



**QUINTON HALL**  
Preparatory School & Nursery

## **Supervision of Pupils Policy** **(Late collection procedure)**

Owner	<b>AP</b>
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<b>Policy Approved By:</b>	<b>Date:</b>
Senior Management Team	<b>September 2019</b>
Full Governing Board	November 2019
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# QUINTON HALL SCHOOL

## POLICY on SUPERVISION of PUPILS

At Quanton Hall we take all reasonable steps to supervise all our pupils, during the school day. We ensure that, during the school day, the level of supervision is sufficient for the different age-groups and the different areas of the school in which the children find themselves, taking into account those areas where a degree of privacy is called for.

### General

No pupil is allowed access to the school premises unless a member of staff is present on the school site. One member of staff is on duty from 8am to unlock the gates and allow the pupils to enter the premises. Pupils are not allowed into any teaching area unless a member of staff is present; such areas are locked if not in use.

### Breakfast club

Children are fully supervised between 7.30 and 8.20 with the correct staff ratios and escorted to the correct place.

### Supervision at Break time

There must be adequate supervision through school break times.

A duty rota for break and lunch time supervision will be displayed outside the dining hall and emailed to staff at the start of term.

Staff should leave the staff room promptly to supervise the pupils back into class.

All supervising duty staff should be vigilant and alert to any pastoral issues, such as bullying or children who are having trouble settling in or playing successfully with others.

Any issues should be monitored and passed onto the Form teacher in the first instance and, if appropriate, to Deputy Head (Pastoral) or the Senco.

Part of the induction of new staff will include explanation of supervisory responsibilities.

### Morning Breaktime (10.30 – 11.00)

The playgrounds are supervised by teachers/assistants; a Year 8 Prefect is on hand to assist with patrolling the classroom areas and summoning help in case of emergency. Year 8s' supervise the patio area where the table tennis table is set up and younger age groups play.

### Lunch Breaktime (12.30 – 13.30)

The playgrounds are supervised by teachers/assistants and are assisted by another member of the teaching staff. Teachers are stationed in a particular area assigned to them at the start of term. Playground assistants will "patrol" around the school.

Duty teachers should begin supervision promptly.

Duty staff are expected to be punctual for their duties and keep an eye on their designated areas. There will always be adequate members of staff on duty to cover ratios and ensure all areas of the playground are safe. Other staff will be on call, should they be needed. Staff should leave the staff room promptly to supervise the children back into class.

Many extra-curricular activities take place, so many pupils are supervised in teaching areas by members of the teaching staff. Year 8s' supervise themselves on the patio area where the table tennis table is set up.

#### After School

Those pupils not collected by parents by 4.05pm report to Late Class, where they are supervised by a member of the teaching staff, until a parent collects and signs for them.

#### After school club

Any child not collected from the EYFS or Pre-prep department by 4pm will be admitted to the after school club situated in the EYFS building.

#### Adverse Weather Conditions

It is the responsibility of the duty teacher to declare an indoor break and to notify staff.

All children will stay in their year group classrooms at the time of their normal playtime and play quietly.

A wet playtime rota is circulated by the Deputy Head at the start of term to ensure that all children are supervised.

The teacher on duty will supervise them until the end of break.

Staff should support each other in maintaining adequate levels of supervision during wet playtimes.

Children should never be left in classrooms without supervision during break times

P3 and P4 designated rooms at wet break are 14 & 15.

P5, 6 and 7 assemble in the Hall, where they are supervised in the usual way, but no playing of ball games and no running around are permitted. P8 will assemble in the library.

#### Pre-Prep

The level of supervision in the playground is in line with statutory requirements.

#### Games sessions

There are always 3 members of staff available in Games sessions; care is taken over the supervision of changing and showering.

#### Visits off-site

Adequate levels of supervision are provided for all visits; this forms part of the risk assessment process for all visits. The school has and operates a policy for educational visits off-site.

#### Emergencies

In the case of a teacher being required to leave a classroom full of pupils in an emergency situation, a procedure is in place (see Staff Handbook).

A full list of staff duties is posted on the pupils' notice board, the staffroom notice board and in the Staff Handbook, plus various other locations around the school.

### EYFS supervision

The level of supervision in the indoor and outdoor areas of the setting follows the statutory requirements.

Before school the Nursery and Reception children can be supervised in the school breakfast club from 7.30am - *Unsure of staffing here?*

At 8.15am the Reception children are supervised in the EYFS outdoor area by two Level 3 teaching assistants and also the teacher with QTS as more children arrive. Nursery children enter school at 8.30am when their school days begins.

Throughout the school day a 1:4 ratio for 2 yr.'s and 1:6 ratio for 3 yr.'s is maintained. In Reception a 1:8 ratio is maintained Monday to Thursday mornings. On Thursday afternoons and Fridays a class teacher with QTS and a Level 3 teaching assistant is always present as well as additional subject specialist teachers. During Reception break times and lunch times the children are supervised by either a teacher with QTS and a midday supervisor or by two Level 3 teaching assistants and a midday supervisor.

The Nursery and Reception children may go to the after school club from 3.45pm until 6.00pm. The children are supervised here by one or two Level 3 teaching assistants and an additional adult. Reception children may also attend extra-curricular clubs from January.

### PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within fifteen minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Head of Early Years/Headmaster will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 1 hour period, the Head of Early Years/Headmaster will contact the Social Care Duty Officer on 02088635544 or 02084240999. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.

### Minibus

From 7.00am and at 5pm the school minibuses provide a journey to and from school service. Some drivers are assisted by a chaperone others are supervised solely by the driver. The routes and details of the journeys are known in advance and the drivers carry full details of the children's contact details. During the trips normal school

rules apply and any incidents of poor behaviour are relayed to the parents and or the Deputy Head at the end of the journey.

After school supervision

From 5pm any uncollected pupils are taken from the dining room into the school office, by the Duty teacher. Here they are supervised by the member of office staff on duty, until collected by their parents/carers.