



DOWNSEND
PRE-PREP SCHOOL
— Ashtead —

Pupil Supervision Policy

(Whole School including Early Years)

September 2017

Pupil Supervision Policy

Aims and Objectives

This document should be read in conjunction with School's Safeguarding and Child Protection Policy, Anti-Bullying Policy and Lost or Missing Children Policy. Downsend is committed to safeguarding and promoting the welfare of the pupils in its care. The Head Teacher is required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. All members of staff at Downsend Pre-Prep Ashtead have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity in which they are engaged. It is the Head Teacher's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

Early Birds 7:45 - 8.30am

Pupils are supervised in the Hall. Parents are asked to register their children as they arrive. Children are sent to their classrooms at approximately 8.30. The children self-register as they arrive in the classrooms and formal registration is taken electronically at 8.55. The secretary monitors any late arrivals or early departures during the course of the day.

Break Times

There are duty rotas in place with staff on duty during break times. Separate arrangements are in place for wet breaks.

If a member of staff is unable to carry out a duty, it is his or her responsibility to organise a swap with a colleague and to inform a senior teacher or the Head Teacher.

Lessons

Individual class teachers and their teaching assistants are responsible for the supervision of the class. Classes must not be left unsupervised. Should the need arise staff may:

- Summon help from a teacher in an adjacent classroom
- Send an individual with another accompanying child to the Office or Head's Office
- Use the 'Emergency Notice' posted in each room, the Hall and outside

After-School Clubs

It is the responsibility of the Club teachers to ensure that pupils are well supervised during their club or activity. The teacher taking the after-school club keeps a club register. The Club teacher is responsible for seeing the children home when the Club has finished. If a child has not been collected, the child will be handed over to the Extended Day Supervisor.

Little Lates 3.30-4.00

The Extended Day Supervisor and Assistant take a register and supervise the children in Little Lates and Extended Day together in the First Steps Classroom until all the children attending Little Lates have gone home. Tea is then prepared and served for the children booked in for Extended Day. Extended Day ends at 5.30. If a child has not been collected, the Extended Day supervisor informs a senior teacher or the Head.

Staff Supervision

All staff are responsible for supervising pupil behaviour throughout the day.

Pupil Absence

When a child is absent from school due to illness, school should be informed by telephone or email on the first morning of absence, followed by a letter or email of explanation on return. If a child is taken ill while they are at school, school will contact the parent/guardian to arrange collection. If a child is absent and school has not been contacted, school will get in touch to establish the reason.

There is a separate policy document covering procedures for lost or missing children.

Children Off Site

When pupils are not on site and are instead attending an outing, they remain the school's responsibility. The members of staff involved in that activity, as per their risk assessment, should promote the pupils' safety, welfare and happiness at all times. Should a member of staff identify a matter of concern, they should telephone the school and speak to either the Head Teacher or a senior teacher. Teachers on outings carry school's telephone number in their personal mobile phones.

Staff Absence

Any member of staff who wishes to be away from school must gain permission from the Head Teacher. All staff cover arrangements are handled by the Head Teacher.

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