



# Old Vicarage School

## Supervision of Pupils Policy

This policy applies to the whole school including the EYFS (Early Years Foundation Stage).

This policy should be read in conjunction with the School's Missing Child Policy & Procedures, First Aid & Medical Conditions Management Policy and Trips (UK & Residential) Policy.

### Introduction

The health, safety and welfare of the children in our care is our first concern. All staff at Old Vicarage School, teachers, catering, maintenance and administration staff have a duty of care for the children within the school at all times, not just when they are "on duty". No child may be left unattended.

All members of the teaching and duty staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Supervision instructions for specific activities are provided in the Staff Handbook.

Teaching staff should be present for assemblies and monitor the behaviour of their own class. During hymn practice, pupils are supervised by other members of staff.

In addition there are timetabled duties for breaks and lunchtimes. If members of staff know they are going to be absent, they are required to arrange a swap. Unexpected absences will be covered by colleagues or supply staff designated by the Deputy Head.

### At the start of the day

#### Early arrivals

The front door of the main school building is opened at 8.00am for early arrivals. Pupils are not allowed into the buildings before that time. Pupils arriving before the playground gate is opened at 8.15am are sent to the hall where they will be supervised by members of staff until 8.15am when they are moved through to the school playground.

#### School opening time

The external entrance gate to the playground at the main school site is opened at 8.15am. Pupils arriving at that time may wait in the playground until the school building doors are opened at 8.30am. Two members of staff will be on duty, one manning the gate and the other supervising the pupils in the playground.

The external entrance gate is closed at 8.30am. Pupils arriving after this time must enter the School through the front door and sign in at the school office.

#### Little Vic

The front door of the Little Vic Pre-School is opened at 8.50am. Little Vic pupils who are dropped off early at the main school will be supervised until 8.50am, when they will be walked to the Little Vic by members of staff. Pupils arriving late are admitted to the Little Vic premises by the front door and must be signed in on arrival.

### Lesson Time

Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason and pupils should not be left unsupervised in classrooms at any time. In case of emergency, teachers might summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with.

Pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratory or the art room. All flammables are kept securely locked in appropriate storage facilities.

### **Lunch and Break times**

All pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Pupils in the playground are supervised throughout the duration of break time. On wet days, breaks are taken in the Hall or Classrooms where the children are supervised by the duty staff or their form teachers.

### **Upper School Cloakrooms**

Pupils are not allowed into the Upper School cloakroom, which is located in the basement, unsupervised. This is to ensure that the steep and narrow stairs are traversed sensibly and safely and that no borrowing of other girls' belongings takes place. Members of staff undertake cloakroom duty on a rota basis.

### **Sports Lessons & Activities**

All teachers, coaches or other staff taking sporting or physical activities will have completed and returned an appropriate risk assessment for their activity.

Members of staff accompany pupils when they travel to all off-site sporting locations, usually on foot or by school minibus or Coach. Pupils are carefully supervised at all times, especially when crossing roads and alighting or leaving vehicles. First Aid kits and mobile phones are taken to all offsite sports activities.

Sports and other staff supervise pupils during their lessons, team training sessions and at all matches. Pupils who are off games will either go home or be appropriately occupied and supervised.

### **Illness & Medical Support**

If a pupil is taken ill during the day, the Office staff will call the parents/carers and ask that she be collected. The child will be looked after appropriately, by staff, until she is collected. If the child is very unwell, consideration will be given to taking the child to hospital or dialling 999.

Members of staff are trained in paediatric and emergency first aid. Further details may be found in our First Aid & Medical Conditions Policy.

### **Clubs**

Supervision arrangements for club activities are the same as those during lessons and pupils must not be left unattended at any time. Staff involved in art, DT, science and cookery activities will be aware of the relevant health & safety policies and procedures.

### **Home Time**

At the end of the day, form teachers or club staff wait with their class until they have been collected by an authorised person.

Staff will only release a child into the care of a parent or other individual whose name has been notified to us in writing in advance. If such notice has not been received, the Office staff will contact the parents before the child is released. Staff are authorised to challenge any adult whom they do not recognise and to ask them to wait outside the school premises.

Pupils who are being collected from an off-site sports location must be signed out by their parent/carer before leaving the site. If a pupil is being collected by anyone other than their parent, the School is to be advised in advance in writing. If the collecting adult is not known to staff, the pupil will have to return to School with a member of staff.

Year 5 & 6 pupils are permitted to leave school or the off-site sports location unaccompanied if parents have advised the school, in writing, that they may do so.

Children are always fully supervised until they are collected.

### **After School Care**

All pupils may attend the School's After School Care provision which is run by Old Vicarage staff and operates on the main School site. An additional fee is charged for this service which is offered on a sessional basis between 3.00 – 6.00pm during term times.

Little Vic pupils who are signed up for this provision will be walked to the main School site and delivered directly into the care of the After School Care staff.

The same 'home time' dismissal rules noted above apply to the dismissal of pupils from After School Care.

### **Late Collections**

Any pupil who has not been collected after 10 to 15 minutes should be sent to After-School Care so she can be supervised until she is collected. If a child is not collected by the time the school closes, the procedures detailed in our Missing Child Policy & Procedures (Procedures for an uncollected child), will be followed.

### **Dismissal**

Once a child has been dismissed, they become the responsibility of their parent/carer. Pupils may not re-enter the School without permission of a member of staff who will ensure they are appropriately supervised whilst they remain on the premises.

### **Out of Hours Activities**

Arrangements are made to ensure pupils are appropriately supervised during play and concert rehearsals, or other events that bring pupils into school out of hours.

### **Outings**

The arrangements for the supervision of pupils during educational outings and trips are detailed in our Trips (Day & Residential) policy.

### **Visitors to the School**

All visitors are required to sign in and out at the school office, and are given a badge which they are expected to wear for the duration of their visit. All visitors will be appropriately supervised by a member of staff for the duration of their visit. Staff are advised to challenge strangers on the premises and to report concerns to the Head or School Office staff.

Signed: **Gillian Linthwaite**

Position: Head

Revised: June 2022

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