

Including Sandleford, our Early Years Foundation Stage provision

Supervision of Pupils Policy

Authorised by	Resolution of the Board of Governors
Policy Reviewed	Autumn 2014 (1-0-0) Autumn 2016 (1-0-1) Autumn 2019 (1-0-2)

This policy is applicable to all those involved in pupil supervision at the school and aims to ensure that pupils are appropriately supervised during school activities, including trips and visits. The supervision of arrival and departure from school and for Sandleford pupils are also detailed. This policy should be read in conjunction with the School's Child Protection (Safeguarding) Policy & Safeguarding Guidelines, and the Missing Child Policy.

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 or join the supervised Prep session.

All students are expected to remain on School premises throughout the day. The exception to this rule is that Sixth Form students who have parental permission may leave School during the lunch break 12.45-13.45. In this case, these students must sign out and sign back in.

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.

For Junior and Sandleford pupils, staff will only release a pupil at the end of their 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 School Nurse or First Aider on duty in the Medical Room 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

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are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in the First Aid Policy 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 higher risk areas, as well as in the School Office. The School Nurse 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 an additional member of staff when travelling on the school buses at the beginning and end of the day; 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 depart.

Supervision During Educational Visits

Staffing ratios during Educational Visits will always be in accordance with the school's guidelines for non-residential and residential trips and will form part of the risk assessment process. Pupils will be allocated to given teacher by the Trip Leader, who will supervise them during their time away from school.

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

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

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 this is also available in the staff handbook.

Review

This Policy will be reviewed 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.

Date	Version	Changes
September 2019	1-0-2	Sixth from need parental permission to leave site. Matron changed to School Nurse