

## SUPERVISION AND REGISTRATION OF PUPILS (including duty) POLICY

Author / reviewed by:	Paul Shouksmith
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## Supervision and Registration of Pupils including 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. We also follow the East Sussex County Council Guidance of School Attendance.

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:**

There is supervision provided for any day children who arrive from 7.30am in a central location – the Library. Parents sign their children in and they are kept there until 8.00am at which point children are sent or taken to their form rooms. 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 member of staff 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 and Nursery:** 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 and Nursery Playground and Duty Staff 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 and Nursery Sun Safety Policy for information in excellent weather.

## **Lunchtimes:**

**Prep School:** A rota for adult supervision of pupils is in place. This rota will ensure that there is adequate supervision of 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 The Baby Room and Robins class 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 the year group Teaching Assistant and a Gap student. 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, and 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 collected by the minibus drivers.

## **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, there is a form to complete outside each classroom.

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 and Nursery Child Collection Policy.

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

A few children have permission to walk home and this should be communicated by the child's parents to the school office.

**Late collection from Pre-Prep Department:** Following statutory guidelines there is a Late Child 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 and Nursery, children are registered using PASS by their class teacher at the start of each morning and afternoon session. During the Nursery Holiday Club, staff use a paper register, which is kept in the Nursery office and passed on to the School office at the end of each academic year.

For Years 5 to 8, tutors also record what is happening at the end of each day for each child i.e. are they staying for an activity, going home with parents, on the bus, etc.

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 Nursery class teachers check that their children are present and record these on PASS. Years 3-8 are registered in the lesson after lunch on Monday, Tuesday, Thursday and Friday. On a Wednesday Years 3 and 4 register in the lesson after lunch while Years 5 to 8 have a tutor period prior to lunch when they are registered. A member of staff will check the appropriate class if a child has not been registered.

Arrival and departure times of children in the Nursery 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.

We follow the East Sussex County Council guidance on school attendance (updated September 2017) and will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

## Registration of Year 5 to 8 After School Activities (and Boarders)

- **Late duty staff:**
  - 5.30pm – 5.45pm: one member of staff will supervise the Ascham Entrance, one will supervise the minibuses and one will supervise the dining room.
  - Any Junior children who are still in school will be brought to the ICT room at 5.45pm.
  - At 5:45pm children should either be at their activities, in the Boarding House with boarding staff or in the Downstairs ICT room under supervision of the late duty member of staff (this is for children who have not yet been collected).
  - The late duty member of staff should have a walkie-talkie with them and all those taking activities should also have a walkie-talkie. They can then radio in to the person on duty if anyone is missing from their activity. The duty member of staff should then check on the register and see if they can be located before calling parents to check that they are accounted for.
  - At 6pm the school phone will be diverted to the Downstairs ICT room so that the duty member of staff can let in any parents who arrive to pick up their child. The front door of school can be opened by pressing 5 on the phone.
  - 6:40 to 7pm: Ascham door duty: Make sure no pupils are ever left outside unsupervised.
  - 7pm: deliver any uncollected children to the dining room to wait with the boarders.
  - Some clubs may extend beyond this time and those teachers responsible should ensure the safe handover of these children.
- **Boarding House duty staff**
  - All children who are boarding (including flexi boarders) are registered in the Small Dining Room by the duty member of boarding staff at 5.30pm.
  - Children not involved in activities who are boarding will be supervised in the Boarding House.
- **Office staff:**
  - Ensure that any messages which come in during the day are passed on to relevant staff.

### **Those taking on site clubs:**

Those taking on site clubs should have a walkie-talkie with them and should 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:**

Those taking off site clubs should 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.

### **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:**

Early Years Foundation Stage:

Under 2 years old: one adult per 3 children

2 years old – 3 years old: one adult per 4 children

3 years old plus: one adult per 8 children

3 years old plus, and in receipt of the EYEE, if the supervising adult holds EYPS/EYTS qualification  
one adult per 13 children

Reception: one adult per 30 children

Years 1-2: one adult per 30 children

Years 3-4: one adult per 50 children

Years 5-8: one adult per 50 children