

COGNITA

Pupil Supervision Policy

September 2018



DOWNSEND
PRE-PREP SCHOOL
— Leatherhead —

Pupil Supervision Policy

1 Introduction

1.1 Downsend School, Leatherhead Pre-prep 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
2 – 3 Years	8.30 – 12 / 8.30 – 1.30 / 8.30 – 3.30
3 – 4 Years	8.30 – 12 / 8.30 – 1.30 / 8.30 – 3.30
4 -5 Years	8.30 – 3.30
5 – 6 Years	8.30 – 3.30

3 Start of Day Arrangements

3.1 When pupils arrive at school they are expected to arrive at the front door with a parent/carer/adult. Mrs Brooks and Mrs Colvin are on front door duty everyday. Some children will be taken to Nursery or Rising Reception by Mrs Brooks or Mrs Colvin or may be taken by their parent.

Early Start supervisors are on duty between 8.00 and 8.30am and supervise the children and are responsible for ensuring that the children arrive at their classroom at 8.30am.

3.2 Before school, the following supervision arrangements are in place:
Breakfast club starts at 7.30am and the following staff are on duty.

	Liane Corden	Carolyn Potter	Susan Dakin-White	Ali Braileanu	Nikki Taylor
Monday	✓	✓			
Tuesday	✓				✓
Wednesday	✓				✓
Thursday		✓		✓	
Friday			✓	✓	

4 Break Time Arrangements

4.1 During break, the following arrangements are in place **See Staff Duty list for Autumn Term 2018**

4.2 During break, the following supervision arrangements are in place: **See Staff Duty list Autumn Term 2018**

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place: First Steps, RR and Recetion eat in two dining room at 12noon with staff supervising. Yr.1 eat under staff supervision at 12.40 p.m.

5.2 During lunch, the following supervision arrangements are in place: **See Staff Duty list Autumn Term 2018**

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 4pm 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. At 4 p.m. children who are staying for extended day gather in First Steps ready to have tea.

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school by 4pm,



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PRE-PREP LEATHERHEAD

The Non-collection of Children Policy

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Statement of intent

In the event that a child is not collected by an authorised adult at the end of the session/day, Leatherhead Pre-Prep puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Procedures

1. Parents of children starting at Leatherhead Pre-Prep are asked to provide specific information which is recorded on our Registration Form, including;

Home address and telephone number – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's Place of work, address and telephone number (if applicable)

Mobile telephone number (if applicable)

2. On occasions when parents are aware that they will not be home or in their usual place of work, they record how they can be contacted in their child's message book.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in their message book. We agree with parents how the identification of the person who is to collect their child will be verified.
4. Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that – in the event that their children are not collected from school by an authorised adult and the staff can no longer supervise the child in our premises – we apply our child protection procedures as set out in our child protection policy.
5. If a child is not collected at the end of the session/day, we follow the following procedures:

The message book is checked for any information about changes to the normal collection routines;

If no information is available, parents/carers are contacted at home or at work;

If this is unsuccessful, the adults who are authorised by the parents to collect their children from Leatherhead Pre-Prep – and whose

telephone numbers are recorded on the Registration Form – are contacted;

All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;

The child stays at school in the care of two fully-vetted workers until the child is safely collected;

The child does not leave the premises with anyone other than those named on the Registration Form and in the message book;

If no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services department (0300 200 1006) or the Emergency Duty Team (01483 517898) a full written report of the incident is recorded; and

Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

September 2018

Review date: September 2019

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: Policy inserted above

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: Policy inserted above

10 Travel to and from School on Buses

10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.

10.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

11 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. If any child is leaving the site, Mrs Booth, school secretary is made aware and the child is signed out accordingly.

12 Supervision Duties

12.1 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.

13 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.

14 Medical Support

15.1 There are qualified paediatric first aiders on duty 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 it to the nearest member of staff. **All staff are have paediatric first aid training.**

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	
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Wales	Yes
Spain	Yes

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Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards