



Supervision Policy

Information for Parents: This policy is available on request.

Our School Ethos

A caring school with Christ at its centre. We strive for excellence and every child is encouraged to achieve their potential. We respect and care for each person in our school community, valuing them for who they are and for all that they achieve.

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils including those in the Early Years Foundation Stage throughout the school day.

1 Legal obligations

- 1.1 The Governing Body and the Headteacher have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.
- 1.2 The class teacher has a duty of care to the children, which is based on the principle of 'in loco parentis'. This can be thought of the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Headteacher has certain responsibilities. These include:
 - formulating the overall aims and objectives of the school and policies for their implementation;
 - ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively;

- ensuring the maintenance of good order and discipline at all times during the school day (including all breaks) when pupils are present on the school premises; and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere;
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

2 Supervision before school

2.1 Pupils are supervised from 8.40 a.m. in the mornings, unless attending an early morning club or music lesson. Children attending an early morning club or music lesson will be added to the club or lessons register. Before School Care is available from 8 a.m. to all children from Pre-Reception Class to Upper Two. These sessions are pre-booked and children are signed in and supervised by members of staff.

2.2 At 8.40 a.m. one of the two members of staff on early morning duty will supervise the side gate to allow children in whilst the other member of staff supervise children from Intermediate to Upper Two in the top playground in good weather; or in the school hall when the weather is inclement.

2.3 At 8.40 a.m. children in Kindergarten are met at the front door by the housekeepers and escorted to their classrooms by the early morning prefects.

Children in Pre-Reception and Reception are met at their car by a member of staff
and brought into school.

2.4 All late arrivals need to be admitted through the main front door by a member of staff and then they must report to the office. The person bringing the child in must sign them in at the school office.

2.5 While children are on the school premises, they are the responsibility of the staff and therefore they must be adequately supervised at all times.

3 Departure at the end of the day

3.1 At 2.55pm Pre-Reception are dismissed from the front door.

3.2 At 2.55 p.m. Reception children are dismissed from the Secret

Garden by the teachers.

- 3.3 At 2.55 p.m. Kindergarten are dismissed from the back door, and all other Infant classes from the front door, by their class teachers.
- 3.4 At 3.15 p.m. the Junior children are dismissed from the classroom and must then leave by the front door, supervised by their class teacher or TA.
- 3.5 Any child who is late being collected will be looked after by the class teacher for an additional period of time. See the Late Collection Procedure.
- 3.6 End of day
A class teacher or TA will dismiss their class at the end of the day via the front door. Children will be supervised by their class teacher or TA downstairs while they are collecting their coats and belongings. These staff will ensure that all pupils in their class have left the premises safely, or make arrangements for children who have not been collected (see Late Collection Procedure).
- 3.7 Leaving school
No child is allowed to leave the school premises without prior permission from the Headteacher. If a child is required to go to the doctor / dentist / visit another school etc. a leave of absence request must be sent via email to the Headteacher stating the day and time involved. If a pupil is leaving the school during the day the parent / carer should report to the office to collect the child, likewise the child should report to the office on return / arrival. The parent/carers should sign the child out on collection and also should sign the child in on return/arrival.

4 Responsibilities during the day

We take a register at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if the child is absent for any reason (See Attendance policy).

- 4.1 Illness
If a child is unwell, the teacher will decide upon a course of action. If the child is to be sent home, a member of staff will telephone the parents and the child will then wait to be collected.
- 4.2 Lesson Time
Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra curricular activities should not be left in school unattended.

4.3 Crossing the road

Children should be supervised while crossing the road to the field. See Crossing the Road Policy.

4.4 Clubs

Registers should be taken for all clubs whether early morning, lunch time or after school.

4.5 Playtime

At playtime all children should be under the supervision of five members of staff on duty on the playground but, nowhere else in the school, unless with a member of staff. There is supervision in the classrooms or hall during inclement weather.

4.6 Excused from P.E. etc.

Children who are unable to take part in P.E. lessons etc. should remain with their class to watch the lesson. If this is not practicable other suitable arrangements should be made by the class teacher.

4.7 Visitors

Any visitors on the school premises during normal school hours will be requested to sign in the visitors' book and wear a lanyard (green where a clear DBS and ID have been seen, red where a DBS has not been seen in this instance the visitor will be accompanied by a member of staff at all times, black worn by school governors) with the exception of those accompanying the Headteacher on a tour of the school. Safeguarding procedures are given to visitors.

4.8 Collection of children

At the beginning of the school year a form is sent to all parents asking them to confirm the details of people who are allowed to collect their children without written notice. Other people however, are allowed to collect children, but there must be written notice or email to the teacher prior to the pick up.

Every child has a password to be used if they are to be collected by someone other than their approved collection list.

4.9 Collection after extra-curricular activities

It is the responsibility of the member of staff organising the after school activities to ensure that all children are collected safely.

If a child has not been collected 10 minutes after the end of the club then the Late Collection Procedure will be followed.

4.10 Supervising Children in a Remote Location

When a member of staff is supervising in the Secret or St. Angela's Garden, the school grounds or on the school field, they will take a school mobile phone or walkie-talkie for use in an emergency situation.

4.11 Within the Pre-Prep, Department children must usually be within sight and hearing of staff.

Children must always be within sight and hearing of a member of staff whilst eating. Choking can be completely silent, therefore, it is important for staff to be alert to when a child may be starting to choke. Where possible, staff should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.

5 Supervision on school visits

5.1 The organiser of the outing must ensure that there is sufficient adult supervision.

Where younger children or more complicated activities are involved the number of adults needs to be increased.

All organisers of outings must ensure that they are familiar with the Health and Safety Policy detailed in the School Visit policy and all relevant forms must be completed and held on file by the Health and Safety Officer.

5.2 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".

6 Staff Induction

6.1 All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. The Staff Induction Policy gives guidance 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.