

DUMPTON SCHOOL

12 - PUPIL SUPERVISION POLICY

Person(s) responsible:	Deputy Head
Last updated:	October 2023
Review period:	12 months
Next review:	February 2024

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 contact the parent if a child fails to arrive at school without an explanation. Please see attendance policy.

DUTIES

Pupils are supervised during break times in the pre-prep and prep school. A duty rota exists for these duties to ensure appropriate ratios are adhered to where needed.

MEDICAL SUPPORT

A number of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS and Pre-Prep children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office. The School Matron regularly checks and replenishes the first aid boxes.

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. Drivers report any behaviours they are unhappy with.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits." Our arrangements for the supervision of EYFS and KS1 children on visits are described in our "EYFS and Pre-Prep Educational Visits Policy".

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 PE 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, the Design Technology rooms, etc. Doors to these areas are kept locked at all times 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.

EXTRA- CURRICULAR CLUBS

Activities arranged by the School

The terms of this policy will apply at all times to all out of school care and extra-curricular clubs and activities breakfast clubs / after school clubs which are arranged by the School.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Our policy: “Security, Access Control Workplace Safety and Lone Working” describes the arrangements for safety of the entire school.

EYFS AND PRE-PREP

Children in the Nursery attend either mornings or afternoons only, or all day subject to availability. The morning session starts at 8.15am (children can be dropped off from 8:00am), ending at 11:15/12:15 and the afternoon session ends at 3.15pm. Nursery children are collected at the entrance to the Nursery accessed through the EYFS garden. The Reception and KS1 children should arrive between 8.15am and 8.30am every morning. Reception children are collected from their classrooms and KS1 children are collected at the gate by parents at 3.30pm and checked off a register by their Class Teacher. The children are supervised by qualified staff at all times when they are under our care, including break, lunch and play times. We maintain the ratio of adults to children that is set out in the EYFS Safeguarding and Welfare Requirements for our EYFS children.

Pre-School, Reception and Year 1 and 2 children can come to Early Morning Club from 7.45am in the Dining Room and this must be pre-booked.

COLLECTION

If children are not being collected by their parents/main care-giver please inform the Class Teacher verbally or in writing in advance via the reading log/planner, or by email. Parents are asked to complete a Child Collection Form annually which specifies adults permitted to collect a child. Registration is completed at the beginning and end of each session which includes a record of who has collected the child.

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with a parent, unless we have received advance permission (preferably in writing) that they may be collected by another adult
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the EYFS garden – which is fenced off from the rest of the school
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and sign out on leaving
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers
- If a child is not collected on time by the person specified on the child collection form the child will attend After School Club if space or stay with Matron/Head of Nursery/EYFS/Head of KS1.

Please refer to our separate policy, “Missing Child Policy and Procedures when a Child is not collected on Time” and “EYFS and Pre-Prep Educational Visits Policy” copies can be sent to parents on request.

AFTER SCHOOL CLUBS

Reception and KS1 After School Clubs run from 3.30pm until 5.45pm. Nursery and Pre-School After School Clubs runs from 3:15pm, ending at 4:15pm or 5:30pm. Please refer to the After School Club statement for ratios and further details.

HOBBIES

Hobbies run from 3:30pm until 4:15pm. Children completing a hobby are taken to the hobby by their Class Teacher. Hobbies are supervised by a member staff and the children go directly home or to After School Club.

PREP SCHOOL

Pupils may arrive at school from 7.45am, when they must go to the Dining Hall for supervised Early Morning Club. They are expected to go home no later than 5.45pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. Lessons finish at 4.15pm, Hobbies/Prep at 5.15pm and then ‘Stay Late’ operates for children who cannot be collected before that time, until 5.45pm.

Arrangements are made to ensure pupils are supervised during Performing Arts rehearsals, or other events that bring small groups into school out of hours. Members of the staff supervise pupils at both home and away matches.