



POLICY FOR THE SUPERVISION OF PUPILS v1.7

PART 1 – PRE PREP DEPARTMENT

Contents:

1. Safety and security on the site
2. Arrival and departure of children/pupils
3. Supervision of children/pupils in class and at playtimes
4. Safety in the playground
5. Safety during indoor playtimes
6. Procedures for moving around the school site with Pre Prep pupils

1. Safety and security on the site

The following procedures help to ensure that all adults on the site at any time can be easily identified:

- All parents are required to wear their school identity lanyards when delivering and collecting their children from school.
- All visitors are required to wear identity cards (visitor lanyard).
- All members of staff are required to wear identification badges.
- All adults entering the school site should be challenged if they are not wearing identification.

Certain areas of the site and certain buildings are kept locked. For safety reasons, parents and children are only allowed access to these areas whilst under supervision of the staff.

2. Arrival and departure of children/pupils

Pupils should not be on the site without supervision. They are allowed into the buildings at 8.00am. The Pre Prep School day ends at 3.30pm.

Registration takes place twice daily: Once at the start of the day (8.25am) and once after lunch play, (usually this is at 12.45pm (paper copy) for Nursery children once half-day children have left) 1.30pm, for Reception classes and 1.30/45pm for Year 1 and Year 2 classes). 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 an explanation.

Once children are collected from their teachers at the end of the school day they should be supervised by their parents until they have left the school site.

3. Supervision of pupils/children in class and at playtimes

Teachers are responsible for safely supervising the children/pupils in their care.

In the EYFS classes for children aged 3-5 years (and some Rising 3s), we maintain a higher ratio of adults to children, to ensure that the welfare needs of these children can be properly met. **In the Reception classes**, for children aged 4-5 years, there is one qualified teacher as well as one teaching assistant for each class. The number of children in each class in Reception is around 18. During outdoor playtimes, the ratio of children to adults will rise. Members of staff who are not on duty during outdoor play duties remain nearby in the staff room or classrooms so that they can help with any accidents or emergencies.

In the Key Stage 1 classes (Years 1-2) for pupils aged 5-7 years, there is one teacher for every 18-20 children. There are also 4 full time (equivalent) teaching assistants to help supervise and support the children. This ensures that there is usually an overall ratio of 1 adult for every 11-12 children during lesson times. During outdoor playtimes, the ratio of children to adults will rise.

Main duties for staff are:

EYFS (Reception) Morning break: 10.00-10.20am

KS1 Morning break: 10.25am - 10.45am

EYFS (Reception) lunchtime play: 12.45pm - 1.20pm

KS1 Lunchtime play: 12.50pm - 1.30pm

Teaching assistants also provide supervision for Stop and Drop (8.00am - 8.20am) and Stop and Collect (3.30pm - 3.45pm) in the mornings and afternoons for arrival and collection of children.

4. Safety in the playground

Before a member of staff takes children outside on duty, they should:

- Check the weather conditions.
- Decide whether or not the conditions are suitable for outside play.
- Decide how children should be protected.
- Check that pedestrian gates to the playground are closed.
- Remove unexpected hazards from the playground - or cordon them off.
- Identify any intruders or visitors.
- Ensure sufficient staffing levels are available.
- Cordon off any wet areas or unsafe areas.

The EYFS Daily Checklist for Playground Safety is included on page 4.

Children are required to keep off the grass next to the Pre Prep playground between the months of November and April.

The adventure playground is out of bounds to all children before and after school and may only be used when properly supervised by a member of staff. This excludes its use by the After School Club who often use this area for the children to play on. This area is closed off via gates and fencing in this instance, so that the car park and play areas are separate and safe.

The following rules should be followed at all times:

Slide and Castle

- Children are not allowed up the bank either side of the castle/slide.
- Children are not allowed to go 'up' the slide.
- Children are not allowed to slide down backwards or headfirst.
- In wet conditions, use of the slide should not be allowed.

Tyres

- Tyres are not to be used inside the adventure play equipment area or on the banks of the castle.
- Tyres must not be piled up to more than 2 in height.

Monkey Bars

- Children playing on the monkey bars should not put their feet through the loops. The loops are for hands only. When travelling along the bars, children should begin their journey at the red loops.
- Children are not allowed to play under the monkey bars while a child is swinging from them.

Yew Tree

- The area fenced off under the yew tree is for quiet play only. Running is not allowed. Swinging from the branches is not allowed. Climbing the tree is not allowed. This area will be out of bounds at times of the year when the Yew berries are falling.

Sandpits

- Children should be asked to keep sand in the sandpit. It should not be transported around the playground/woods or thrown anywhere.
- Children must equally not transport things (e.g. stones, bark) into the sandpits.
- All sand utensils MUST be kept in the sand-pit. They should not be used in the mud/bark areas.

Balls, ropes, hoops, skipping ropes

- All such resources need to be used on the grass and/or playground and not used in the bushes or trees or in the adventure playground area.
- Ropes should only be used for skipping during lesson times when they can be safely supervised. They must not be used at playtimes.
- All resources must be collected and put away by the member of staff who took responsibility for getting them out. (Should this member of staff no longer be on duty outside, they must ask another member of staff to take on this responsibility).

5. Safety during indoor playtimes

Teachers join classes together so that a duty adult is with them at all times.

EYFS DAILY CHECKLIST FOR PLAYGROUND SAFETY

Are all **3 large gates to road** and drive firmly closed and locked?

Are **pedestrian gates** to playground closed?
If Year 2 children need access to the playground through the pedestrian gates, is a member of EYFS staff standing by the entrance/exit to prevent EYFS children leaving the playground.

Are there any **unexpected hazards** on the playground?
E.g. Any animal waste, any dangerous obstacles such as glass, any fallen branches from the trees, or any vehicles? If so, they must be removed before the children are allowed out to play.

Are there any **intruders or people at work** on the premises?
(If so the appropriate checks should be made and necessary precautions taken.)

What are the **weather conditions?**
Do the children need to be protected from the sun?
Do the children need waterproof or warm clothes?
Is it windy and should the children be kept away from the trees?
Is it wet and therefore areas closed off for safety?

Are there **sufficient members of staff** available to supervise children and to deal with first aid and injuries?

Is the **adventure play ground, play equipment and the castle/slide in a safe and dry enough condition** to be used? Are there any large/deep puddles of water?

6. **Precedures for moving around the school site with Pre Prep pupils**

NURSERY: TRAVELLING OUTSIDE OF THE NURSERY AND NURSERY OUTDOOR AREAS

Prior to Leaving the Nursery:

- A full register is taken of all Nursery pupils who will be leaving the Nursery to move around the school site.
- Nursery pupils are split into small groups and a member of staff is allocated to each group. Each adult is provided with a list of the children in their group.
- Each small group wears a different coloured hi-viz jacket.
- The Pre Prep Secretary is made aware that the children are leaving the Nursery.
- One adult carries out a sweep of the Nursery as soon as the children have left the area.

While Travelling Around the Site:

- If there is one adult travelling with a group of children, the adult must walk at the front of the group.
- If more than one adult is present, one adult must travel at the front of the group and one adult must travel at the back of the group, behind all children.
- Children must be counted at regular intervals along the route.
- A register of the small group is taken at the halfway point along the route.
- Encourage children to walk at all times.

On Arrival at the Destination:

- A full register is taken of all pupils attending the destination.
- Supervising staff ensure that the area is secure with all external gates and doors closed and/or supervised.

On Returning to the Nursery:

- One adult carries out a sweep of the area being vacated.
- All children are registered prior to leaving the area.
- Children walk in small groups with the adult leading the group at the front.
- If more than one adult is present, one adult must travel at the front of the group and one adult must travel at the back of the group, behind all children.
- Children must be counted at regular intervals along the route.
- Encourage children to walk at all times.
- A register of the small group is taken at the halfway point along the route.
- A full register of all pupils is taken on arrival at the Nursery.

RECEPTION: TRAVELLING OUTSIDE OF THE PRE PREP BUILDINGS AND PRE PREP OUTDOOR AREAS

Prior to Leaving the Classroom

- All pupils are counted and a register is taken.

While Travelling Around the Site

- If there is one adult travelling with a group of children, the adult must walk at the front of the group.
- If more than one adult is present, one adult must travel at the front of the group and one adult must travel at the back of the group, behind all children.
- Children must be counted at regular intervals along the route.
- Encourage children to walk at all times.
- Encourage children to walk in a single-file line.

On Arrival at the Destination

- A register is taken.
- Supervising staff ensure that the area is secure with all external gates and doors closed and/or supervised.

On Returning to the Classroom:

- All children are counted as they leave the area.
- If there is one adult travelling with a group of children, the adult must walk at the front of the group.
- If more than one adult is present, one adult must travel at the front of the group and one adult must travel at the back of the group, behind all children.
- Children must be counted at regular intervals along the route.
- Encourage children to walk at all times.
- Encourage children to walk in a single-file line.
- A register is taken on arrival at the classroom.

YEARS 1 AND 2: TRAVELLING OUTSIDE OF THE PRE PREP BUILDINGS AND PRE PREP OUTDOOR AREAS

Prior to Leaving the Classroom

- All pupils are counted.

While Travelling Around the Site

- If there is one adult travelling with a group of children, the adult must walk at the front of the group.
- If more than one adult is present, one adult must travel at the front of the group and one adult must travel at the back of the group, behind all children.
- Children must be counted at regular intervals along the route.
- Encourage children to walk at all times.
- Encourage children to walk in a single-file line.

On Arrival at the Destination

- All pupils are counted.
- Supervising staff ensure that the area is secure with all external gates and doors closed and/or supervised.

On Returning to the Classroom:

- All children are counted as they leave the area.

- If there is one adult travelling with a group of children, the adult must walk at the front of the group.
- If more than one adult is present, one adult must travel at the front of the group and one adult must travel at the back of the group, behind all children.
- Children must be counted at regular intervals along the route.
- Encourage children to walk at all times.
- Encourage children to walk in a single-file line.
- Pupils are counted on arrival at the classroom.

PART 2 – PREP DEPARTMENT

Introduction

The safety and well-being of our pupils is of paramount importance. We seek to provide a secure, protective environment whilst nurturing a spirit of independence and personal responsibility.

1. Pupils' arrival and departure

Supervision at school begins at 8.00am and children are allowed into the Dearnaley Building at 8.15am. School ends at 4.00pm and children are expected to go home at this time unless they are staying for an activity or After School Care, which usually finish at 5.00pm, or Supervised Prep which finishes at 6.00pm. Pupils should not be on site without supervision. One or more members of the teaching staff are always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as before and after-school duties.

The main duty times are:

- Early morning duty (8.00am - 8.25am)
- Break duty, in play areas, woodland walk and dining room (10.25am - 10.45am)
- Lunch-time play area duty (12.45pm - 1.20pm or 1.20pm - 1.55pm)
- Dining Room duty (12.50pm - 1.10pm, 1.10pm - 1.30pm, 1.30pm - 1.50pm)
- Dining Room supervision by the Gap students (4.00pm - 4.15pm)
- After School Care duty (4.00pm - 5.00pm)
- Sweeping of the School grounds (4.10pm - 4.30pm)
- Prep duty (5.00pm - 6.00pm)

Arrangements are made to ensure pupils are supervised during play/concert rehearsals/performances, Parents' Evenings or other events that bring small groups into school out of hours. Members of the Games Department supervise pupils on both home and away matches and will remain with children at school until collected.

2. Registration

Children in the Prep Department are registered at the following times throughout the school day.

- 8.25am (taken by form teachers at the start of the morning)
- During the lunch break (taken by one of the Gap students as the children go into the Dining Room to ensure that all the children have lunch)
- At the beginning of each lesson (at 2.00pm children on Games are registered by the Games staff and the register is then passed on to the Front Office). The rest of the children are registered in their teaching groups by the relevant member of staff who is teaching them.

The children who take part in after-school activities are registered at the beginning of each session by the member of staff taking the activity. These registers are then given to the Activities Co-ordinator at the end of term, to be kept as a record of the children who have participated. These registers are stored in the activities folder on the staff shared area.

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 an explanation.

3. Supervision of children at break time: general guidance for staff (Staff should refer to “The Role of duty Staff” document for further information)

Main Points points to consider:

- **Always arrive on time** – accidents can happen at any time so it is vital that staff on duty arrive promptly and are easily visible to the children by wearing a fluorescent armband
- **Decide on whether the weather is fit enough for the children to be outside** – if the children are to go inside, then the class prefects need to be notified so that they can assist with the supervision
- **Circulate and be vigilant** – Staff should not be sat down, on their phone, reading or marking work.

Patrolling the playgrounds

- Ensure that the children keep within bounds – the areas are denoted by white lines on the trees or stakes with rope
- Ensure that the children are wearing the correct clothing for the area in which they are playing
- Ensure that the children are playing ‘safely’ in the Adventure Playground and woodland trails area
- Encourage good behaviour and sharing of equipment and space

Supervising equipment/resources

- Ensure that the children are using the play equipment in a sensible manner
- Ensure that the children replace the play equipment at the end of break
- Ensure that the children are playing correctly in the table tennis area
- All broken play equipment to be discarded as soon as they are identified

Supervising children's play/behaviour

Do **not** allow the children to:

- Climb trees or swing on any branches
- Climb any fences or railings and do not go "out of Bounds"
- Play any hard ball games on the Junior Playground
- Play with any sticks or branches
- Cause any damage to trees or plants
- Play any type of 'Bulldog' game, which involves tackling each other and dragging to the ground

Specific procedures for duties:

8.00am - 8.25am (1 member of staff on duty)

- Ensure, weather permitting, that the children remain outside until the bell rings at 8.15am
- If the weather is inclement then the children are to wait in the Library
- Form teachers should be in their classrooms from 8.15pm, but staff on duty should patrol the corridors to ensure that the children are behaving themselves.

10.25am – 10.45am (4 members of staff on duty)

- Ensure that no children remain, unsupervised, in the Dearnaley Building. Year 8 children are on duty in the building and they should clear it at the beginning of break.
- Two members of staff to patrol the Junior Playground and the Newmarket Road Playground to ensure that the children are safe.
- One member of staff to be on duty in the Dining Room. This member of staff should ensure that the children collect their food and drink sensibly and then sit at a table to consume it. There are also Gap Students on duty in this area to assist the member of staff.
- One member of staff to circulate and supervise the Woodland walk

12.50pm – 1.50pm(1 member of staff on duty in the Dining Room)

The duty is split into 3 parts (12.50pm - 1.10pm, 1.10pm - 1.30pm and 1.30pm - 1.50pm) with one member of staff on duty on each occasion.

The member of staff on duty needs to:

- allocate tables to children in order to eat their food. Tables are to be filled before the children begin eating.

- Liaise with the Gap student doing the lunch register to ensure that there not too many children queuing up in the Dining Room
- Monitor the behaviour and table manners of the children.

12.45pm – 1.55pm (3 members of staff on duty at any one time)

(Staff should refer to “The role of the duty staff” for further guidance on specific areas)

- The lunch period supervision is split into two sessions. The first is from 12.45pm until 1.20pm and the second from 1.20pm until 1.55pm.
- The staff on duty should patrol the grounds and ensure that the children are playing safely and keeping to the allotted areas. They should also ensure that the children are wearing the correct items of clothing. All Children must change in to trainers for lunchtime irrelevant of the area they are playing. Fleece and joggers may be needed if the weather is poor. This will be communicated to pupils on the day. Pupils are allowed in the Dearnaley Building during the lunch period but should only be in the Library, unless they are supervised by a member of staff in a classroom.

4.00pm - 4.15pm

- Two Gap Students are on duty in the Dining Room to allocate children food and drink before they go to an activity.

4.00pm - 5.00pm (The member of staff on duty should perform the following tasks)

- Collect the register and SMT phone from the Front Office as close to 4.00pm as possible
- Register the children in the Dining Room
- Allocate food and drink to the children
- Supervise the children in either the Computer Room or outdoor space
- Ensure that any child leaving school between 4.00pm and 5.00pm signs out.
- Take the children to the Library at 5.00pm

4.10pm - 4.30pm (Sweep duty)

- The member of staff should patrol the Prep Department site and round up any child who has not been collected and who is not attending an activity and remain on the collection area until 4.30pm
- Any child who has not been collected should wait with the member of staff.
- At 4.30pm the children are taken to After School Care, where they are then supervised by the member of staff on duty.

5.00pm - 6.00pm (The member of staff supervising prep should perform the following tasks)

- At 5.00pm check that the children listed as being present at school on the register tally with the children in the Library, bearing in mind that some children will be returning from an activity.

- Supervise the children until they are collected by a parent/guardian. The children should do their prep quietly and independently. They may need to use the computers in the room adjacent to the Library.
- Inform the SMT person on duty when all the children have departed.

4. Medical Support

There is a qualified First Aider on duty in school throughout the school day from 8.15am until 4.00pm, who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. 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 in first aid notices that are displayed around the school.

The School First Aider regularly checks and replenishes the first aid boxes.

Off Games / Sick Children:

- Any child asking to be off games without a note from their parents must be assessed by the qualified First Aider.
- If the child is thought to be unable to do games then the First Aider telephones their parents to see if they wish to collect their child.
- If the child stays on site and is sent to the Library then they are monitored by the First Aider at intervals throughout the afternoon.

5. Supervision whilst travelling to and from school

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

6. Supervision during educational visits

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

7. Unsupervised access by pupils

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.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the Science Laboratory, the Design Technology Lab, the Read Hall and the Sports Hall. Doors to the Science and DT Labs 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.

8. Security, access control and workplace safety

Our Security Policy, including Lone Working describes the arrangements for safety of the entire school.

9. 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 staff handbook.

Appendix 1. The Role of Duty Staff

This is a condensed guide to provide all vital information staff need to undertake duties.

Purpose of Duties

- To minimise the risk of accidents and/or injury through vigilant supervision
- Ensure safe, correct use of any play area and/or equipment
- In the event of an accident to either administer first aid or seek appropriate support by sending for help or ringing the school office
- To ensure children follow the schools code of conduct and stay within permitted boundaries
- To promote good behaviour, a spirit of fair play and inclusion
- To engage with children ensuring they are not excluded from play
- To intervene and stop any rough play or games of an overly physical nature
- To deal appropriately with children if not behaving accordingly in line with the School's behaviour policy
- To ensure Year 8 duties are being fulfilled and to use the pupils on duty to assist in supervision

General Points

- Please know when duties are, be prompt and wear a fluorescent armband. Children should easily know who to go to for assistance at all points during break or lunch.
- Children should be dressed appropriately. Dependent on weather, this will be communicated through email and in assemblies/class times. Children should be in trainers at all times at Break and Lunch, except Year 8.
- You should not be reading, on your phone, seated or marking whilst on duty.
- Please do feel free to take drinks with you as long as they are in a travel style mug with a lid

- If you swap a duty with a colleague, please let the Deputy Head (pastoral) know

Dining Room

- To ensure children enter and exit dining room correctly
- Children are seated and calm whilst eating and drinking
- Encouraging all pupils to be polite and grateful in their dealings with all staff

Woodland Walk including gravel area and front lawn when open

- To circulate around the trail and pathways
- Ensuring that children stay within permitted boundaries
- Making sure that large play equipment is being used safely by restricted numbers using a piece at one time
- To ensure damage is not being done to equipment/grounds
Senior Playground, adventure playground and new woodland path
- Circulate throughout the area – the bark area can offer a good line of sight for large parts of this area
- Encouraging children to share spaces and equipment positively
- Ensuring that any equipment such as balls etc. are put away correctly
- Reinforcing the need for children to move slowly and safely at points around corners of buildings and doorways

Middle Playground including path to Music room and entrance to Swimming Pool

- Children use table tennis tables and other equipment accordingly
- Circulate to path by music room and entrance to swimming pool to ensure pupils are in appropriate areas
- To place Year 8 duty pupils on doors to buildings to monitor movement in and out of school building
- To oversee the putting away of equipment at the end of break and lunch

Wet breaks and lunch

- A member of SMT will decide if it is to be a wet break and this will either be communicated via email if time is sufficient or in person at break.
- Duty staff will be expected to move through the Dearnely Building ensuring children are in rooms and Year 8 helpers are in each space as required.
- During wet breaks staff are encouraged to help by being in rooms where possible.
- Year 8 helpers should lead activities and ensure that equipment/toys are looked after and put away.
- Pupils should only go to lunch when called for by the lunch duty staff – normally gap students.

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