

HEATHCOTE PREPARATORY SCHOOL & NURSERY



Supervision of Children Policy

Date of Policy: September 2017
Reviewed: July 2018
Next Review Date: July 2019
To be reviewed by: CF/NS/SLT



Pupils may arrive at school from 7.30 am for breakfast club and from 8.30am without this arrangement. They are expected to depart from school at 3.30 pm unless they have an arranged activity until 4.30pm or are staying for twilight club that operates until 6pm, daily.

From 8.30am children are welcomed via the back gate where a member of staff will greet them. In KS1 children should be accompanied to their classrooms where their class teacher will be present. In KS2 pupils may congregate on the playground, under staff supervision. There will always be at least one member of staff on duty. Pupils are not allowed on site without supervision. All members of staff are expected to take their share of break and lunchtime supervisory duties, as well as after school duties.

Pupils are made aware that staff are here for their safety and wellbeing and are able to call on a member of school staff for help or support during break or lunchtimes.

The main duty times are:

- Breakfast club (7.30am-8.30pm)
- Early morning duty (8.30am – 8.40am)
- Break duty (10.25am – 10.45am)
- Lunch-time duty (12.25pm – 1.45pm)*

*This is split into two or more duties to cover the two different lunch times for KS1 and KS2

- After-school activity (3.30pm – 4.30pm)
- Twilight Club (3.30pm- 6pm)

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 school will always contact the parent if a child fails to arrive at school without an explanation.

End of Day

At the end of the normal school day (3.30pm), those children not in an activity or signed into Twilight club are dismissed from the front playground. There is a duty teacher here at the gate (usually the Headmistress) who is responsible for ensuring that the children leave the site safely. Class teachers will also accompany their children to the front door and ensure they are handed over to the care of a parent or responsible adult. Parents are asked to inform the school in good time if someone other than themselves is collecting their children. The Headmistress (or other member of staff on gate duty) will offer 'Good Afternoon' to the child and shake their hand. The child is expected to offer 'Good Afternoon' in return. Teachers on duty may not release a pupil to an adult other than the parent or carer unless permission has been given by

the parent. A list of changes to pick up arrangements is communicated to pupils and staff via the clipboard at the front door. If the child is not on this list and another adult arrives to pick up staff must establish with the parent, through the office if need be that this has been planned for.

Supervision in the building and outdoor areas.

Unauthorised ingress to the buildings is controlled by an electronic door lock at the front of the school and a padlocked and bolted gate at the rear of the school.

A duty rota is produced that allows for all outdoor areas to be supervised during unstructured time. In wet breaks, the duty staff have allocated indoor areas to patrol and monitor. The staff are assisted in this by Year 6 Prefects who supervise allocated classes.

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."

Staff induction

All new members of the teaching staff receive an 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. A brief description of each duty and what it entails, including start and end times, is included in the staff handbook.

Policies that inform this document:

- *Educational Visits Policy.*
- *Security, Access Control Workplace Safety and Lone Working*
- *Health and Safety Policy*
- *Staff code of conduct*