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## Pupil Supervision Policy

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<b>Related policies</b>	Anti-Bullying Policy Behaviour Policy Child Protection and Safeguarding Policy Educational Visits Policy Health Policy Health and Safety Policy Parent-School Issues Policy Whistleblowing Policy

## Contents

1. Purpose .....	3
2. Arrangements for monitoring and evaluation.....	3
3. Safeguarding .....	3
4. Supervision whilst travelling to and from school .....	3
5. Medical Support .....	3
6. Unsupervised access by pupils .....	3
7. Senior School	
7.1 Supervision during the school day .....	4
7.2 Pupils' arrival and departure .....	4
7.3 Registration .....	4
7.4 Non-collection of pupils .....	4
7.5 After school events .....	5
7.6 After school clubs and activities .....	4
7.7 Out of hours supervision .....	5
7.8 Supervision by other students .....	5
8. Junior School	
8.1 Supervision during the school day .....	5
8.2 Pupils' arrival and departure .....	5
8.3 Registration .....	6
9. Willow Lodge (including EYFS)	
9.1 Supervision during the school day .....	6
9.2 Pupils' arrival and departure .....	6
9.3 Registration .....	6
10. Larks and Owls – Junior School and Willow Lodge	
10.1 Larks sessions .....	6
10.2 Owls sessions .....	7
Appendix 1: Larks and Owls staff – childcare qualifications .....	8

## **1. Purpose**

The King's School is committed to provide, as far as is reasonably practicable, a safe environment for the pupils of the school. Part of creating that safe environment is the level of supervision that we provide during the school day. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected. This policy also seeks to clarify the School's position on the supervision of pupils outside the school day.

## **2. Arrangements for monitoring and evaluation**

- This policy is reviewed every two years with input from staff and pupils.
- The Health and Safety Committee will review incident forms to ascertain if there is a need for any changes to the policy.

## **3. Safeguarding**

It is the school's responsibility to ensure third party providers adopt the school's safeguarding policy. All club and activity leaders, including third party providers, are given a copy of the document "Guidance for Safer working Practice for Adults who work in Regulated activities".

## **4. 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.

## **5. Medical Support**

A School Nurse is available between 8.30am and 4.30pm to deal with any medical issues involving pupils. If any pupil is feeling unwell and wants to go home, they need to see a School Nurse who will determine whether this is appropriate. Students must not contact parents directly to pick them up without going through this process. Outside the hours above, there will be First Aid cover amongst staff at school and first aid kits are located in high risk areas around the school.

## **6. Unsupervised access by pupils**

Pupils do not have access to potentially high-risk areas such as science laboratories, the sports hall, the gym and DT workshops which are usually locked when not in use. Pupils do not have access to maintenance and catering areas of the school.

## 7. Senior School

### 7.1 Supervision during the school day

At break and lunchtimes, all pupils are supervised by staff on duty.

### 7.2 Pupils' arrival and departure

Pupils are not allowed on site without supervision and should not arrive before 7.30am. Between 7.30am and 8.15am all pupils in Removes – Fifth Year must either go to the library, 1541 for breakfast or attend an activity supervised by staff. Sixth Form pupils have access to the Sixth Form Centre from 7.30am. Between 8.15am and 8.25am there are sufficient staff on site to oversee pupil behaviour. From 8.25am duty staff will be patrolling the school site.

After 3.50pm, pupils can either leave the school site to go home, go to the library or attend an activity supervised by staff. There are no staff on general tour duty around the school site from 3.50pm and no pupil should be in school away from adult supervision after school. Once a pupil has left the school site they have left the care of the school and are not allowed to return until the start of the next school day.

On occasion it might be necessary for pupils to leave site during the school day (eg. to attend medical appointments) and parents are required to inform the child's tutor in advance. Pupils must sign out at Reception.

The library closes at 5.45pm and pupils are expected to have left the school site by 6.00pm. Sixth Form pupils are permitted to use the Sixth Form Centre until 6.00pm.

A member of the Senior Leadership Team (SLT) will be on duty each day from 7.45am until 6.00pm at which point they will check the school site and contact the parents/carers of any pupils who remain on site.

Alternative arrangements will be in place if there are COVID-19 restrictions. The level of supervision is enhanced to ensure hand hygiene, social distancing and the maintenance of bubbles.  
*(Current details available on request from the Deputy Head, Operations)*

### 7.3 Registration

Registers are taken in the morning and afternoon. Morning registration is taken by the Tutor at 9.00am. The register closes at 9.10am. If a pupil arrives in school during period 1, they should register at Reception and will be marked as a late arrival. From the end of period 1 any pupil arriving in school will be registered as having missed a half day by Reception. Parents are responsible for notifying the school if their child is absent for any reason. The school will always attempt to contact the parent if a child fails to arrive at school without explanation.

### 7.4 Non-collection of pupils

Pupils who have not been collected as expected after school should come back into school and inform Reception. They should not wait outside for any prolonged period. Once Reception closes students should go to the library. At 6.00pm the member of SLT on duty will check the site and may contact parent/carers as necessary.

### **7.5 After school events**

If events are scheduled after school which require pupils to remain in school they are expected to either wait in the library or one of the designated classrooms. Pupils must not leave school unsupervised and then return. Students should not order food to be delivered to the school. Staff supervision will be provided for pupils required to stay in school for an event that starts after 6.00pm.

### **7.6 After school clubs and activities**

After school clubs and activities are supervised and usually run from 3.50pm to 5.00pm. All activities should finish by 5.45pm allowing pupils to have left the site by 6.00pm. Where an activity lasts beyond 5.45pm a member of staff taking the activity must ensure that all pupils involved have left the school site safely. In the event of a club or activity being cancelled the school will notify pupils as soon as possible and they should go to the library until they can be picked up. If the number of pupils is large, alternative supervision will be arranged for those who need to remain on site until the scheduled end time of the activity.

### **7.7 Out of hours supervision**

For any activities involving pupils needing to be in school out of normal school hours before (eg.7.30am or after 6.00pm, weekends), members of staff in charge of those activities have responsibility for the supervision of the pupils involved. The arrangements for the supervision of pupils during educational visits and trips are described in our Educational Visits Policy.

### **7.8 Supervision by other students**

Students will always be given a clear remit when asked to carry out a supervision task. Where these are Prefect duties, they are detailed in the Prefect Handbook. Prefects should only work within the parameters set out by these descriptions. Students will always have a named member of staff to whom they can refer supervision issues.

## **8. Junior School**

### **8.1 Supervision during the school day**

At break and lunchtimes, all pupils are supervised by staff on duty. Unless under supervision by staff, for example during a lunchtime club, all pupils must be outside during break and lunchtime play unless permission to enter the building has been given. Staff will supervise all external and internal areas to ensure that less visible areas and toilets are regularly supervised. Junior School pupils are supervised when walking to/from the Junior School to other parts of the school site e.g. swimming pool/ games pitches/astroturf/netball courts or 1541 for lunch. Pupils are also supervised whilst queueing for and eating lunch.

### **8.2 Pupils' arrival and departure**

Pupils are not permitted to enter the school until 8.20am from which time members of staff will be on duty and form teachers will be present in form rooms. Pupils must not be left on the school site by parents before 8.20am.

At 3.30pm, pupils will be released from the school by staff to parent/carers according to information lists provided by parents. Pupils staying in the school after 3.30pm must be involved in a co-curricular activity which is supervised by staff. Any pupil not collected at the expected time will be placed in Owls Club and parent/carers will be contacted.

### **8.3 Registration**

Registration takes place at 8.50am by the form teacher. The register closes at 9.00am. If a pupil arrives after registration is closed, they should register with Reception and will be marked as a late arrival. If a pupil arrives at school after 10.00am, they will be registered as having missed a half day by Reception. Parents are responsible for notifying the school if their child is absent for any reason. The school will always attempt to contact the parent if a child fails to arrive at school without explanation.

## **9. Willow Lodge (including EYFS)**

### **9.1 Supervision during the school day**

At break and lunchtimes, all pupils are supervised by staff on duty. EYFS pupils have an adult: child ratio of a maximum of 1:13 at play and during curriculum time. Unless under supervision by staff, for example during a lunchtime club, all pupils must be outside during break and lunchtime play unless permission to enter the building has been given. Staff supervise pupils re-entering the building at the end of break and lunchtimes (one member of staff per form). Staff supervise all external and internal areas to ensure that less visible areas and toilets are regularly supervised. Willow Lodge pupils are supervised when walking to/from Willow Lodge to other parts of the school site e.g. swimming pool/Junior School/Senior School.

At lunchtime, two midday assistants and a member of staff for each year group supervise pupils queuing for and eating lunch in Willow Lodge Hall.

During lessons, pupils are supervised by the teacher and Teaching assistant. There is a teacher and teaching assistant for each class.

### **9.2 Pupils' arrival and departure**

Pupils' arrival is via 'Wave and Go' drop off on staggered timings between 8.15am and 9.00am. Pupils are fully supervised during the drop-off period. From 2.40pm, pupils are released to parents/carers via 'Wave and Go' on staggered timings according to information provided by parents.

Pupils staying in the school after 3.15pm must be involved in a co-curricular activity which is supervised by staff. Any pupil not collected at the expected time will be placed in Owls Club and parent/carers will be contacted.

### **9.3 Registration**

Registration takes place at 8.50am by the class teacher. The register closes at 9.00am. If a pupil arrives after registration is closed, they should register with Reception and will be marked as a late arrival. If a pupil arrives at school after 10.00am, they will be registered as having missed a half day by Reception. Parents are responsible for notifying the school if their child is absent for any reason. The school will always attempt to contact the parent if a child fails to arrive at school without explanation.

## **10. Larks and Owls – Junior School and Willow Lodge**

### **10.1 Larks sessions**

Children are registered in to Larks sessions by parents and are placed under the supervision of Larks staff. At the end of the Larks sessions, children are escorted to their classrooms by Larks staff. A minimum ratio of 1:13 is observed for EYFS pupils. Pupils moving between locations e.g. 1541 to Junior School, are supervised at all times.

## **10.2 Owls sessions**

Only pupils booked into Owls sessions by their parents can attend sessions. The exception to this is non-collected children at the end of the day who will be placed in Owls whilst their parents are notified. If the Owls session is full, a member of staff will supervise the child until collection. Children are escorted to Owls sessions by a member of staff who hand them over to the care of the Owls staff. A minimum ratio of 1:13 is observed for EYFS pupils. Pupils can only leave a session when collected by a parent/authorised adult according to information lists provided by parents. Pupils moving between locations, for instance, Willow Lodge to Junior School, are supervised at all times.

Appendix 1: Larks and Owls staff – childcare qualifications (as at January 2022)

<b>Kim McKean</b> - Manager	Level 3 Childcare Qualification
<b>Sheena McClure</b> - Supervisor	Children's Exercise & Fitness NVQ Level 2 <i>Working towards Level 2 Childcare</i>
<b>Michelle Earlam</b>	Level 2 Childcare qualification
<b>Donna Ellis</b>	<i>Working towards Level 2 Childcare</i>
<b>Rita Hughes</b>	Level 2 Learning Support (City & Guilds) Literacy , Language, Numeracy and ICT for work
<b>Sheila Jenkins</b>	Level 2 Childcare qualification
<b>Barkha Rath</b>	<i>Working towards Level 2 Childcare</i>
<b>Hannah Stevenson</b>	Currently studying Mental Health in Children and Young People (Diploma), ADHD (Diploma) and Autism (Diploma)
<b>Humera Tanveer</b>	<i>Working towards Level 2 Childcare</i>
<b>Sophie Waterworth</b>	BSc Psychology <i>Working towards Level 2 Childcare</i>
<b>Bernie Williams</b>	<i>Working towards Level 2 Childcare</i>

All staff have undergone the following:

- Paediatric First Aid qualification
- PREVENT training
- Safeguarding Level 1 training
- Fire Safety in Education training