

COGNITA



Pupil Supervision Policy

September 2018

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1 Introduction

- 1.1 Oxford House takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
2.5 to 11	08:30 doors open for pupils arriving and close at 09:00 for start of school lessons
2.5 to 7	10:30-11:00 Break Time
7 to 11	11:00-11:30 Break Time
3 to 7	12:00-1:00 Lunch and Break
7-11	12:30-1:30 Lunch and Break
3-5	15:00 End of day
5-7	15:10 End of day
7-9	15:30 End of day
9-11	15:40 End of day

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to go to their classrooms, complete morning activities and settle. The teachers are in their classrooms and are responsible for the children from this time. Registration takes place at 8:50am. Lower school pupils and Early Years pupils are accompanied in with a parent or carer; upper school pupils are encouraged to go to their classrooms independently.
- 3.2 Before school, the following supervision arrangements are in place:
- 07:45 Breakfast Club starts
 - Staffing appropriate for age ratios
 - Pupils attending Breakfast Club will (some accompanied depending on age of child) go to their classes at 8:30 when the main doors open.
 - Parents and carers are responsible for their children prior to 8:30 unless attending Breakfast Club.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
- Staffing appropriate to age ratios
 - Pupils are not allowed on to the playground without an adult responsible for supervision present
 - Designated zones for staff supervising to oversee whole playground
 - Forms are responsible for bringing out their equipment
 - Any First Aid which can be dealt with on the playground is administered and form completed; for more severe accidents such as a bump to the head, pupils are brought into Reception whereby first aid is administered.
 - A bell is rung at the end of break time; pupils stand, wait for the second bell and then line up ready to be sent into school
 - School gate is securely locked and on a timer

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:
- Staffing adequate for pupil ratios
 - Nursery pupils have their lunches served on the tables
 - Reception pupils to Form VI collect their pre-ordered lunches, select any salad from the salad bar and go into the hall.
 - Pupils remain in the hall until the end of their timetabled session then dismissed to go out to break.
 - Playtime break supervision and structure resumes as before.
 - A register is taken in the afternoon before lessons commence.
 - No pupils leave the building for lunch

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 16:00 unless they are attending an after school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by 16:00 they should remain with the member of staff supervising them. The member of staff will notify the office/member of the SLT.
- 7.2 The following procedure will be followed when a pupil is not collected:
- Parents/Carers contacted
 - Establish reason for late collection and estimated time of arrival
 - If no contact can be made (just answer phone messages) a member of staff will continue to make contact and work down the contacts supplied on the admissions form using Sims.
 - The child will not be allowed to go home with another parent/ adult without consent of the child's parent / carer.
 - They will be supervised in school by at least 2 members of staff whilst waiting to be collected.
 - If NO contact can be made and the child has still not been collected by 6:00pm Social Services will be notified.

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity
- 8.2 The following procedure will be followed as before if a pupil is not collected.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.

- 9.4 The following procedure will be followed when a pupil is not collected:
- Staff make contact with the school to ensure no messages have been received and inform school
 - Parents/Carers contacted
 - Establish reason for late collection and estimated time of arrival
 - If no contact can be made (just answer phone messages) a member of staff will continue to make contact and work down the contacts supplied on the admissions form using Sims.
 - The child will not be allowed to go home with another parent/ adult without consent of the child's parent / carer.
 - They will be supervised in the location by at least 2 members of staff whilst waiting to be collected
 - Continuous communication between the member of staff and school is crucial and a member of staff will remain at the school to monitor the phones until the pupil has been collected safely
 - All other timetabled sporting activities as part of the curriculum include pupils being transported back to school.

10 Travel to and from School on Buses

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.
- 10.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

11 Leaving the Site during the School Day

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Our Nursery 1 pupils are only here for the morning and finish at noon. Any pupil leaving during the school day must be collected by the parent / carer / authorised person and sign the register record book.

12 Supervision Duties

- 13.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a teaching assistant.

13 Supervision during PE Lessons, including Changing Arrangements

- 14.1 PE lessons are supervised by members of the teaching staff. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

14 Medical Support

- 15.1 There are a number of qualified First Aiders on site from 7:00 to 17:00 every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. Deanne Stokes is our First Aid Co-Ordinator and on site 08:00-16:00 every day. A pupil who feels unwell during the day should report to Reception.

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15 **Supervision in Remote Locations**

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school.

Ownership and consultation	
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Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	01.09.2018
Review date	April 2019 for implementation in September 2019

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards