

Supervision of Pupils Policy

1. Policy

St. Andrew's recognizes its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety.

This policy is to be read in conjunction with the Educational Visits Policy.

All members of staff are required to have a complete understanding of their role in delivering the subject and their part in monitoring the achievements of pupils at the appropriate level and seeking continuous improvements. The policy can also be of use to inform other interested parties such as parents and governors as required. The policy has taken account of National Curriculum requirements, reports and advisory documents and following discussions with staff and Governors as appropriate.

It is very important, in the interest of safety and for the positive ethos of the school that an effective policy for the supervision of pupils is in place.

2. Procedure:

Before School:

Provision for the care and supervision of pupils whose parents have to deliver their children to school before the start of the school day is made by the Boarding House staff. For all Pre-Prep pupils supervision by a teacher is available from 8am, for Prep pupils, adult supervision is in place from 8:10a.m. Parents are reminded at regular intervals throughout the year.

Break Periods:

Prep School: A rota for adult supervision of pupils is in place. A minimum of one qualified teacher per each key stage will always be in place. Through use of teaching and support-staff, it is our aim to ensure that the number of adult supervisors will number at least two per key stage.

In the event of inclement weather, pupils will remain in their allocated classrooms, where adult staff will ensure regular supervision throughout.

During break-times, staff may be supported in their supervision duties by prefects ("Specials") selected from the senior pupils of the school.

Pre-Prep: A rota for adult supervision of pupils is in place. The statutory ratio for supervision is in place for both the Nursery and Pre-Prep Department. Please refer to the Pre-Prep Playground (Outdoor Play) Policy.

In the event of 'wet playtime' children will be supervised in either the Close or Casson Building by members of the Pre-Prep daily duty staff.

Please refer to Pre-Prep Sun Safety Policy for further information.

Lunchtimes:

Prep School: A rota for adult supervision of pupils is in place. The senior duty team member will ensure adequate supervision: in the lunch queue, inside the buildings and outside, or in classrooms, as the weather dictates.

Pre-Prep: Children in Robin, Nightingale and Wren classes are joined by their class teachers for lunch in the Nursery. Children in Kingfisher, Chaffinch and Swallow enjoy a family service lunch in the Small Dining Room with their class teachers. Children in Reception and Year 1 are supervised by their class teachers at a family service lunch. Children in Year 2 select their own choices from the servery, assisted by their teachers, they eat with their teachers in the Main Dining room, but are supervised by Teaching Assistants.

Please refer to Pre-Prep Sun Safety Policy for further information.

After School:

Prep School: Several after-school interest clubs are provided by members of staff, during which direct adult supervision will be provided. Staff are required to carry out risk assessments to ascertain the necessary staffing level for their activity.

One member of the duty team is timetabled to remain on duty until 7pm.

Provision for the care and supervision of pupils whose parents have to collect their children after 7pm is made by the Boarding House staff. Parents are reminded at regular intervals throughout the year.

Pre-Prep: After school activities are offered every evening in addition to a teacher-supervised Homework Club. All activities end at 5pm however there is the provision for a supervised tea in the Small Dining Room from 5 – 5.30pm. All children must be collected from the Casson Building at 5.30pm. Children travelling home by school minibus will be accompanied to the bus by a teacher.

Leaving School:

Generally speaking, children in Years 3-8 are collected from school by their parents. Children in Pre-Prep may be collected by a parent/carer or a nominated adult. Parents must notify the class teacher in advance if alternative arrangements are to be made for that day. Some children are taken home on the school minibuss run. The bursary supplies the senior duty staff member with a list of the arrangements as to how and when children are leaving school on any given day. Pre-Prep parents must inform the Bursary should they wish to make or change arrangements for children travelling home by school minibuss. Please refer to the Pre-Prep collection Policy.

No child should leave the premises during the school day, unless a communication has been received to that effect from a parent.

Late collection from Pre-Prep Department: Following statutory guidelines there is a Late Collection Policy in place for the Pre-Prep children, please refer to this document.

Boarders:

A rota for adult supervision of pupils is in place. A minimum of one qualified teacher will always be in place. Through use of teaching and support-staff, it is our aim to ensure that the number of adult supervisors will number at least three, and that both sexes are represented.

Registration:

A rota is in place in the Prep school indicating who is responsible for registering which children and at what times. This is done electronically on the school's information management system (PASS). In the Pre-Prep children are registered using PASS by their class teacher at the start of each morning and afternoon session. Arrival and departure times of children in the Foundation Stage are logged in accordance with the EYFS requirements. The bursary is responsible for chasing up any children who are not registered as being where they should be.

Absence:

Parents must notify school of all absences. This may be by letter, telephone or e-mail.

Sickness:

Parents are discouraged from sending children to school whilst still taking medication, particularly in instances of contagious illness. In cases of diarrhoea and vomiting children must stay off school until 48 hours has passed since the last bout.

In instances of non-contagious illnesses such as asthma, staff are requested to ensure that each classroom has an area for safe storage of inhalers, etc. In key stage two, pupils are encouraged to take responsibility for their own inhalers.

For pupils with long-term medication requirements, arrangements should be made with the school nurse for the administration of their medication. In the absence of the school nurse, responsibility shall be delegated to the Head of Pastoral Care, or another willing member of staff.

Please refer to the First Aid Policy for further information.

Movement Around School:

Children must walk at all times and move through the school as quietly as possible.

Pupils should only carry messages when capable of doing so with appropriate levels of maturity, and then always in pairs.

Pupils and staff should respect the arrangements in place for security, and should ensure doors are correctly closed after them.

Prep School Pupils Working Without Direct Supervision:

As pupils display greater levels of maturity, they are encouraged to take more responsibility for their own behaviour.

In appropriate situations, they may be given the opportunity to work with greater autonomy, such as in the library, for example. Teachers must use their discretion to decide the circumstances in which this is appropriate, but are reminded that pupils should never be left in isolation.

General Safety:

It is the duty of all members of staff to ensure that they are aware of the full Health and Safety Policy, and that they adhere to it.

Prep School Duty staff should wear high visibility jackets at break times.

Prep School Duty staff should not use their mobile phones whilst on duty. Pre-Prep staff take a mobile out on duty in case of emergency in order to call for assistance.

Any concern regarding safe practice should be reported to the nominated Health and Safety Officer or the Headmaster at the first available opportunity.

Author(s):	Martyn Ward (Deputy Head)
Date:	January 2010
Review Frequency:	Yearly
Review Date:	January 2011