



**Breaside Preparatory School**

**Supervision of Pupils Policy**

September 2017

# SUPERVISION OF PUPILS POLICY

## Introduction

This policy is to be read in conjunction with the following policies:

- Behaviour
- First Aid
- Fire Safety
- Health and Safety
- Safeguarding

## 1. Purpose

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

## 2. Legal Obligations

The governing body and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others who enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The Breaside Preparatory School, Senior Leadership Team (SLT) will make arrangements for the security and effective supervision of the school buildings and their contents. The teachers have a duty of care to the children, which is based on the principle that they are 'in 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, they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere

## 3. 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 (for information regarding claims for negligence and disciplinary procedures etc. see the Staff Employment Handbook).

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of the appropriate care, the member of staff may incur some legal liability. 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.

## **4 Responsibilities during the Day**

### **4.1 Unexplained Absence**

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school office will contact parents if pupils are absent from school without notification (see registration procedure below).

### **4.2 Illness**

When pupils are taken ill during the school day the school will, if required and usually after discussions with the Form Teacher and/or trained First Aider where appropriate, contact the parents/guardians whether at home or at work in order that the pupil can be collected. Information about contacts is kept on the school's electronic system and in the school office. (See also the First Aid Policy and the Administration of Medicines Policy, for the procedures regarding sick pupils).

All pupils who are known to have a medical condition and/or allergies are known to staff members and a list of these pupils is retained by the office, displayed in the staffroom, First Aid Room and in the dining room area.

### **4.3 Registration**

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily (except where pupils are boarders). This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

#### **Procedure of Registration**

Morning and Afternoon Registration is recorded following UK law and Government guidelines:

Morning attendance at Breaside Preparatory School is taken at 8.40am and is recorded by the Form Teacher through the application of SIMS, sent to the School Office by 8.50am and is checked and monitored by the Registrar and School Secretary. All Form Teacher attendance registers must be recorded by 9.10am.

Afternoon attendance is taken for the Infants at 1.10pm and for the Juniors at 1.50pm.

In case of an emergency/fire/evacuation, daily hard copies of all attendance/absence are placed in the Emergency 'grab' bags in the School Office.

Should teachers receive any information on a pupil's absence, this information must be forwarded to the Registrar/School Secretary and Form Teacher.

Any pupils arriving late into school should be marked as absent from their class and on their arrival to school they should report straight to the School Office where they will be signed in. The Registrar/School Secretary will update their attendance record.

The law in this country requires that all children aged between five to sixteen, who are educated at a school, attend so long as they are well. Permission not to attend school may be granted by the Headteacher up to a maximum of ten days. If permission is not given or the maximum is exceeded then the family is in breach of the law and the school is obliged to make annual return of such unauthorised absences to the Government.

#### **4.4 Supervision in Classrooms**

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil will be deployed to seek assistance.

#### **4.5 Before and After School**

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school.

- The school has written to all parents stating the time of the start of the school day and indicates that no free arrangements are made for the supervision of children earlier than 8.10am
- There are also no free arrangements made beyond 4.30pm unless there is an evening activity at the site
- This statement is included in the school's Parent/Pupil Handbook

#### **Breakfast Club**

Pupils requiring an early drop off may attend the supervised Breakfast Club from 7.30am to 8.00am, for an additional charge. Pupils will be fed a choice of breakfast and then have supervised play activities. Pupils are signed in to the Breakfast Club.

#### **After School Club**

Pupils requiring a late pick up may attend the supervised ASC from 3.10pm to 6.00pm, for an additional charge.

Pupils have a light tea, supervised homework followed by organised play activities. Pupils are signed into the ASC and signed out on collection by parents.

#### **Sign Out**

At the end of the school day pupils in Early Years and Year 1 will be dismissed from their classroom by their Form Teacher, or the member of staff on duty, and handed over to the designated carer (using an agreed password if appropriate). Children attending a club will be

accompanied to the club. Year 2 upwards will be accompanied outside by their Form Teacher, or the member of staff on duty, and released to the designated carer (using an agreed password if appropriate) or will be released to go to a club.

#### **After School Activities and Clubs**

Pupils may attend a supervised after school activity or club. Club lists for the term are prepared by the School Office and the teacher responsible for running the activity/club will take attendance registers before and after the activity/club.

If a pupil does not turn up the teacher will check with the School Office and/or After School Club to confirm whether the child has gone home unwell or left a message that they will not be attending. The School Office will investigate further if there is no explanation as to why a child is not in attendance.

At the end of the activity/club the teacher responsible will dismiss pupils to the designated carer. Pupils who are not collected when a club finishes will be placed in the ASC and the parents charged.

#### **4.6 Entry and Exit to Buildings and Off-Site Guidelines**

It is essential that safeguards are in place and that all pupils are informed of the security and safety procedures by their form teacher at the start of the academic year and that this is revisited during the year and when new pupils join the school. All staff are informed during the health, safety, security and fire evacuation training at the start of the school year in September, this also forms part of the new staff induction process. Right from the start and throughout the school year, it is imperative that all pupils and staff adhere to this policy. All staff must complete the sign in/out register by writing down the time, every time they enter and leave the school.

#### **4.7 Pupils**

Pupils are not allowed off the school site during the school day unless they are on a supervised activity or outing.

When pupils are off site during the day they will be expected to follow the school's rules.

#### **4.8 Sports Activities**

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of pupil clothing
- The suitability of the activities for the ability and age-range of the pupils

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches or jewellery during PE activities

- Ear-studs should be taped over
- If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
- Pupils should not be allowed into the Sports Hall/Area before the start of the session without direct supervision
- Pupils should not be handling PE equipment without direct supervision

Pupils not taking part in a PE session should either accompany the PE class or will be assigned to join another class for a supervised study session.

All pupils using external facilities for curricular and extracurricular activities are accompanied to and from the site, via mini bus, by the PE teaching staff. A register of attendance is taken before leaving the school site, upon arrival at sports facility and once the party has returned to the school.

#### **4.9 Practical on-site activities**

Teachers of practical subjects e.g. Art, Science, Cookery and DT will consider the organisation of the pupils involved in practical activities. Consideration is given to the number of pupils who can be suitably supervised when organising practical activities. Teachers will take all necessary precautions to include, where appropriate:

- Use of masks and goggles
- Training in the use of tools and other equipment
- Training in the carrying of glass and sharp objects
- Training in the carrying of hot substances and use of an oven and hob

In addition, the following guidelines will be followed:

- Pupils should be closely supervised when using sharp equipment
- All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary
- Pupils should not have access to craft-knives or other sharp tools/blades
- Teachers should ensure that pupils are trained in the correct use of tools

Suitable safety information should be available for pupils e.g. posters on display in practical settings such as the science room and written guidelines issued.

#### **4.10 ICT**

Please see the Breaside Preparatory School Data Protection Policy and ICT Policy for information on the supervision of pupil use of ICT.

#### **4.11 Breaktime/Lunchtime supervision**

Supervision of breaktime and lunchtime periods is provided by duty staff members, both in the Dining Room and in the playground, who patrol the designated areas for pupils at that time.

##### **Breaktime**

Infant Break - 4 members of staff

Junior Break - 3 members of staff

**Lunchtime**

Infant Break - 4 members of staff

Junior Break - 3 members of staff

In wet conditions pupils are supervised in classrooms by the duty staff.

**4.12 Visitors**

- Visitors buzz the call button on the front door to notify the school office that they require access to the building
- Visitors must present themselves to the School Office, provide identification if requested and notify who they are visiting
- Visitors are signed in the visitors register book
- Visitors are requested to remain in the assigned waiting area until their Breaside Preparatory School host arrives
- All visitors remain with their Breaside Preparatory School host, and/or under supervision of another member of staff, for the duration of their visit

**4.13 Community Events (During & After School)**

- Open/closing times are shared with Cleaning Staff
- The main entry door for visitors is supervised by office staff
- Health safety, security and fire evacuation procedure must be announced at the start of all events. This is done either by the Headteacher, designated Health and Safety officer or the host of the event
- The host is given health, safety and fire instructions by the Health and Safety officer

**4.14 Emergency**

In the case of an emergency please send a pupil to the School Office or adjacent classroom to seek help if the teacher is alone. Do not leave the class unattended. In the event of a fire or other evacuation, please follow the procedures as outlined in the school Fire Safety Policy.