

Supervision of Pupils Policy (A12)

Scope:	Magdalene House
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Review date:	September 2017
Author:	Senior Deputy Head Magdalene House
Reviewer:	Deputy Head Operations
Approval body:	Risk and Governance Committee of the Board of Governors

Availability

This policy may be viewed on the School website and a printed copy is available on request from the School office/Pupil Services Team.

INTRODUCTION

Above all other considerations the safety and well-being of the pupils must be an over-riding consideration. All members of staff are responsible on a day-to-day basis for ensuring that pupils in the school are safe.

Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom, the Headmaster or another appropriate adult should be summoned.

Staffing during the School Day

Before school:

- a. Breakfast Club: Pupils are brought to the Crush Hall to be signed in by their parents. The member of staff on duty will accompany the pupils in the Dining Hall and return with them at 8.25am.
- b. There are always two members of staff on duty from 8.00am in the triangle playground. These staff will be posted at the entrance to the school playgrounds, and will take responsibility for supervising the pupils who arrive before 8.40am except for those attending the Breakfast Club.
- c. Children are encouraged to take their bags and belongings to their cloakroom areas and staff are positioned to enable them to do so safely. In particular, those pupils whose classrooms are on the first floor must be carefully monitored to ensure their safety on the stairs.
- d. In the event of inclement weather all pupils will go into the Alan Salmon Hall and are supervised there until the beginning of lessons.
- e. Pupils who travel to school by bus will make their way to the Triangle playground accompanied by members of the senior classes of the Grammar School.

Break times

A rota system is employed to ensure effective supervision of the playground areas. Reception, Prep 1 and Prep 2 play on the Triangle playground and Prep 3 – Prep 6 pupils on the other two play areas. There will be a minimum of two Classroom Assistants plus two teachers on duty during morning and afternoon breaks. First Aid can be given either directly on the playground (when dealing with near miss or minor incidents), or by the designated First Aider who is required to remain on duty in the staff room throughout break. There are first aid supplies available in small packs to be taken outside, and the main location for supplies is in the kitchen area of Magdalene House. Morning break takes place from 10.25 – 10.45am and afternoon break is from 2.10 – 2.30pm.

Lunch times

There are four Lunchtime Supervisors employed by the school to be responsible for the children during the lunchtime break. They also supervise the pupils in the Dining Hall, in addition to the serving and general kitchen staff who are responsible for setting out and clearing away the plates and cutlery and assisting the younger pupils with cutting up food and carrying their trays. The Lunchtime Supervisors accompany pupils in the younger classes to the Dining Hall. The older pupils are accompanied by their Duty Teacher. When the pupils have finished their lunch they are escorted outside to the playground by the Lunchtime Supervisors and are joined by a Teaching Assistant. The Lunchtime Supervisors remain on duty until 12.30 when the whistle blows to indicate the end of the lunch break. The Class Teachers escort the pupils back to their classrooms in time for afternoon lessons. Lunchtime Supervisors accompany teachers and spend time listening to readers in class until 1.00pm.

Clubs

Pupils in Reception, Prep 1 and Prep 2 are able to participate in the daily clubs programme which runs from the end of afternoon school at 3.30pm. Pupils in Prep 3 – Prep 6 are expected to take advantage of the extensive clubs programme and remain in school until 4.20pm. Permission may be sought by parents to excuse their child from the clubs session. Clubs finish at 4.20pm, except for a few which may run slightly longer to enable the children to take full advantage of the activity.

Staff supervise pupils attending the clubs in the designated area relating to the activity. For such activities that take place off school premises the relevant risk assessment forms need to be completed by the member of staff running the club, and permission obtained before the club takes place. Some clubs need to be limited in numbers owing to safety factors, such as Cookery and Science Club.

Bus pupils

Any pupils who travel home by bus are released from the club they are taking part in at 4.10pm when they are released to the staff members on duty. A register of pupils travelling each day will be taken. At least one Teacher and one Teaching Assistant will accompany the children to the bus stop. All Magdalene House pupils will be expected to wear high visibility jackets on their way to the bus stop, and they will be required to walk either in pairs or single file in a quiet and sensible manner. The members of staff escorting them will ensure that the children are on the correct bus and that they are wearing seatbelts and seated at the front of the buses before they leave. Staff will remain at the bus stop until all the coaches have departed.

End of the Day

At the end of the teaching day the majority of pupils will remain at school to take part in the Clubs programme. Any children going straight home at 3.30pm will be dismissed from the Crush Hall to parents/carers. Following the end of Clubs at 4.20pm pupils will be dismissed via the Triangle playground to waiting parents/carers. Those pupils staying for Late Homework Club will be dismissed to parents/carers from the Crush Hall at 5.30pm. The Senior Deputy Head or Director of Studies will remain in school until the last pupil has been collected.

Accidents and Injuries

There is a separate policy in place giving guidance for staff dealing with accidents and injuries, and a record is kept of all such occurrences. Parents are informed in the case of any head injury, and in addition they are notified when the first aider dealing with the injury feels any level of concern. All staff are trained in First Aid procedures, and there is always at least one member of staff on the premises who holds a current certificate in specialised training in paediatric first aid.

Trips and Educational Visits

A separate policy is in place dealing with these events. Ratio guidelines for adult: child supervision are always adhered to, with the majority of trips having more staff than the recommended number. Any member of staff taking children off school premises must take the school mobile phone with them and be contactable at all times. In addition, the ClarionCall system is used to keep parents informed of any alterations to arrangements.