



LEWESTON

SHERBORNE

3.26 PUPIL SUPERVISION POLICY

Pupils' Arrival and Departure

Day pupils may arrive at School from 0800, and are expected to go home by 1845 unless they are staying late for a practice, function or rehearsal. Pupils are not allowed on site without supervision. At least one member of the teaching staff is 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 lunchtime supervisory duties, as well as prep (Junior and Senior) and weekend duties.

The main duty times are:

- Lunch-time duty (supervision of pupil behaviour and School grounds)
- Senior School Evening Study Duty (1645–1745)
- Prep Evening Study Duty (1640–1730)
- Weekend boarding duties for socials and activities (various times; full time staff to offer at least six duties per year, and part time staff a proportion of this.

A member of senior staff is on duty every day during break and lunch time as extra supervisory support.

<u>A Weeks</u>		<u>B Weeks</u>	
Monday	Miss Atyeo	Monday	Mrs Reynolds
Tuesday A	Mr Smith	Tuesday	Mr Smith
Wednesday	Mrs Gammon	Wednesday	Mrs Hunt
Thursday	Mr Beecham	Thursday	Mr Beecham
Friday	Mrs Massey	Friday	Mrs Worrall

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Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into School out of hours. Members of the PE Department supervise pupils on both home and away matches.

Please refer to the Boarding section of the staff handbook for guidance on Boarders' Prep.

Registration

We take an electronic register of pupils using '3Sys' at the start of the morning and afternoon sessions. Parents are responsible for notifying the School if their child is absent for any reason; notification must be received by telephone before 0820 the day the pupil is unwell. On return to School, pupils who have been unwell must bring a signed note from home or from the family GP to explain the absence, as detailed in the School attendance policy, and the registration policy. The School will always contact the parent if a child fails to arrive at School without an explanation.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the School, and by registering attendance in the boarding house.

Medical Support

There is a qualified nurse on duty in the Medical Centre from 0800 to 1800 Monday to Friday, 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 held in the Health Centre and in first aid notices that are displayed around the School. First aid boxes are in all potentially high risk areas, as well as in the School Reception area. (The School Nurse checks and replenishes the first aid boxes annually, First Aiders are expected to replenish the First Aid box after each use. Supplies can be collected from the Health Centre).

Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from School. Pupils are not supervised by a member of staff when travelling on the School buses (apart from the driver), but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

Supervision During Educational Visits

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

Use of the swimming pool and gym

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, fitness, athletic or climbing equipment without supervision. Pupils in Years 10-13 may use the gym outside of normal lesson times. All pupils must have had an induction in order to use the fitness equipment. The gym is open at set times during the afternoon and evening when a member of staff is on supervision duty. There must be at least two pupils in the gym at any one time.

Sixth Form pupils are allowed to use the gym equipment in the evenings, but they must sign out of the Boarding House in at least pairs, to indicate that they have an exercise 'partner' and are never in the gym on their own.

Unsupervised Access By Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked 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. Clear signs are displayed.

Security, Access Control and Workplace Safety

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for safety of the entire School.

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.

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SUPERVISION & SAFETY OF PUPILS POLICY FOR THE PREP

This policy meets the requirements of the Early Years Foundation Stage (EYFS). All members of staff have been given access to this policy as part of their induction and it is accessible to all parents.

The aim of this policy is to ensure that all members of staff have a complete understanding of their role in supervising children and ensuring their safety at all times. The policy can also be of use to inform other interested parties such as parents and governors as required. The policy has been arrived at by taking account of reports, documents and following discussions with staff.

All teachers have a duty of care to the children, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Head of Prep has certain responsibilities. This includes implementing and communicating the relevant information to ensure that the teachers can carry out their professional duties effectively.

Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. **High standards of supervision must be maintained at all times.**

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

It is very important, in the interest of safety and for the positive ethos of the school that all staff are familiar with and adhere to this policy.

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Before School

Pupils do not arrive simultaneously on the school premises. The duty member of staff must be punctual and available to supervise the children before school. Our responsibility begins when the children arrive at school.

- Parents are regularly informed of the starting time of the school day. No arrangements are made for the supervision of the children earlier than 08.00 on a school day.
- The duty teacher should be ready to receive the children from 08.00
- Supervision of children before school begins will form part of the school's rota of playtime supervision.
- Children in the Nursery should always be taken directly into their classroom by parent and handed over to a member of staff. Children must be signed in by their parents.

Break time Supervision

A rota for adult supervision of pupils is in place for each play area. The adults on duty should begin supervision promptly. Staff are able to hear the end of play time bell and are to be in the classroom ready to receive the children as they come in from play. In the event of inclement weather, pupils will be supervised in the Padua Hall by the adult on duty.

During break-times, staff on duty should patrol the **full** extent of the play area that is in use. Drinks in breakable or open-top containers should not be carried by members of staff on duty. Hot drinks should not be taken into classrooms. Mobile phones should only be used in an emergency. Staff should be instrumental in ensuring that playtime is a happy, positive and safe experience for all children.

EYFS ratios are maintained throughout all break times.

Lunchtimes

All pupils up to and including Year 5 will be escorted to the Dining Room by members of teaching or support staff. Children in Year 6 may if necessary make their own way to the Dining Room without escort. The member of staff on duty should be in the playground ready to receive the children on their return from the Dining Room. This will usually be at approximately 12.40. Should the member of staff on duty not be immediately on duty, the children must be supervised by the member of staff who brought them down from the Dining Room until the person on duty is present. A variety of activities are provided for both indoor and outdoor use and staff on duty should encourage children in constructive play activities.

After School

All pupils must be received by a nominated adult or older sibling, if previously agreed with the parent and the children will only be released when staff are happy that a known adult is there to collect. Children gather in the Padua Hall for activities and registers are taken for all activities. Children are collected for their activities by a member of staff and are dismissed directly to the care of parents by a member of staff.

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When a pupil is collected from After-School care, Prep or an activity, the supervising member of staff marks their departure time on the register. Any anomalies must **immediately** be followed up and, where appropriate (if child not on premises), with a phone call to the parents. Nursery children should be collected directly from their respective classrooms by parents, where they must be signed out prior to leaving.

See Uncollected Children Policy as appropriate.

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, or measuring activities outside the classroom, 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.

No child in the EYFS will ever be left without direct supervision through sight or hearing as stated in the Early Years Foundation Stage Statutory Framework 2014 for the entire time the provision is open.

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.

Any concern regarding safe practice should be reported to the nominated Health and Safety Officer, the Head of the Prep or the Head of the School at the first available opportunity.

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END OF DAY/SESSION COLLECTION OF PUPILS FOR THE PREP

1. Parents are aware that all pupils must be collected by an adult or by an older sibling who has been agreed by the parent.
2. Parents submit to the school a list of acceptable adults on the Collection Arrangements Form.
3. Whilst awaiting collection, all children remain within the school buildings:
 - Nursery in their classrooms
 - Pre-Prep from the Year 2 classroom corridor
 - Prep from the Padua Hall
4. Teachers should be aware of the collection arrangements for each child. If in doubt the arrangements may be checked by request to the School Office where the originals of the Collection Arrangements Form (CAF) are kept. The daily activity registers should be accurate and available.
5. Parents may, upon occasion, wish an adult other than themselves or those on the CAF to collect their child and may indicate this to the Louise Gillett or the form teacher, usually at the beginning of the school day.

The Form Teacher should enquire if the person nominated is on the CAF and if not they should request the parent to confirm changes to the School Office.

6. If an unexpected adult arrives to collect a child or if another parent offers to take a child to convenience a delayed parent, this must always be relayed to the School Office for verification, or to the Head of Prep if the office closed.

In such cases, the School Secretary or Head of Prep will telephone the parent to check the acceptability of the arrangement. If acceptable, this information will be relayed to the teacher/assistant in charge of the child.

If the new arrangement is unacceptable to the parent or if the parent cannot be reached, the child **MUST** remain in school until an approved adult arrives or until a parent can be contacted.

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If a situation such as that outlined above occurs after closure of the School Office, the Duty Teacher has access to parental details and a telephone number in the Prep and the After School Care folders and should, therefore, confirm any change to normal arrangements.

It is the duty member of staff's responsibility to remain with children until they are collected.

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UNCOLLECTED CHILDREN POLICY FOR THE PREP

If the Child has not been collected

- The Head of the Prep must be informed
- The Head of the Prep must undertake the following action:
 - Contact the parents to ascertain that the child has not been collected and ascertain the facts and general situation
 - If parents are not contactable, contact relatives or close friends using the database.

If these actions prove futile, then the Head of the Prep, or the Deputy Head Pastoral in her absence, will:

- Ensure that the child's safety is paramount
- Use the facilities on site to ensure the child is well cared for. The older children, may be taken to the School foyer and, if necessary, provision may be made for them within the boarding house
- Notify the parent/s
- If contact with the parents cannot be made within a reasonable time, notify the Police and Children's Services.

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NURSERY

LATE COLLECTION & UNCOLLECTED CHILD POLICY - THIS DOCUMENT TO BE READ IN CONJUNCTION WITH POLICIES AND PROCEDURES OF LEWESTON SCHOOL

Leweston school staff are obligated to stay with any uncollected child at the end of the day, until the child is collected.

An unauthorised person will not have authority for a child to be released into their care at any time. In an emergency if the nominated person collecting is delayed for any reason, it is essential that a phone call from the nominated person be made informing the Nursery who is collecting the child. A clear description of what the person looks like and their name in addition to knowing what the child's emergency 'password' is will be required. If any of this information is not given to Nursery the nominated person will not be able collect the child.

If a parent is going to be late collecting their child it is vital that they contact the Nursery beforehand to enable arrangements to be made and the correct staff/child ratio to be maintained.

Late collections of any children after their allotted session time will incur a charge. Details of charges can be found on the current Nursery Fee documentation.

If a parent fails to collect a child, the Nursery will attempt to make contact with the parent. If however contact is unsuccessful steps will be taken to contact any emergency contact numbers.

If both of these attempts fail the following procedure will take place:

Term Time – If contact cannot be made with parent/carers, the Head of the Prep at Leweston will be informed of the situation.

If the Child has not been Collected

- The Prep Head will undertake the following action:
 - Contact the parents to ascertain that the child has not been collected and ascertain the facts and general situation
 - If parents are not contactable, contact relatives or close friends using the database.

If these actions prove futile, then the Prep Head will:

- Ensure that the child's safety is paramount

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NURSERY

- Use the facilities on site to ensure the child is well cared for. The Nursery children will stay in the Nursery and, if necessary, provision will may be made for them until the relevant agencies plans are in place
- Notify the parent/s
- If contact with the parents cannot be made within a reasonable time, notify the Police and Children's Services.

Out of Term Time – If contact cannot be made with parent/carers, the Nursery will seek advice from Dorset Safeguarding Unit as to whether the child is considered to be abandoned and if appropriate their protocol will be followed,

NB – Parents must ensure that all telephone numbers given to the administration team on booking are reliable and changes are made as and when necessary to the Nursery. It is essential that persons are contactable at all times.

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