

Including Sandleford, our Early Years Foundation Stage provision

## Supervision of Pupils

### Pupils' Arrival & Departure

Pupils may arrive at St Gabriel's from 7.30am, and depart between 4.00pm - 6.30pm (from 3.30pm for Reception). Pupils are not allowed on site without supervision. St Gabriel's offers before school care from 7.30am for Sandleford and Junior pupils, and fully supervised Prep and After School Club for pupils in the Junior and Senior Schools. All members of the teaching staff, and teaching assistants are expected to take their share of break and lunchtime supervisory duties. Pupils are able to call on a member of duty staff at any time.

The main duty times are:

- Early morning duty for Junior School (staff from 8.15am)
- Break duty
- Lunch-time duty
- Afternoon duty (Junior School)
- After-school duty (3.30/4.00pm - 6.30pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, productions or other activities that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches and on their return to school until pupils are collected.

### Sixth Form

Pupils from Years 12 and 13 may leave the premises during the day and are required to sign in and out in the School Office. Pupils from other year groups are expected to remain on site throughout the school day.

### Registration

We take a register of pupils at the start of the morning and afternoon sessions and for all clubs and activities. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

### Junior School

Junior School operates an identical registration procedure to the Senior School; but in addition, staff will only release a pupil at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance

### Medical Support

There is a qualified Matron on duty in the Medical Centre from 8.30am to 4.00pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the school. A qualified paediatric first aider is always present whilst our Sandleford children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office. The Matron regularly checks and replenishes the first aid boxes and supplies first aid boxes for all visits.

### Supervision Whilst Travelling To & From School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly and in accordance with the School's Behaviour Policy. The School will always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses arrive and depart.

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## Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "School Visits."

## Unsupervised Access By Pupils

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories and the design technology rooms. Access to these areas is restricted when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds Maintenance, Catering and Caretaking areas of the school.

## Early Years Foundation Stage

The arrangements for the supervision of Early Years Foundation Stage pupils in Sandleford are set out in our Sandleford Parent Handbook.

## Security, Access Control And Workplace Safety

Our Safeguarding Policy describes the arrangements for access and safety of the entire school.

## Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

## Review

This Policy will be reviewed every two years by the Executive and Governors, and updated as necessary. In undertaking the review the Executive will take into account any recorded incidents that indicate that there may be problems with supervision and any issues raised about supervision by individual members of staff, parents and pupils.

<b>Authorised by</b>	resolution of the Board of Governors
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