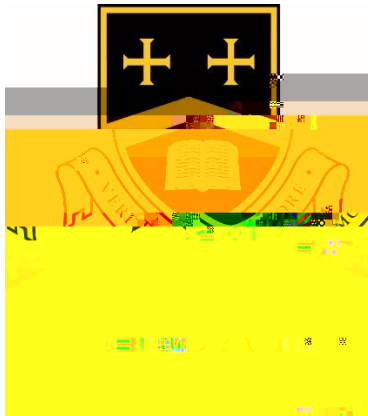


Supervision Policy



Policy Author:

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Supervision of Pupils (Whole School)

Policy Statement

This policy and the procedures include all pupils including those in the EYFS setting. Appropriate supervision of all pupils at all times is an essential component of the School's 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 should be carried out to ascertain what level of supervision is necessary.

DUTIES

The Duty list is posted on Firefly at the beginning of each term. Of course, outside this day, staff remain on duty and should check any disorderly conduct both inside and outside the School and do all that they can to assist the smooth running of the School and the happiness and wellbeing of its pupils. Duty staff are expected to act, to be seen and to be vigilant. Anything untoward should be reported to a Head of Year or a member of SMT.

6) Lunch queue and Refectory

This needs two members of staff and it is very important that it is carried out efficiently and authoritatively.

The queue needs to be orderly and sensible.

The front of the queue should not go beyond the pillar by the staff partition.

Do not allow pupils to return to the servery after collecting their lunch so that the one way system is maintained.

The queue in the foyer should be restricted to one line only.

8) Saturday Duties

Staff not involved in boarding or regular co-curricular activities on a Saturday can expect to undertake one Saturday duty each term. A rota is published at the start of each term. It normally involves being in school to assist in the smooth running of hosting fixtures and managing the site during the morning and afternoon, either at School or at the Hill Fields Pavilion. A brief overview of the job description is sent to all staff each year.

Caterham Prep School
Procedures

Duties and Staff Ratios

Duty schedules are compiled by the Deputy Head and the Head of Pre-Prep, 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

During the Day

Members of staff on duty at break times throughout the school day should ensure that they position themselves or patrol to maintain clear visual and auditory contact with the pupils in their care. Where more than one person is on duty, members of staff should spread their presence as far as possible and avoid standing together for prolonged periods of time.

Indoor play

In the event of wet weather, pupils are required to remain in their Form Rooms. Board Games and activities are provided for the pupils to enjoy. Members of staff on duty are assigned 'zones' to patrol and supervise the children accordingly.

End of Day Routine

At the end of the day pupils in Pre-Prep and Prep School are dismissed by their teacher.

After School and Out Of School Hours Activities

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 or cycles home.

For Breakfast and After School Care please refer to the Wraparound Care Policy.

Pupils who are not collected on time after school

Prep School

If a pupil is not collected by 4pm (for normal end of day) or 5pm (following after school activity) the responsible member of staff should take them to the office and ask the Receptionist to make contact with the parent or guardian. Pupils not collected by 5.15pm will be escorted to After School Care in Mottrams and a charge will be made to parents.

Pre-Prep

If a pupil is not collected within a reasonable timeframe following the normal end of the school day or a club or activity, the responsible member of staff should report this to a member of the SMT who will contact the parent or guardian. They will keep the child at the School Reception (in Prep/Pre-Prep depending on time) pending collection.

Arrangements for EYFS children during the day

Reception Classes

Staffing qualifications:

RR: Teacher with BSc (Hons), PCGE

TA: Level 3

RC: Teacher with BA (Hons) QTS

TA: Level 3

Teachers and TAs in all day with children.

Playtime in Reception: Rota of teacher/TAs.

In case of Reception Teacher sickness, a fully qualified teacher will take the class. If TA sick then a fully qualified TA will be sought.

End of day:

Children with older siblings can stay to sibling class till 3.40pm. This is for children from Reception and Year 1. This is staffed within the year group adhering to the legal ratios.

Pupils who are regularly collected later than the advertised time

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

Pupils who walk or cycle to or from school

Pupils who walk or cycle regularly to school do so under the supervision and/or authority of their parents.

In order for the school to keep up to date with which pupils have parental permission/instruction to travel to and from school in this way, Form Tutors are requested to regularly check with their pupils on these arrangements and to forward any changes or new arrangements to the Office. Parents are regularly requested to keep the school informed of any such arrangements.

In Years 3-6, every morning registration includes the form tutor completing an after-school sheet to record pupils' movements at the end of each day. This includes if a child is walking to another part of the school site to be collected, or indeed if they are walking home. This is then passed to the Office.

It should be borne in mind that the accuracy of this document relies entirely in the relevant information being received from the home. As such this is not an accurate or definitive document but is designed to

