

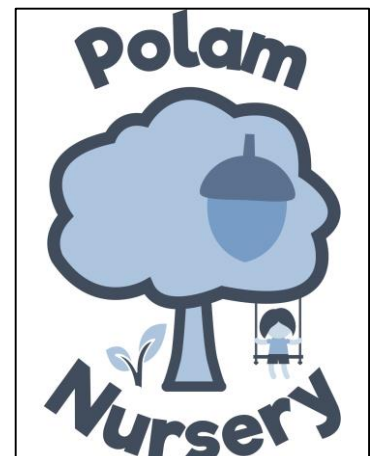
COGNITA

Pupil Supervision Policy

September 2018

The logo for Polam School features a large, stylized blue letter 'P' on the left. To its right, the words 'Polam School' are written in a blue, rounded, sans-serif font. The entire logo is contained within a thin black rectangular border.

Relevant Staff Jessica Harris, Headteacher
All Staff



1 Introduction

- 1.1 Polam School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
1 – 4 years (Nursery)	Morning session: 8.30am – 12.30pm Afternoon Session: 12.30- 4.00pm Whole Day: 8.30 am – 4.00 pm
YR – Y4	8.30 am – 3.30 pm (free clubs available 3.30 – 4.00 pm)

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to:

School – YR – Y4

- Arrive in playground from 8.15 – 8.30am
- Line up in playground at 8.30 am when bell is rung
- Go to their classroom with their classteacher
- Follow their morning class routine e.g. unpacking bags, changing reading books, spellings etc
- Be ready to sit and take part in registration by 8.45 am

Nursery – Oaks (pre-school, ages 3 – 4 years)

- Arrive in playground from 8.15 – 8.30am, wait with parents
- Go to their classroom with their parent once bell is rung
- Follow their morning class routine e.g. unpacking bags, say goodbye at door (encouraged)
- Take part in registration

Nursery – Catkins, Acorns, Saplings (ages 1 – 3 years)

- Arrive in classroom with their parents from 8.30am
- Brief handover – parent to key person
- Children will be registered by staff as they arrive (no formal register taken due to age range)

- 3.2 Before school, the following supervision arrangements are in place:

Breakfast Clubs are available

Early Birds 7.30 – 8.00 am

In Saplings classroom – staffed according to ratios as EYFS are present

All age ranges 1 – 9 years

Nursery Breakfast Club 8.00 – 8.30 am

Ages 1 – 3 years

Light breakfast served

Ratios maintained according to EYFS

School Breakfast Club 8.00 – 8.30 am

Ages 3 - 9 years

Light breakfast served

Ratios maintained for children from EYFS

4 Break Time Arrangements

4.1 During break, the following arrangements are in place

School – YR – Y4

YR – Y1

Eat snack in their classrooms supervised by class teacher

Playtime (15 minutes) in playground – supervised by their Teaching Assistants (2)

Y2 – Y4

Eat snack in their classrooms supervised by class teacher

Playtime (15 minutes) in playground – supervised by their Teaching Assistants (2)

4.2 During break, the following supervision arrangements are in place:

Children are supervised by Teaching Assistants outside

Teachers will supervise if TAs are unavailable

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place

Nursery – Catkins, Acorns, Saplings (1 – 3 years)

Children eat in their classrooms

Nursery – Oaks (Pre-School, 3 – 4 years)

Children eat in dining room with YR

School – YR

YR eat in dining room with Oaks children

School Y1 – 4

Children eat in dining room

5.2 During lunch, the following supervision arrangements are in place:

Nursery – Catkins, Acorns, Saplings & Oaks

Supervised by their Key Persons

Oaks – have contact with the kitchen staff who help to serve lunch in dining room

School

Children are supervised by TA's

They have contact with the kitchen staff who serve in the dining room

Y1 – Y4 have an additional teacher supervising each day in the dining room as a weekly "duty"

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 3.30 pm (School YR – Y4) and 4.00 pm (Nursery, Catkins – Oaks) unless they are attending an after school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school by 4.00 pm, they will be booked into After School Club "Badgers" / "Babay Badgers" and a call will be made by class teacher / School Secretary to ascertain why they have not been collected.

7.2 The following procedure will be followed when a pupil is not collected:

- Initial phone call made to contact 1- to ascertain reason that child has not been collected
- If not successful all contacts will be tried
- If no contact has been made and child not been collected by 6.00pm (school closes) Uncollected Child Policy and procedure is followed

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity
- 8.2 The following procedure will be followed when a pupil is not collected:
- Initial phone call made to contact 1– to ascertain reason that child has not been collected
 - If not successful all contacts will be tried
 - If no contact has been made and child not been collected by 6.00pm (school closes) Uncollected Child Policy and procedure is followed

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity.
- 9.3 The following procedure will be followed when a pupil is not collected:
- Phone call made to Headteacher / school to advise child has not been collected
 - Initial phone call made to contact 1 – to ascertain reason that child has not been collected
 - If not successful all contacts will be tried
 - It may be necessary to transport child back to school if appropriate transport can be arranged
 - If no contact has been made and child not been collected by 6.00pm (school closes) Uncollected Child Policy and procedure is followed

10 Leaving the Site during the School Day

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

11 Supervision Duties

- 13.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

12 Supervision during PE Lessons, including Changing Arrangements

- 14.1 PE lessons are supervised by members of the teaching staff. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

13 Medical Support

- 15.1 There is a qualified welfare officer on duty from 8.30 am to 6.00pm every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to their class teacher, Teaching Assistant or any other member of staff

14 Supervision in Remote Locations

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the kitchen, pool, maintenance and caretaking areas of the school.

Pupil Supervision Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	01.09.2018
Review date	April 2019 for implementation in September 2019

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards