

Pupil Supervision

(Reviewer: SMT, August 2021)

1. Junior Prep School Reception to Year 2 including EYFS

(Reviewer: Nick Oakden, August 2022)

(see 'Routines' for procedure on late collection of a pupil)

We are fortunate that our Reception to Year 2 classrooms are located in a safe area away from the road. However, in the interest of child safety the following procedures will be adhered to:

- All the ground floor classrooms have exterior doors, which are unlocked whilst the classrooms are occupied. They provide each classroom's main fire exit.
- Access to the Reception to Year 2 classrooms is via the main Prep School entrance. The inner door providing access into the classrooms has a swipe card lock which prevents access during normal school hours.
- Visitors should register in the main Reception area by signing the Visitor's Book before entering the school. A visitor badge is given and worn around the school.

No class should be left unsupervised for any reason. In case of emergency teachers might:

- Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;
- Call the School Office, Assistant Head or Head of Junior Prep School.

Time	Activity	Staff Responsible
08:00 – 08:30	Early Room/Playground	Daily rota
08:30	Bell is rung for start of day and children line up outside.	Member of staff from each class collects children from playground
08:30 – 08:45	Registration	Teachers are responsible for the supervision of their class. Registers are taken in the morning and in the afternoon.
08:45 – 10:35	Lessons	Teachers are responsible for the supervision of their class.
10:35 – 10:55	Playtime	Staff have a rota for weekly playtime duty. Two members of staff are on duty at a time, children are always within sight and hearing of staff". Other staff are available at all times.
10:55 – 11:45	Lesson	Teacher/Teaching Assistant are responsible for the supervision of their class.
11:45-12:55	Lunch/Playtime	The children are supervised at all times during lunch with one member of staff sitting per table & two members of staff on duty. Two members of staff are on duty
Afternoon 13:00 – 15:30	Lessons	Teacher/Teaching Assistant are responsible for the supervision of their class.

Time	Activity	Staff Responsible
15:30 – 17:50	After School Care and Optional Activities	Pre-Prep Staff and visiting professionals.

Staffing

After School Care

The first session of After School Care runs from 15.30 to 16.20. The second session runs from 16.20 to 17.15 and the third section from 17.15 – 17:50

- After School Care children are escorted upstairs to Seahorses classroom where they are encouraged to engage in child-initiated activities. A member of staff is always present.
- If a child is not collected by 17.50, The teacher escorts the child/ren to Reception to check for messages, prior to making contact with the parent. The child/ren will remain in the care of the teacher on duty or a member of SMT until he/she is collected.

Safeguarding – keeping of records

- Telephone numbers for contacting parents can be obtained from the main reception office.
- All children are listed in the After School Care and Activities folder. This information is provided by the receptionist. The child's name and class is written in as well as the session(s) which he/she will attend.
- Parents sign the book next to their child's name upon collection of the child.
- The College staff are aware of relevant legislation and aim to be fully compliant in all areas.

2. Year 3 - 8

(Reviewer: SMT, August 2021)

Duties and MoD (Member of Staff on Duty)

We ensure that a full and an appropriate level of supervision of all pupils occurs throughout the school day.

General supervision before school:

Parents remain responsible for their children before 7.40am. Children may enter the school building from 7.40am but they must remain in the school foyer until the bell for registration is rung at 8.00am. The SMT is responsible for any children entering the school from 7.40am.

Lesson Time - Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency teachers might summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with or send the pupil with another accompanying pupil to the office.

The Duty Rota

A daily duty rota is implemented to ensure that adequate numbers of staff are deployed to ensure the proper supervision of pupils. A copy of which can be seen below:

DUTY	Staff on duty
07:40 – 08.25	SMT
10.35-11.00 1st Break	Two staff
12:00 -12.20 Lunch queue	One staff
12:00 -12.20 Dining Room (1)	One staff

12.20 -12.40 Dining Room (2)	One staff
12.00-12.25	At least one lunch supervisor
12.25-12.50	At least one lunch supervisor and three staff
15.05 – 15.25	Two staff
Prep 1 16.35-17.15 Prep 2 17.15-18.00	Prep duty rota
Activities 16.25-18.00	Activity register
16.25 – until all pupils have been collected	MoD (Member of Staff on Duty) duty rota (or member of staff responsible for activities or events that extend beyond 18:00)

A member of the SMT is on duty throughout the day to monitor the duty team.

Signing out:

At 4:20pm all form tutors in Years 3 – 6 are responsible for signing out pupils in their form who are leaving school at this time.

Form tutors collect a register from the school office and sign out the pupils by the main entrance.

At 4:30pm those pupil not collected are sent to the prep supervision room and the registers are returned to the school office.

At 5:00pm a member of staff is responsible for signing out any pupils who leave following the end of prep session 1 or activity session 1. The member of staff will remain in the foyer to sign pupils out until 6pm.

MoD Duty:

The MoD takes place from 5:50pm until they are satisfied that all pupils in Years 3 -6 have been collected safely from school.

If a pupil has not been signed out on the registers then the MoD is responsible for contacting the parents or guardians of the child by telephone and/or email to check that they are safely home.

Once staff have made a reasonable effort to contact parents and satisfied themselves that the school is empty, they may leave.

If a child has not been collected then the MoD will contact the child's parents or guardian and will remain with the child until they are safely collected.

Every day the school office will display the name of the member of staff on duty in the foyer so children and parents know who to turn to if they have a concern.

All staff need to ensure that they close windows and turn off the lights in their classroom.

Activities and Prep supervision

Children who are arriving early or staying for an activity or prep are registered by the member of staff in charge of the session. The names of any children missing from prep or activities are emailed to the school office so that all of the children can be accounted for.

Wet weather

Should the weather be deemed to be too wet for the children to play outside during break or lunch times the following should take place:

- The bell will be rung three times in the Prep School building to signify to the children that there is a wet weather break.

- Children are to return to their form rooms. Form tutors should be based in their rooms to help supervise the children
- Prefects and Guardians are assigned to all of the Year 3 – 6 Forms. However, prefects are aware that there is always a member of staff on duty and in overall charge in the building and a member of staff readily available in the school office should the need arise.
- Members of staff on lunch duty and the lunchtime supervisors are responsible for patrolling the Prep School building.

3. Senior School

(Reviewer: SMT, August 2021)

Session	Boarders	Day Pupils	6 th Formers
Minibuses coming into school	Pupils are collected from parents at their designated stop and are then supervised by the driver until delivered to the dropping-off point in the College grounds. Pupils below year 5 are only allowed to travel on the College buses if supervised by an older sibling.		
07:00 – 08:30 Supervision during the College Day, before the timetable starts	The Houseparent or designated resident tutor is responsible for the supervision of boarders in the house/at breakfast	The Houseparent or designated house tutor takes responsibility for the pupil once he/she has arrived at the house. Houses will be open from 07:45.	As Boarders/Day
07:30 – 08:10 Breakfast	All pupils are supervised by a member of one of the duty teams, who undertake breakfast duties on a rota basis.		
08:45 – 09:30 Congo/Chapel/Head's Assemblies	On certain days, pupils will have Chapel/Congo. This is supervised and all are expected to attend.		
10:35 – 11:00 Break Time	All pupils go back to their own Houses for morning break. The Houses are supervised by house tutors/matron who undertake break duties on a rota basis.		
Lesson Time			For 6th-formers undertaking private study sessions the responsible staff are: Library – Supervision rota and Librarian Boarding – matrons Day – no formal cover

Session	Boarders	Day Pupils	6 th Formers
	<p>Teachers are responsible for the supervision of their class and registers should be taken.</p> <p>No class should be left unsupervised for any reason. In case of emergency teachers might:</p> <ul style="list-style-type: none"> • Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; • Call the Lodge, or one of the deputy heads; • Send the pupil with another accompanying pupil to the Medical Centre, having informed them first if necessary. 		
<p>12:30 – 14:00 Lunch Time</p>	<p>Dining Hall lunchtime duty runs from 12:30 until 13:40. From the end of lunch duty at 13:40, pupils are in the direct care of house parents or matrons or appointed tutors until lesson time, when the class teacher takes over. All pupils on lunchtime activities will be supervised by the member of staff running that activity, who will ensure that adequate supervision and care is in place. If activities are run by 6th-formers, a designated member of staff must be easily accessible.</p> <p>At least two duty members of staff will be on duty during lunch.</p>		
	<p>A member of the duty/house teams, will be on duty in the House and the surrounding area between 13:00 – 14:00</p>		
<p>Afternoon/evening/weekend activities (sporting/outdoor/creative education)</p>	<p>All directors of activities will ensure that the correct risk assessments for their activity will be in place. As well as considering this assessment, teachers/instructors/student directors should consider:</p> <ul style="list-style-type: none"> - barring access to equipment without direct teacher supervision - the safety of any apparatus/equipment being used - the suitability of the pupils' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment e.g. mouth guards - teaching methods being used <p>On Service afternoon Yr 10-13 are supervised by CCF/activity staff from 2 – 4pm.</p> <p>Pupils taking part in the activity programmes will be supervised by staff running their activity.</p> <p>All teachers involved in such activities must be aware of the H&S policies and procedures in place in the relevant department.</p> <p>All teachers or directors of activities should exercise adequate care and ensure that appropriate supervision takes place e.g.:</p> <ul style="list-style-type: none"> - direct supervision of potentially hazardous activities e.g. games, dance, drama etc. for all students under Yr 11. 		

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	<p>- Yrs 11-13 students: at the very least remote supervision e.g. teacher next door, who has been told they are in charge and pupils aware. This should be limited to 30 minute spans of time and pupils should be dropped in on regularly.</p> <p>- if pupils are supervised by Sixth Formers, staff must be readily available and easy to access (within ten minutes).</p> <p>There may be short stretches of time during the afternoon when a student is 'between activities'. Day Houses do not always have a member of staff present, so if a pupil in years 9 - 11 is due to be in house for any significant length of time, they should go to the library.</p>		
Pupils who are off games, or not engaged in activities	<p>Pupils who are off games will be either:</p> <ul style="list-style-type: none"> • at the pitch side, supervised by the teacher running the activity • in the Library • Sixth form may remain in house 		
After Activities	<p>Once activities have finished the responsibility for supervising pupils returns to the houseparent or the designated member of the boarding staff. The duty member of staff's name is displayed in the boarding house. Matrons are also present in each boarding house. This responsibility continues either:</p> <ul style="list-style-type: none"> • until the end of the school day at 18.00 or earlier if the pupil has signed out to go home. • until pupils go to supper, resuming immediately after they have left the Dining Hall to return to house or to meet with friends. 		
18:00 – 19:00 Supper, Prep & End of day school	<p>Supper Time Houseparents and the duty member of staff are responsible for the supervision of pupils in house.</p>	<p>Day Houses are covered by a member of staff until 7pm. At this point they check that all students have left the house before locking it.</p>	<p>As Boarders/Day</p>
	<p>At least two duty members of staff will be on duty during supper.</p>		
	<p>Pupils remaining on site for prep or activities should be directly supervised by the member of staff i/c of that activity e.g. drama, late night sport practice. They only cease to be in that member of staff's care once they have returned to their boarding house or been collected by their parent/guardian or another parent by prior written arrangement with the relevant HoM</p>		

Session	Boarders	Day Pupils	6 th Formers
Signing out	<p>All pupils must sign out at the Lodge should they leave the campus during the school day.</p> <p>In the evening they should sign out with their houseparent or member of staff on duty.</p>	<p>All pupils must sign out at the Lodge should they leave the campus during the school day.</p>	<p>As Boarders/Day</p>
Minibuses home	<p>Pupils are instructed by HoMs to meet their mini-bus drivers at the agreed collection points for the journey home (currently Prep School car park at 6.15pm). Drivers have a list of pupils booked to travel which is updated daily and will check pupils against this. Where pupils fail to arrive the driver will delay their departure and inform the Deputy Transport Manager. Where possible he will contact the relevant teacher, HoM or parent. If the student misses their transport, alternative arrangements will be made where possible. Should a vehicle not be available the Transport Manager will check the whereabouts and status of the vehicle, contact parents and make alternative arrangements as necessary.</p>		
19:00-21:00 Prep and immediately post-prep	<p>Supper runs from 18:00-18:45 – following that the pupils return to the care of the house parenting teams/duty tutors A signing out/in protocol exists in each boarding house post prep. When leaving the House a pupil must sign out and indicate where they are going. The signing out/in sheets are closely monitored by the appropriate House staff.</p>	<p>Day Houses are locked up at 19:00 and any pupils staying for prep are expected to go to the library, which will be supervised. No pupil is allowed to remain on the school campus after prep unless they are involved in a supervised activity</p>	<p>As Boarders/Day</p>
Evening supervision	<p>18:45-23:00 – a member of the house team will be</p>		<p>As Boarders</p>

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	<p>on duty supervising the house – registering pupils, keeping the house log book, keeping bed times et al</p> <p>A member of the SMT will be on site until approx 21:30, Monday – Thursday</p>		
<p>23:00 - 07:00 Overnight</p>	<p>Boarders will be in the care, in loco parentis, of the house staff on site, near to hand in the case of HoMs and resident tutors.</p>		<p>In houses, if boarders.</p>
<p>Weekend duties Access to boarding houses</p>	<p>House parents and/or a member of the house team will be responsible for any pupils residential, or on site for activities, detentions and the like – unless they are being directly supervised by a member of staff i/c of that activity/ detention etc.</p> <p>An appointed member of staff will also be on duty on Saturday between 09:00-18:15. They will have detention duties and be patrolling the site.</p> <p>A members of boarding staff will be on duty and all residential pupils will be in their care throughout the weekend. A member of senior</p>		

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	<p>staff will also be on duty Saturday and Sunday, according to a rota. They will be available by mobile phone on 24 hour standby</p>		
<p>The Library</p>	<p>Pupils must at all times sign in and out of the Library, where they will be supervised by the appropriate staff. During the Lent Half Term (Every day 09.00 to 17.00) Easter holidays (Every day except bank holidays 09.00 to 18.00) and Summer term half term (Every day except bank holiday 09.00 to 18.00), the library will be open and supervised. The library may be used by Yrs 11-13 at this time. On Saturdays during the Summer term the library will be supervised between 09:00-17:00. Any student may use the library.</p>		
<p>Trips out/ travel to sporting fixtures; use of public transport</p>	<p>Any pupil on a college trip is under the direct care/supervision of the staff. They must be registered before leaving the College campus; they must be registered and accounted for before the return journey begins and they must be handed over, in the case of Middle School pupils particularly, to parents. Pupils should not be dropped off, left anywhere alone during return journeys, or at the end of the activity without the agreement of their parent. Due care and attention to their security and safety must be paid at all times.</p>		

