

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 the School in terms of supervision during and outside of school hours
- to set out what the School expects from parents and pupils to help us to ensure pupils are supervised 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
- Missing Child Policies
- Visitors Policy

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 formally reviewed and revised in light of any legislative or organisational changes. This policy is reviewed by the Audit and Risk Management Committee of Governors.

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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.

From 7.45am, pupils must sign in at reception and may go to their form rooms. Members of the teaching staff are on site in the staff room from 7.45am onwards and can be called upon if necessary. The main office is staffed from 8.15am onwards. Pupils are not directly supervised by a member of staff before 8.50am when form time begins.

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. Sixth formers should return to their common room or workshop.
- 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 other than the after school provision or after school activity room. 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 at the end of the school day for an extended period of time. 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.* The School office closes at 6pm.

No pupil, other than sixth formers, should leave the school site during the school day unless they are attending an authorised appointment of which the parent has notified school.

*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 having been received.

MEDICAL SUPPORT

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

FAILURE TO COLLECT

The school expects parents to be punctual in collecting their child from school at the end of each day or when returning from an educational visit or sports fixture, etc... However, we recognise that issues can arise that result in a delay. It is the parent's responsibility to notify the school office of any expected delay, where the delay occurs within normal office hours (until 6pm). If the delay occurs outside of office hours, it is expected that parents will either directly contact the accompanying teacher or their child.

On a normal school day, if a child is not collected at 3.45, they will be put into after school club. After school club ends at 6pm and parents must make appropriate arrangements to ensure their child is collected or leaves site by that time (as is appropriate to the age of the child). If a child is not collected by 6pm, the school office will endeavour to contact the parent or emergency contacts listed on file. Any child on site after the school office has closed should remain seated in the reception area. A member of the Senior Leadership Team must be informed. This would be the Headmistress in the first instance, and in her absence, the Deputy Head or Head of Pastoral or another member of senior staff. The member of SLT will then decide upon the next course of action, which may include contacting children's social services. It is likely that a member of SLT will return to site to oversee the next stages of care of the child. Instances of failure to collect will be recorded. Frequent occurrences or those without a valid explanation may indicate safeguarding concerns and be dealt with accordingly.

Staff will **not**;

- take the child home with them
- transport the child home unless with the express consent of the parent, and only in very exceptional circumstances.
- go in search of parents/carers.

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

Supervision of pupils during weekends/holidays

It is recognised that there may be need for pupils to be on school premises during weekends or holidays for example when rehearsing for a production or when attending revision classes. Where that is the case, the supervising teacher must liaise with the Estates manager regarding any planned maintenance taking place and the likely presence of unsupervised contractors on the premises. In these circumstances, the supervising teacher must keep pupils segregated from the areas in which maintenance work is taking place, including ensuring toilet facilities are available in the segregated area, and must directly supervise pupils at all times whilst they are on school premises. They must take a register of all pupils on site and ensure all pupils leave the site promptly once the activity is finished.

Supervision of pupils during events

It is expected that all girls will be supervised by an appropriate number of staff during school events, for example during musical or drama performances, members of staff will be acting as 'front or house' and there will be supervision in the 'holding areas' such as the drama studio. During events such as parents evening and open morning, etc... there will always be a significant number of staff in attendance and they will have due regard to the supervision of pupils at these events for example, pupils may be assigned to a particular room during open morning and the teacher will be responsible for knowing the whereabouts of the pupil.

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.

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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.

Staff 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 open at 7.00am and remain open until 6.30pm when they are locked by the Site Manager or caretaking staff.

Access to the school site from 7.00am is for staff alone, and between 7:45-8:15 for pupils attending the Sunrise Club (before school provision). No children should arrive before 7.45am. 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 U8 (1:8) and 8+ (1:13). Children attending Sunrise and Sunset Club are signed in on arrival.

The Loggia entrance is open to all other children from 8:15am. Please note that parents/carers are required to remain with their children should they arrive on site before 8.15. Children must not be left unattended. 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 here they are supervised by staff. The Loggia entrance is manned by staff until 8.50am when the doors 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. All children are registered in their classrooms at 8.55am. Pupils who arrive late are required to register at the office.

Break Times:

- Children can only go onto the playground when those staff on the duty rota allow access. During a wet playtime, pupils may be appropriately supervised in indoor spaces.

Lunchtimes:

- The playground is supervised on a rota basis by staff.

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- Should additional support be required to assist with a particular incident or with a particular child, a member of staff may be required to send a child to the main office for assistance.
- Any first aid requirements will be met by duty staff who have First Aid training and 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:

Visitors to the site are escorted to the main office by office staff and are supervised in line with our Visitors' Policy.

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. The children are escorted to the loggia by form teachers and TAs, and then to their parents as their cars reach the front of the drive through lanes. Pupils attending the Sunset Club (After School provision) are escorted to Nedham 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.

The Junior School day finishes at 3:30pm, whereupon pupils assemble in or outside the Loggia (weather dependant). Duty members of staff supervise their safe departure from the site, ensuring that each child is walked to their parent or carer's car as it reaches the front of the drive through lanes. 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 are 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.

FAILURE TO COLLECT

In the event of a child not being collected after an extra-curricular club or at the end of the normal school day, the child will be taken to Sunset Club. A member of the office staff or, if they are not available, a member of the SLT will then telephone the parents to find out the reason for the delay. The child will remain within Sunset Club until such time as they are collected by the parents, or another adult authorised to do so.

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In the event that the school cannot contact parents or emergency contacts at the closure of provision (6pm), or if parents have been unavoidably delayed, the SLT duty person will care for the pupil until such a time as a parent or carer collects them or until appropriate alternative care arrangements have been made with the relevant locality's children's social care, and/or the Police, in order to maintain the child's safety.

Staff will **not**;

- take the child home with them
- transport the child home unless with the express consent of the parent, and only in very exceptional circumstances.
- go in search of parents/carers.

Special Occasions

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

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.

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 able to see every child on the playground. They will always intervene if equipment is being used in an unsuitable manner.

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Summary of Supervision Arrangements for EYFS pupils

Monday

0815 to 0830	EYFS pupils may arrive in the Loggia. SLT on duty.
0830 to 0850	EYFS pupils arrive into classrooms.
0850 to 0855	EYFS registration.
0855 to 0925	Whole School assembly (including EYFS pupils) SLT and Teaching Staff.
0925 to 1025	EYFS pupils, EY Teacher and TA in the EY environment.
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.
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.

Tuesday - Thursday

0815 to 0830	EYFS pupils may arrive in the Loggia. SLT on duty.
0830 to 0850	EYFS pupils arrive into classrooms.
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.
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.

Friday

0815 to 0830	EYFS pupils may arrive in the Loggia. SLT on duty.
0830 to 0850	EYFS pupils arrive into classrooms. Staff welcome all pupils into school.
0850 to 0855	EYFS registration.
0855 to 0925	Friday Assembly (EYFS and Key Stage One) SLT and Teaching Staff.
0925 to 0955	EYFS pupils, EY Teacher and TA in the 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.
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.