




# Aldenham Prep School

## Supervision Policy

Managed by:	Updated:	Review Date:
Mrs Vicky Gocher	November 2017	November 2018

Heads Authorisation:	Date:
	23/11/17
Mrs V J Gocher	

### INFORMATION

This is a copy controlled document. If you are unsure of it being the most current version please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

## **Aldenham Preparatory School (Including EYFS) Supervision Policy**

Appropriate supervision of all pupils at all times is an essential component of the School responsibility to promote the welfare of pupils. The level of supervision will vary depending on the activity taking place and if necessary a risk assessment is carried out to ascertain what level of supervision is necessary. The safety, security and well-being of pupils is the key to this.

There will inevitably be times during the day where older individual pupils will not be subject to the close supervision that they are used to in lessons. This is one reason why a high standard of behaviour, self-discipline and common sense are expected at all times.

Staff and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.

### **Duties**

Duty schedules are compiled by the Nursery Leader for Nursery, the Pre- Prep Leader for KS 1 and the Prep Leader for KS2. These duty rotas are compiled in accordance with current adult:child ratios advised by national education authorities for specific age groups.

These schedules are updated each term at least, are clearly displayed in staff work areas and are circulated freely amongst all staff members. Each member of staff is individually responsible for ascertaining what and where their duties are at any given time of the school year.

It is the shared responsibility of all members of staff to ensure that the system functions efficiently and smoothly by:

- arriving on time for a duty and completing it at the stated time;
- taking care to note that the pupils are behaving in a sensible manner;
- checking that pupils are not in areas that are out of bounds; and
- completing the duty at the stated time and encouraging the pupils to go to their next appointment punctually and in good order.

The specifics of all duties, together with how to respond to any perceived risk, accident or any other kind of emergency, are made clear together with these schedules and in the Aldenham Prep School Staff Handbook.

### **Playground Code for Staff on Duty (including EYFS)**

- Always make sure that the boundaries to the play area are secure on entry and that the gates have been closed correctly after children enter the playground.
- Headcount on entry to, and exit from, the playground in EYFS.
- Outdoor keys if necessary.
- Carry a First Aid kit.
- Ensure the correct number of staff are on duty with you; if not, alert staff to ensure pupil:staff ratios can be correctly maintained.
- Be aware of the specific rules of that department's playground.
- Ensure the correct and sensible use of school equipment.
- Do not stand and talk to each other. Walk around the playground and watch the children all the time, and engage with them.

- Staff on duty should encourage appropriate play behaviour and initiate a variety of new and inclusive games.
- Blow the whistle/ring the bell to stop play immediately if behaviour is inappropriate.
- Have time out for children who misbehave (See Behaviour and Discipline Policy).
- If a serious incident happens in the playground, use the school mobile phone or a sensible child/another adult to get a message to staff inside school for assistance. Do not leave the injured child. First Aid treatment should be given in the playground if appropriate. When the child has been dealt with, write up notes of the accident (with advice from a senior member of staff) If a child receives a minor injury in the Prep School or playground the child can receive the appropriate medical attention (see First Aid Policy).
- All accidents should be recorded on an accident report form, signed and handed to the Head (for Years 3-6) and Deputy Head (for Nursery to Year 2), after which it will be filed in the office (see First Aid Policy). Parents are informed.
- All head injuries must be recorded and reported to a trained first aider (usually the class teacher or room supervisor). Across the Prep School a red 'head bump' letter must be sent home even if it is only a minor bump and a phone call is made to parents. Vagueness and sickness indicate possible concussion and prompt medical attention should be sought.
- If a child has been sick remove them to a quiet place - they will then be sent home (when possible, arrange for the area to be cleaned).
- The end of playtime should be signaled by an initial ring of the bell, on which the children should stop and stand still. This should be followed by a second ring of bell on which the children line up in their classes.
- At the end of playtime in Prep, each class should be brought in by the Class Teacher or the Teaching Assistant. In Pre-Prep or Nursery by the staff who have been on duty.

## Key Points

### Before School Care

**Foundation Stage (Nursery and Reception)** Breakfast Bears takes place in Nursery from 8.00am to 8.45am and places must be pre-booked. Children attending Breakfast Bears are taken to their classroom at 8.50 by FS staff. **Nursery** children not attending Breakfast Bears are brought to the Nursery main entrance by their parents at from 8.50am to 9.00am. **Reception** children not attending Breakfast Bears are brought to the Reception entrance by their parents from 8.50am to 9.00am.

**Early Birds** for Y1-6 is provided for children arriving on the buses or for those parents who would like to drop off their children earlier than normal school hours.

The **Prep School** opens at 8.00am in the morning for Early Birds and Breakfast Club. No pupil may enter the Prep School until the School is officially open and ready to care for pupils on the premises. The signal that the Prep School is open each morning is made when the morning duty staff member takes up their station at the front door at 8.00am. Staff members whose children attend the Prep School may also have their children with them prior to the school opening.

**Breakfast Club** for Y1-6 runs from 8.00am until 8.30am and must be booked in advance and parents will be billed at the end of term. At the end of Breakfast the children join Early Birds on the Prep playground until the bell rings at 8.45am.

**Pre-Prep (Years 1 and 2)** are supervised in Woodrow House from 8.00am to 8.30am. From 8.30am-8.45am they are supervised on the Prep playground. At 8.45am they are walked to Wilson House.

**Prep (Years 3-6)** are supervised in Woodrow House from 8.00am-8.45am. From 8.30am-8.45am they are supervised on the Prep playground. At 8.45am the children are collected from the Prep playground by the class teacher or TA. In case of poor weather, the children remain in school and are supervised by Early Birds staff.

The majority of Prep children arrive between 8.30am and 8.45am and are supervised on the Woodrow House playground.

**Pre-Prep School** opens at 8.45am each morning when the member of staff on duty opens the door. The member of staff on duty remains at the door registering the children and collecting messages from parents. The class TAs supervise the children as they walk to their classrooms.

### Registration

A register of all pupils is taken at the start of the morning and afternoon sessions (9.00am in Nursery and Pre-Prep, 9.45am in Prep and 1.15pm). This registration is completed by the teacher/room supervisor on both occasions. Parents are responsible for notifying the school if their child is absent for any reason. The Nursery Administrator or Administrator phones those with an unaccounted absence during the course of the morning 10.00am.

### School Office

The Nursery Office and the School Office are staffed from 8.00am to midday and from 12.30pm to 5.30pm (4.30pm on Friday) during school term time. An answer-phone will cover all other times. Children who arrive at School after 9am in Pre-Prep and 8.45am in Prep must register at the relevant Office. Nursery children must be signed in by their parent in the Nursery Office and all other children in the School Office. Pre-Prep children will then be taken to Wilson House by a member of staff.

Any child leaving the School site, other than on an organised trip or fixture, must be signed out at the School Office and signed back in again if appropriate.

### Lunchtime

**EYFS** The children are supervised throughout the lunch period according to ratios published in the EYFS statutory framework. Nursery children eat in the Elmer classroom and Reception children in the Reception classroom.

Children who are going home at 12.30pm are escorted by staff to Wilbur where they are supervised until parents/carers arrive to collect them. When moving between rooms, before going out to the playground and before returning to the classroom a headcount is taken.

Children are encouraged to behave in a quiet and orderly manner throughout.

**Pre-Prep** At approximately 11.45am Y1 and 2 visit the toilet and wash their hands before lining up in their classrooms with teacher and TA. A headcount is taken and staff on duty walk with the children to the Senior School dining room. The children are supervised through the servery and in the dining room and are walked back to the Pre-Prep playground at approximately 12.30pm after a headcount has been taken. Children are encouraged to behave in a quiet and orderly manner throughout. Another headcount is taken as the children enter the Pre-Prep playground.

**Prep** Y3 and 4 are dismissed from their classrooms at 11.50am to visit the toilet and wash their hands. Children line up in the entrance hall where they are registered before the two members of staff on duty walk with the children to the Senior School dining room. Y5 and 6 are dismissed from their classrooms at 11.55am, are registered and another two members of staff on duty walk with the children to the Senior School dining room. The children are supervised through the servery and in the dining room and are walked back to the playground at approximately 12.25pm and 12.35pm after a headcount has been taken. The last member of staff to leave the dining room checks the whole area to make sure that no children remain. Children are encouraged to behave in a quiet and orderly manner throughout.

### **Lunchtime Clubs**

Some children attend lunchtime clubs held in the Prep building according to the list held by a member of staff on duty. Children are signed out of the dining room as they are collected by the relevant member of staff.

### **After School and Out Of School Hours Activities**

(cross ref to EYFS Missing Child Policy and Arrangements When a Child is Not Collected and Uncollected Child Policy)

Members of staff who hold 'after school' or 'out of school hours' clubs or activities of any description are responsible for dismissing those pupils into the care of the person who collects them from school or for seeing them safely off the premises if the pupil walks home. Or they may liaise with a member of staff on the door.

### **Pupils who are not collected on time after school**

If a pupil is not collected within a reasonable timeframe after school or following a club or activity, the responsible member of staff should report this to the Deputy Head or Headmistress who will supervise the child according to the EYFS Missing Child Policy and Arrangements When a Child is not Collected and Uncollected Child Policy.

### **Pupils who are regularly collected later than the advertised time**

Should members of staff become aware that a pupil is collected beyond the advertised time regularly; they should report this fact to a member of the SLT. The Headmistress will contact such parents to clarify picking up arrangements and the associated timings.

### **Collection Information**

Across Prep from Nursery to Y6 a note is made on a class specific clipboard each morning about changes to routine collection as necessary e.g. 'John (Y4) is going home with Sarah's Mum (Y5) tonight.' The clipboard is checked by staff at the end of the day before pupils are released to whoever is collecting them. Should an adult arrive to collect a child other than the usual adult, a phone call is made to the child's parents to verify the arrangement. If verification cannot be confirmed, the child must not be released to the adult.

## **'Out of Bounds'**

The following areas are to be considered 'Out of Bounds' for all school activities. The list is not exhaustive and members of staff should use discretion at all times in allowing pupils access to any part of the school.

- Any classroom with special awareness of the IT suite, unless a teacher is present in the room. During wet-breaks classrooms must be regularly patrolled and visited.
- Boiler rooms.
- Wheelie Bin Compound.
- Woodland adjacent to the Pre-Prep unless accompanied by staff as part of a lesson or club.
- Button Field unless accompanied by staff as part of a lesson or club.
- Field at the front of Wilson House unless accompanied by staff as part of a lesson or club.
- Any internal driveways, public or private road, parking areas.
- Any kitchens.
- Staff Room (including staff pupils before and after school).
- Any garages and sheds in the vicinity of the Prep School and surrounding areas.
- Any staff housing or accommodation (unless specific permission is agreed by the Headmistress).

## **Transport Minibuses**

Minibuses are used in the Prep School for transporting Years 5 and 6 to swimming, sporting fixtures and short trips for only one year group. Children are always counted on and off the minibuses.

On short journeys (up to 10 miles), one member of staff may operate a minibus without escort. In the event that permission is granted for a minibus to be used for a longer journey, it is essential that there is a second adult travelling in the vehicle.

There must be no more than 14 children travelling in the rear of the minibus. All must wear seatbelts. When necessary Prep School pupils may sit in the front of the minibuses with the correct booster seat, restraint and prior consent from parents.

It is the responsibility of the driver to ensure that any baggage, such as games clothes, bags, etc. should be stowed in such a way that no exits are impeded. Before departure, all doors must be shut by the authorised driver. Exits must be unlocked and operable from both sides.

On short journeys, when the driver is unescorted by another adult, if children need to be reprimanded, this should be done when the vehicle is stationary and legally parked.

The children should be given appropriate instruction and, if necessary, practice in being able to evacuate the minibuses quickly in an emergency.

## **Transport Coaches**

Coaches are used in the Prep School for transporting Years Reception to Year 4 to and from swimming and for longer distance school trips.

Children are always counted on and off the coach. Pupil to adult ratios for trips are stated in the Educational Visits and Activities Policy.

All coaches used by the Prep School are fitted with seatbelts. Children are to remain seated throughout the journey with their seatbelts fastened. Adults are dispersed throughout the bus to supervise behaviour. It is also the adults' responsibility to make sure all baggage is safely stowed away.

### **Travel to and from School**

Parents and coaches drop off and pick up in the car park in front of the Prep School. Parents accompany Nursery and Pre-Prep children to the door. Parents accompany their children across the car park at which point we encourage them to say goodbye, so that the child enters Woodrow House independently.

The School Office has coach company contact details and the contact details of the parents of each coach user.

For the pick up at 5.30pm (4.30pm on Fridays), the members of Senior School staff in charge of coaches will be assisted by those from Prep Late Club, whose main task is to supervise the pupils on to the coaches and wait until the coaches have left the site. The coach departure is orchestrated by the members of Senior School staff in charge of coaches at 5.40pm (4.45pm on Fridays). Pupils waiting for a delayed coach will be supervised until its arrival. Pupils who miss a coach or who are waiting for parents after 5.45pm (4.45pm on Fridays) are brought back into the Prep and supervised until they are collected.

Pupils are not supervised by a member of staff when travelling on a school coach, but are expected to behave responsibly and adhere to School Rules. A number of coaches have CCTV cameras for recording pupil activity. The School would always investigate complaints about poor behaviour.

February 2016  
V. J. Gocher

November 2017  
V J Gocher

### Related Policies

Behaviour & Discipline Policy  
Missing child/uncollected child policy  
Staff handbook

## Supervision Policy

### Document History

Date:	Pages:	Amendments:	Reason:	Name:
23.11.17	6	'Travel to and from School' added	clarity	VJ Gocher
23.11.17	6	Definition of a 'short journey' added	clarity	VJ Gocher
23.11.17	4	Collection from Lunchtime Clubs added	new procedure	VJ Gocher
23.11.17	3	Registration and School Office information added	clarity	VJ Gocher
23.11.17	2	Terminology regarding SLT members	titles changed	VJ Gocher