

COGNITA



DOWNSEND
SCHOOL

Pupil Supervision Policy

September 2018

1 Introduction

1.1 Downsend 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
Years 2&3	8 30 to 3 45pm
Years 4-8	8 30 - 4 15pm

3 Start of Day Arrangements

3.1 When pupils arrive at school they are expected to be the playground, supervised by a member of staff or, if in Year 2, supervised by a member of staff indoors.

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

3.3 For pupils arriving by bus, they enter via the Turret entrance and make their way to the playground.

4 Break Time Arrangements

4.1 During break, the following arrangements are in place. The children are either outside on the playground supervised by the duty team or in the school Library supervised by the school Librarian. Year 8 pupils are allowed to remain in Howard House building where there is someone on duty. In the event of wet break, duty staff supervise the children indoors.

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

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place: As per above, except the children have a staggered lunch and, in addition to being supervised as per morning break, they are supervised in the Dining Hall.

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

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 4 30pm 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. All children should be registered at all after school activities. Any pupil who is on site and not at an authorised club or activity, should be at Extended Day where they will be signed in and supervised.

6.2 For pupils travelling by bus, they meet at Extended Day ahead of departure around 5 30pm. They are checked against the list and escorted to the bus.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by the end of their after School activity, they should either be supervised by the person in charge of that activity until the parents arrive or be brought to Extended Day where they will be registered and supervised.
- 7.2 The following procedure will be followed when a pupil is not collected: As above.

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:

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: The person supervising the activity remains with the children until the parents arrives. If it is before 5 30pm, a small group may be brought to Extended Day. After that time, it is the individual activity supervisor's responsibility. If parents are more than 5 minutes late the Extended Day staff or the person taking the activity should contact the parents by home. No child will be left unsupervised.

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.

12 Specific Arrangements for Sixth Form

- 12.1 Not applicable

13 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.

14 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

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and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

15 Medical Support

15.1 There is a qualified welfare officer on duty from 9 15am to 4 15pm every day. Before and after those times, there are First Aid qualified members of staff on site. 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 the Nurse's office or the School Office.

16 Supervision in Remote Locations

16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school.

Ownership and consultation	
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Document author (name)	Alison Barnett, Safeguarding Adviser
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