

## DUMPTON SCHOOL 12 - PUPIL SUPERVISION POLICY

<b>Person(s) responsible:</b>	<b>Senior Deputy Head</b>
<b>Last updated:</b>	<b>February 2024</b>
<b>Review period:</b>	<b>12 months</b>
<b>Next review:</b>	<b>February 2025</b>

The terms of this policy will apply at all times including out of school care and extra-curricular clubs and activities, Early Morning clubs, and after school clubs.

Objectives: to ensure that pupils are appropriately supervised during school activities, on arrival and departure from school. This will include EYFS pupils.

Normal School Hours:

### **EYFS AND PRE-PREP Drop off and Pick up**

Children in the Nursery attend either mornings or afternoons only, or all day. 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 or main care-giver, the Class Teacher should be informed verbally or in writing in advance via the reading log/planner, or by email with as much notice as possible. 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.

If a child is not collected on time by the person specified on the child collection form the child will be taken to Reception and the parents contacted.

### 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 Drop Off and Pick Up**

Normal hours are 8.15am-4.15pm.

Pupils are allowed into school from 8am

Anyone arriving from 7.45am must go to the Dining Room for Supervision until 8am.

Pupils may remain at Prep or Hobbies until 5.15pm each day. Those needing to stay until 5.45pm will go to 'Stay Late' where a member of staff is present. Pupils are not permitted to remain after 5.45pm.

Children are signed out electronically when they leave the school site. We call this 'deregistration'.

Teachers taking sports fixtures supervise pupils for home and away sports fixtures until they are 'deregistered' to parents.

### 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.

In addition for EYFS, a child will only be released at the end of his/her session into the care of a parent or other individual who has been notified to the school in writing in advance.

### DUTIES

Teaching staff supervise pupils during breaks and lunchtime. No pupil may leave the premises. 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.

### DESIGNATED AREAS

Pupils are not will not have unsupervised access in designated areas which includes:

- Swimming pool
- Sports hall
- Climbing frame

- Science Laboratories (and technician's room, including locked hazardous/flammable materials storage)
- DT room
- Assembly Hall
- Recital Room
- Grounds, maintenance, catering and caretaking areas

These areas will be locked when not in use.

Pupils do not have access to the grounds, maintenance, catering and caretaking areas of the school.

#### SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are supervised by the driver when travelling on the school buses and 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 school are described in our Educational Visits policy and our Educational Visits for EYFS policy.