

Supervision and Registration of Pupils inc. duty

St. Andrew's recognizes its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety.

This policy is to be read in conjunction with the Educational Visits Policy, Duty Guidelines, Missing Children Procedures (including EYFS) etc.

All members of staff are required to have a complete understanding of their role in delivering the subject and their part in monitoring the achievements of pupils at the appropriate level and seeking continuous improvements. The policy can also be of use to inform other interested parties such as parents and governors as required. The policy has taken account of National Curriculum requirements, reports and advisory documents and following discussions with staff and Governors as appropriate.

It is very important, in the interest of safety and for the positive ethos of the school that an effective policy for the supervision of pupils is in place.

Before School:

Provision for the care and supervision of Prep aged pupils whose parents have to deliver their children to school before the start of the school day is made by the Boarding House staff. For all pupils supervision is by a teacher who is available from 8am. Parents should take children directly to the child's classroom and hand over to the teacher. Parents are reminded at regular intervals throughout the year.

Break Periods:

Prep School: A rota for adult supervision of pupils is in place. A minimum of one qualified teacher per each key stage will always be in place. Through use of teaching and support-staff, it is our aim to try to ensure that the number of adult supervisors will number at least two per key stage.

In the event of inclement weather, pupils will remain in allocated rooms, where adult staff will ensure regular supervision throughout. This may be library, ICT rooms etc

During break-times, staff may be supported in their supervision duties by prefects selected from the senior pupils of the school, GAP students etc

Please refer to Sun Safety Policy for further information when sun is shining.

Pre-Prep: A rota for adult supervision of pupils is in place. The statutory ratio for supervision is in place for both the Nursery and Pre-Prep Department. Please refer to the Pre-Prep Playground (Outdoor Play) Policy. In the event of 'wet playtime' children will be supervised in either in the

Casson Building or their classrooms by members of the Pre-Prep daily duty staff. Please refer to Pre-Prep Sun Safety Policy for information in excellent weather.

Lunchtimes:

Prep School: A rota for adult supervision of pupils is in place. The senior duty team member will ensure adequate supervision: in the lunch queue, inside the buildings and outside, or in classrooms, as the weather dictates. The member of staff on Lunch queue duty will also encourage children to eat a balanced meal as they supervise the servery and dining room.

Pre-Prep: Children in baby Robins and Robins classes are joined by their class teachers for lunch in the Nursery. Children in Racing Robins, Kingfisher and Chaffinch enjoy a family service lunch in the Small Dining Room with their class teachers. Children in Reception and Year 1 are supervised by their class teachers. Children in Year 2 select their own choices from the servery, assisted by their teachers, they eat with their teachers in the Main Dining room, but are supervised by Teaching Assistants.

After School:

Prep School: Several after-school interest clubs are provided by members of staff, during which direct adult supervision will be provided. Staff are required to carry out risk assessments to ascertain the necessary staffing level for their activity.

One member of the duty team is timetabled to remain on duty until 7pm. (Late Duty)

Provision for the care and supervision of pupils whose parents have to collect their children after 7pm is made by the Boarding House staff. Parents are reminded at regular intervals throughout the year.

Pre-Prep: After school activities are offered every evening. There is the provision for a supervised tea in the Nursery, details of which can be obtained from the school office. All children staying late must be collected from the Nursery by 6pm. Children travelling to/from school by school minibus will be accompanied to the bus by a duty member of staff.

Leaving School:

Generally speaking, children in Years 3-8 are collected from school by their parents.

Children in Pre-Prep may be collected by a parent/carer or a nominated adult. Parents must notify the class teacher in advance if alternative arrangements are to be made for that day.

Some children are taken home on the school minibus run. The office supplies the senior duty staff member with a list of the arrangements as to how and when children are leaving school on any given day. The office will have a definitive list of every child on a school run!

Pre-Prep parents must inform the office should they wish to make or change arrangements for children travelling home by school minibus. Please refer to the Pre-Prep collection Policy.

No child should leave the premises during the school day, unless a communication has been received to that effect from a parent.

Late collection from Pre-Prep Department: Following statutory guidelines there is a Late Collection Policy in place

Boarders:

A rota for adult supervision of pupils is in place at all times. A minimum of one qualified teacher will always be in place. Through use of teaching and support-staff, it is our aim to ensure that the number of adult supervisors will number at least three, and that both sexes are represented.

Registration Policy / Procedures

A rota is in place in the Prep school indicating who is responsible for registering which children and at what times. This is done electronically on the school's information management system (PASS). This is normally done by tutors or form teachers. All children are required to register first thing in the morning. If a child misses registration, he/she should report to Matron to let them know that they are present. Staff are assigned to check for any child that has not been registered. An absence list is drawn up and any absences are checked, the final resort being a phone call to the parent. In the Pre-Prep, children are registered using PASS by their class teacher at the start of each morning and afternoon session.

The daily absence list is posted in the Staffroom and School Office each day, so it should be checked to make sure you know who will not be in your lessons.

In the afternoon, the Pre-Prep and Junior Department classroom teachers check that their children are present and record these on PASS. Years 5-8 are checked against a lunch register each day. A member of staff will check the appropriate class if a child has not been registered.

Arrival and departure times of children in the Foundation Stage are logged in accordance with the EYFS requirements. The school nurse is responsible for chasing up any children who are not registered as being where they should be.

Registration of After School Activities (and Boarders)

Evening duty staff:

5.30pm: Collect the activity list from the office along with the duty phone.

5.30pm – 5.45pm: register attendance in the dining room and then visit all the on-site activities to see who is present / absent. Following registration missing children are reported to the school office prior to 5.45pm. The Late duty teacher will tour the activities and boarding school thereafter. By the end of their tour they should have a full list of who is on site and can let the office know (prior to 6pm) Check the office for details of children who have not turned up for off-site activities.

The school office will check the absence list / bus list and call the parents of any children who are unaccounted for.

Return the activity tick list and phone to tray in the office

6:40 to 7pm: Ascham door duty

7pm: delivering any uncollected children to the boarding house and call their parents.

(There are clearly a number of hobbies which would be impossible for duty to run)

Those taking on site clubs:

Inform evening duty staff about any children who fail to attend their club and about any extra children who attend their club

Those taking off site clubs:

Call the office (before 5.45pm) to inform them about any children who fail to attend their club and about any extra children who attend their club

Boarding House duty staff

Register all boarders, even those who are not taking part in activities and make sure the duty staff also have this. (Compare registers)

Office staff:

Ensure that the evening fire lists are accurate and available for evening duty staff

Inform duty staff about any children who have not turned up to their off-site activity

Collect yesterday's activity list from the tray and contact parents of children who the duty staff were unable to contact the evening before (because the child failed to attend clubs) Update lists daily.

Inform Deputy Head of any children who need to be chased up about their failing to attend their activity.

Pupils work towards the school's aims by ensuring that if they are unable to attend their after school club, children must inform the adult taking their club in advance

Absence:

Parents must notify school (matron) of all absences. This may be by letter, telephone or e-mail.

Movement Around School:

Children must walk at all times and move through the school as quietly as possible. They should walk on the left.

Pupils and staff should respect the arrangements in place for security, and should ensure doors are correctly closed after them.

Prep School Pupils Working Without Direct Supervision:

As pupils display greater levels of maturity, they are encouraged to take more responsibility for their own behaviour.

In appropriate situations, they may be given the opportunity to work with greater autonomy, such as in the library, for example. Teachers must use their discretion to decide the circumstances in which this is appropriate, but are reminded that pupils should never be left in isolation.

General Safety:

It is the duty of all members of staff to ensure that they are aware of the full Health and Safety Policy, and that they adhere to it. Duty staff should be proactive while on duty: while they are assigned to certain areas, it is required that duty staff actively wander around, wearing Yellow high visibility jackets at all times when outside. Prep Staff collect the Duty mobile for evening duties.

Any concern regarding safe practice should be reported to the nominated Health and Safety Officer or the Headmaster at the first available opportunity.

Ratios for supervising children while on duty in the school grounds:

Foundation stage: one adult per 13 children

Years 1-2: one adult per 16 children

Years 3-4: one adult per 50 children

Years 5-8: one adult per 50 children

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