

SUPERVISION OF PUPILS

POLICY STATEMENT

The Queen's School is committed to provide, as far as is reasonably practicable, a safe environment for the pupils of the school. Part of creating that safe environment is the level of supervision that we provide during the school day.

This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected. This policy also seeks to clarify the school's position on the supervision of pupils outside the school day.

AIMS OF THE POLICY

The aims of this policy are:

- to set out what parents can expect from us in terms of supervision during and outside of school hours
- to set out what we expect from parents and pupils to help us to supervise pupils appropriately

OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following policies:

- First Aid and Medicines Policy
- Educational Visits Policy and Handbook

For staff there is additional information in the Staff Handbook.

REVIEW DATES

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes. This policy is reviewed by the Audit and Risk Management Committee.

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SENIOR SCHOOL SUPERVISION OF PUPILS

PUPILS' ARRIVAL AND DEPARTURE

Pupils (including Sixth Form) are not allowed on site without supervision and they should not arrive before 7.45am.

If pupils arrive before 8.00am, they must go to the Dining Room where they will be supervised by the members of staff serving breakfast. From 8.00am, pupils may go to their form rooms. Members of the teaching staff are on site in the staff room from 8.00am onwards. The main office is staffed from 8.15am onwards.

Pupils are asked to behave sensibly and with due care for their own safety and for those around them. If an alarm bell sounds before morning registration, the pupils must evacuate the school and assemble in Stanley Place so a roll call may be taken.

Following the bell at 3.45pm pupils should either:

- Walk home.
- Go straight to the transport collecting them.
- Sign in for the After School provision in the main school office and then go to the designated rooms for After School provision.
- Go to their After School Extra-Curricular Activity, at which the supervising member of staff will take a register.

No pupil should be anywhere in school away from adult supervision. If a pupil finishes a supervised activity and needs to wait a little longer to be picked up, that pupil must go to the main office to sign in to the after school club and sign out again when their lift arrives.

No pupil should wait outside the school gates to be picked up. They must sign in at the main office and wait to be collected in the After School provision rooms or in main reception.

All pupils who have signed in for an Extra-Curricular Activity or for After School provision must sign out before going home.

The Senior School is usually closed to pupils from 6.00pm and all pupils are expected to be off site before this time.*

No pupil should leave the school site and return before the next school day.

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

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SIXTH FORM

Pupils from years 12 and 13 may leave the premises during the school day but they must sign in and out at the main office. Pupils from other year groups are required to remain on site throughout the school day. Year 12 and 13 pupils may remain in the common room after school, but they must sign in at the main office before doing so.

REGISTRATION

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

MEDICAL SUPPORT

The main office administers first aid, deals with any accidents or emergencies, and helps 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. First aid boxes are in all potentially high-risk areas, as well as in the main school office.

SUPERVISION WHILST TRAVELLING TO AND 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. We will always investigate complaints about poor behaviour.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy and Handbook.

UNSUPERVISED ACCESS BY PUPILS

Science laboratories and the design technology room are out of bounds to pupils unless supervised by a member of staff. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the maintenance, catering and caretaking areas of the school. Clear signs are displayed.

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.

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LOWER SCHOOL SUPERVISION POLICY

Responsibilities

The Head of the Lower School, will:

- Ensure adequate staff are available to meet the supervision requirements.
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance.
- Continue to develop a safety culture throughout the school.
- Ensure that this policy is communicated to parents/carers
- Review and evaluate supervision procedures in line with relevant guidelines and local best practice.

Employees should:

- Support the implementation of this policy.
- Reinforce a “safe play” message across the Lower School community
- Report any supervision concerns to the Deputy Head of Lower School.

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Inform the school of any changes to the arrangements for the collection of their child.

Supervision Arrangements

Before School:

The Lower School gates will be open at 7.30am and remain open until 7.00pm when they will be locked by the Site Manager or caretaking staff.

Access to the school site from 7.30am will be for staff alone, and between 7:45-8:15 for pupils attending the Sunrise Club (before school provision). Children are able to access the Sunrise Club via the entrance in Sandford House. Supervision at the Sunrise Club is based on a ratio of adults: children of U8 (1:8) and 8+ (1:13).

The Loggia entrance will be open to all other children from 8:15am. Pupils are supervised in the Loggia by duty staff until 8:30am where upon the main classroom doors are opened and the children are allowed to go to their classrooms. Reception and Year 1 pupils, either from Sunrise Club, or from the Loggia are escorted to their classrooms. The Loggia entrance is manned by staff until 8.50am when they are closed. Access to the building after this time is via communication with the main school office. All children arriving on buses are met by staff so that they can safely disembark. Please note that parents/carers are required to remain with their children should they arrive on site before this time. Children must not be left unattended.

Break Times:

- Children can only go onto the playground when those staff on the duty rota allows them to access it.
- If it is deemed inadvisable for a child to be on the playground the Form Teacher will make the decision that the child stays inside the school building for the duration of breaktime, under the appropriate supervision of a member of staff.

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Lunchtimes:

- The playground is supervised on a rota basis by staff.
- Should additional support be required to assist with a particular incident or with a particular child, any member of staff may be required to send a child to the main office for assistance.
- Any first aid requirements will be met by the main school office in accordance with the First Aid and Medicines Policy.

During lunchtime, the playground and playing field areas will always be supervised by staff. Visitors to the site are always required to go to the main office in line with our visitors' procedures.

Staffing Ratios during break times and lunch times:

- The staff/child supervision ratio of 1:30 applies at all times in the Early Years Foundation Stage and Key Stage One.
- The staff/child supervision ratio of 1:50 applies at all times in Key Stage 2.

After School

The Infant School day finishes at 3:15pm. Parents are admitted into the Infant Playground from 3:00pm and are supervised at all times. The children are escorted to their parents in the Infant Playground by form teachers. Pupils attending the Sunset Club (After School provision) are escorted to Sandford House and are registered by the duty staff team. Pupils attending an extra-curricular activity are escorted to that activity and are registered by the supervising member of staff. All pupils who use the school bus service will be registered by a designated member of staff, where they will ensure that the children are loaded safely, their seatbelts are secured and the register is cross-checked with the designated driver.

The Junior School day finishes at 3:30pm, whereupon pupils assemble in the Loggia. Duty members of staff supervise their safe departure from the site, ensuring that each child is passed into the care of a responsible adult. Pupils attending the Sunset Club (After School provision) are registered by the duty staff team. Pupils attending an extra-curricular activity are registered by the supervising member of staff. All pupils who use the school bus service will be registered by a designated member of staff, where they will ensure that the children are loaded safely, their seatbelts are secured and the register is cross-checked with the designated driver.

Children will not be released to a person that they or the school does not know and parents/carers must make arrangements with the school if they wish their children to be collected by another person.

Sunset Club (After School provision) closes at 6:00pm. Pupils who have not been collected by 6:15pm will be subject to the procedures outlined in the Non-Collection of Pupils Policy.

Special Occasions

Following sporting occasions or trips returning to school after 3:30pm, movement will be restricted to the Sunrise Club (after school club) in Sandford House or extra-curricular clubs.

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Should pupils arrive back to school after 6:00pm (when the Sunset Club has closed) the supervising members of staff will remain with the pupils until they are collected. Should any pupil not be collected at this stage, the Non-Collection of Pupils Policy will come into effect.

Supervision of Play Equipment (during breaks, lunch and outside of school)

Whilst we ensure a close level of supervision during breaks for play, adults may not always be positioned close to the equipment. That said, they will intervene in the children's play on any apparatus if they see any of the following:

- Children behaving in a way that puts them or another child at risk of harm
- Children pushing or pulling other children
- Children climbing equipment not designed for that purpose
- Children lifting other children in order to access that equipment
- Children causing damage to the equipment.
- When the equipment is particularly wet (and therefore slippery), we will inform the children that they are not able to access it, though clearly we want to provide as much opportunity for children to play as practicably possible.

SUPERVISION OF PUPILS

Summary of Supervision Arrangements for EYFS pupils 2017-18

Monday

0830 to 0850	EYFS pupils arrive into classrooms. Staff welcome all pupils into school.
0850 to 0855	EYFS registration.
0855 to 0925	Whole School assembly (including EYFS pupils) SMT and Teaching Staff;
0925 to 1025	EYFS pupils, EY Teacher and TA in the EY environment. Ratio 1:8/13 activity dependent.
1025 to 1045	Playtime and snack. Staff rota. Ratio 1:30 Infant Playground.
1045 to 1145	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent.
1145 to 1215	Lunch. EYFS and Key Stage One pupils.
1215 to 1300	Playtime and Extra-Curricular Club provision (1215-1245)
1300 to 1515	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent. An afternoon snack time occurs every afternoon for EYFS pupils.

Tuesday

0830 to 0850	EYFS pupils arrive into classrooms. Staff welcome all pupils into school.
0850 to 0855	EYFS registration.
0855 to 0955	EYFS pupils, EY Teacher and TA in EY environments.
0955 to 1015	Playtime and snack. Staff rota. Ratio 1:30 Infant Playground.
1015 to 1115	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent.
1115 to 1145	Infant Assembly (EYFS and Key Stage One pupils) SMT and Teaching Staff.
1145 to 1215	Lunch. EYFS and Key Stage One pupils.
1215 to 1300	Playtime and Extra-Curricular Club provision (1215-1245)
1300 to 1515	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent. An afternoon snack time occurs every afternoon for EYFS pupils.

Wednesday

0830 to 0850	EYFS pupils arrive into classrooms. Staff welcome all pupils into school.
0850 to 0855	EYFS registration.
0855 to 0955	EYFS pupils, EY Teacher and TA in EY environments.
0955 to 1015	Playtime and snack. Staff rota. Ratio 1:30 Infant Playground.
1015 to 1145	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent.
1145 to 1215	Lunch. EYFS and Key Stage One pupils.
1215 to 1300	Playtime and Extra-Curricular Club provision (1215-1245)
1300 to 1515	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent. An afternoon snack time occurs every afternoon for EYFS pupils.

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Summary of Supervision Arrangements for EYFS pupils 2017-18

Thursday and Friday

0830 to 0850	EYFS pupils arrive into classrooms. Staff welcome all pupils into school.
0850 to 0855	EYFS registration.
0855 to 0925	Thursday Assembly (EYFS and Key Stage One) SMT and Teaching Staff; Friday Assembly (EYFS and Key Stage One/Whole School, including EYFS pupils) SMT and Teaching Staff.
0925 to 0955	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent.
0955 to 1015	Playtime and snack. Staff rota. Ratio 1:30 Infant Playground.
1015 to 1145	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent.
1145 to 1215	Lunch. EYFS and Key Stage One pupils.
1215 to 1300	Playtime and Extra-Curricular Club provision (1215-1245)
1300 to 1515	EYFS pupils, EY Teacher and TA in the EY environments. Ratio 1:8/13 activity dependent. An afternoon snack time occurs every afternoon for EYFS pupils.