



## **St Margaret's Preparatory School**

### **Pupil Supervision Policy**

**(This is a whole school policy which also applies to the EYFS)**

This document is a statement of the aims, principles and strategies for Pupil Supervision at St Margaret's Preparatory School. It was developed through a process of consultation and should be read in conjunction with the Code of Conduct for Staff, the Behaviour & Discipline, Anti-Bullying, e-Safety and Equal Opportunities Policies, as well as documentation relating to Keeping Children Safe in Education (September 2016).

St Margaret's has put into place procedures and guidance for all staff regarding the effective supervision of pupils in School and on outings and trips. It is recognised that EYFS children require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

All members of staff receive thorough training on the school's expectations of the appropriate levels of pupil supervision and are expected to implement this policy in full.

#### **Pupils' Arrival and Departure**

Pupils may arrive at school from 8.00am, and are expected to go home by 6.00pm unless they are staying late for an event. Parents are responsible for ensuring that their children travel safely to and from school, whether by car, cycle, foot or other transport. Pupils travelling on school buses will always be supervised by a non-driving chaperone. Appropriate behaviour is expected and inappropriate behaviour will always be investigated and may lead to exclusion from school transportation. At the end of the day/session we will only release a child into the care of a parent or other individual whose name has been notified to us in advance. All classes have a designated Collection Point in the school playground, from where pupils may be collected by parents, carers or nominated persons. Parents of pupils in the Kindergarten collect their children directly from the classroom. Staff who run clubs and activities after school will escort pupils to the main front entrance for collection, whilst parents collecting children from Maggots After School Club should do so via the designated Maggots entrance.

If any child is not collected by 6pm they will remain in Maggots After School Club whilst staff attempt to contact their parents or emergency contact. In extreme circumstances children may be taken to St Mary's and looked after in a boarding house until such time as they may be collected. Parents will always be informed if this course of action is necessary.

## **General Supervision**

- Pupils are not allowed on site without supervision. At least two members of staff are always on duty to supervise pupils on school premises outside normal school hours.
- Members of the PE Department, supported by other colleagues, supervise pupils on both home and away matches.
- Pupils are supervised during play and concert rehearsals, or any other events that bring small groups into school out of hours.
- All members of the teaching and classroom support staff are expected to take their share of break and lunchtime supervisory duties, as well as early morning duties.

The main duty times are:

- Early morning duty (8.00am – 8.45am)
- Break duty (either 9.50-10.10 or 10.15-10.35)
- Lunch-time duty (12.30-1.15) - either on the Front Desk as First Aid support or in the playground on EYFS supervision

## **Registration**

At St Margaret's we take an electronic register of pupils at the start of the morning (by 8.25am) and afternoon sessions (by 1.45pm). Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without prior notice, or if an un-notified absence is requested by a pupil. Pupils who are late for registration are required to register in person at the Front Desk.

For children in EYFS we operate identical registration procedures to the rest of the school.

## **Medical Support**

All members of the teaching, administrative, and support staff at St Margaret's who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on first aid notices that are displayed around the school. Additionally, there is a qualified nurse on duty in the Health Centre at St Mary's 24 hours a day, who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

There are currently 10 paediatric first aiders at St Margaret's and we always ensure that at least one qualified paediatric first aider is on duty whilst our EYFS children are in school. First aid boxes are situated in all potentially high risk areas, as well as in the minibuses and the School Office. The Designated First Aider regularly checks and replenishes the first aid boxes.

In the event that pupils are taken to sporting/outdoor learning activities in the school grounds, staff are advised to ensure that they have a mobile phone with them in case they need assistance.

### **Supervision During Educational Visits**

The arrangements for the supervision of pupils and EYFS children during educational visits and trips out of school are described fully in our **Educational Visits** policy. The supervision of pupils is always in accordance with prescribed staff/pupil ratios and risk assessments are completed for all such visits.

### **Unsupervised Access By Pupils**

There are no occasions when the St Margaret's pupils are left unsupervised. They are always in the care of staff who hold full and relevant qualifications. 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 other equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the theatre 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, Maintenance, Catering and Caretaking areas of the school, unless supervised by staff in support of the curriculum.

### **EYFS Pupils**

The requirements for staff: child ratios of the EYFS statutory framework vary according to the age of the children in any particular setting.

Within the maintained sector, if the majority of the children in a class reach the age of five, six or seven during the course of the school year, the class is subject to the existing class size legislation, rather than to the EYFS statutory guidance. This means that an infant class should not contain more than 30 pupils while an ordinary teaching session is conducted by a single school teacher. The Independent Schools Inspectorate guidance is that in Reception classes the staffing ratio for teacher to children is also 1:30.

There is no guidance within the EYFS framework for ratio and qualification requirements for schools during lunchtimes and break times. However, under the Health and Safety at Work Act, the statutory responsibility for the health and safety of children within a school rests with the employer of the staff at the school. To that end, St Margaret's has determined that it is appropriate for a member of the EYFS staff to always be present during recreation times and that a minimum of 2 adults will be present. At St Margaret's, the ratio within the EYFS classroom is 1:8 and 1:5 for offsite visits.

## **Security, Access Control and Workplace Safety**

Our policy: **Security, Access Control, Workplace Safety and Lone Working** describes the arrangements for the safety of the entire school. This ensures that our duty to safeguard children is fully exercised, as well as safeguarding staff, equipment, buildings and facilities.

### **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.

### **Governance**

Governors will oversee the full implementation of this policy through regular reviews and monitoring exercises. The aim will always be to ensure that supervision arrangements in the school remain effective and that the wellbeing of pupils is always the paramount consideration.

KEC December 2016

### Review

**This policy will be reviewed at least annually by the Senior Leadership Team.**

### Effective Date

**This policy was last reviewed in December 2016.**

### Approved by Governors

**January 2017**