to ensure pupil safety from 8.30am. At least three members of the staff are always present in order to supervise pupils whenever they are in school outside normal school hours.

All members of the teaching staff and teaching assistants are expected to take their share of morning break and before school supervisory duties.

The main duty times are:

- Early morning duty (7.30am – 8.30am)
- Break duty (10.00 to 10.15 or 10.15 – 10.30am)
- Lunch duty

Staff supervising clubs are expected to be responsible for those children until they are collected or escorted to After School Club and signed in.

Children from Nursery to Year 6 may attend After School Club, between 3.30pm and 6.30pm. (Please note that children who have not attended school during the day may not use the after school club.)

Arrangements are made to ensure pupils are supervised at other events that bring small groups into school out of hours, e.g. PTFA Children's Disco (but not necessarily staff members).

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The Admission secretary follows up on any absences on the first day of absence.

In Early Years we will only release a child at the end of his or her session into the care of a parents or other individual whose name has been notified to us in writing in advance. All parents are provided with a code word when they join and any adult must use this word for the child to be released into their care. Therefore we ask parents to advise staff

of new nannies and au pairs/play dates etc. If we have not received such notice or the correct code word the parent will be telephoned to check before the child is released. For all other year groups, parents are advised to notify the office as to any adult who may collect the child.

MEDICAL SUPPORT (see First Aid and Administration of Medicine Policy)

A number of members of the teaching staff and non-teaching staff who are trained and qualified as First Aiders are available to administer first aid, to deal with any accidents or emergencies or to help if someone is taken ill. We always make sure that a qualified First Aider is on duty whilst our children are in school or After School Club.

Each class has their own First Aid Bag which accompanies the class wherever they go. This includes Breakfast Club, After School Club, lunch, PE lessons and any education off site visits. All medication is also contained within these bags. The First Aid Coordinator regularly checks and replenishes the first aid boxes from a central store.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

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

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Health & Safety on Educational Visits."

UNSUPERVISED ACCESS BY PUPILS

At swimming lessons 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.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

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 risk assessments for play areas.

Related Policies:

Policy for Educational Visits

Policy for Children not Collected

First Aid & Administration of Medicine Policy