



Pupil Supervision Policy

September 2024

Pupil Supervision Policy

Policy to be reviewed annually			
Action	Owner	Date	Completed
Reviewed	DSL (Lizi Courtney- Magee)	September 2024	✓
Approved	Risk & Compliance Committee	November 2024	✓
Approved	Board of Governors	November 2024	✓

Date of next review: September 2025

To be published on	
School network	✓

Accessibility notice

To enable easier reading, this Policy is available in a larger font upon request.

This policy applies equally to the Early Years Foundation Stage setting, KS1 and KS2 as taught at St Christopher's School.

1. Aims of Policy

- 1.1. The School has a duty of care to ensure children are always supervised, as they maintain a safe and secure environment adhering to National Regulations. The school must be realistic in clearly setting out the level of provision it can and should provide. Supervision, together with thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children. In its role as loco parentis the level of supervision should be consistent with a standard set by the majority of the parents.
- 1.2. This policy sets out clear guidelines for appropriate levels of supervision throughout the entire school day and behaviour for children as they conduct themselves around school.

2. Pupils' Arrival and Departure

- 2.1. Pupils may arrive at school from 8.00am (Reception from 8.15am), and are expected to go home by 5.00pm unless they are staying late for a function. Pupils are not allowed on site without supervision.
- 2.2. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties.
- 2.3. The main duty times are:

EYFS

- Early morning duty (8.15am - 8.30am)
- Break duty (10:30am – 11:00am)
- Lunch-time duty (12:00pm-1:00pm)

Years 1 and 2

- Early morning duty (8.00am – 8.30am) Staff welcome children at the gate and supervise them in the outdoor areas until 8.25am when they proceed to the classrooms or relevant cloakrooms
- Cloak Room Duty (8:25am – until the last pupil has left the cloakroom and to lock the door so late comers come via the school office)
- Break duty (10:30am – 11.00am)
- Lunch-time duty (12:12:00pm - 1:00pm)
- Sisters' Club Duty (3:15 - 4:00) – Covered by 2 teaching assistants

Years 3, 4, 5 and 6

- Early morning duty (8.00am – 8.30am)
- Break duty (10:30am and 11:00am)
- Lunch-time duty (12:30pm-1:30pm)

Whole School

- Early morning duty (8.00am – 8.30am)
- Gate duty (4:00pm – until the last child is collected)

2.4. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

3. Pupil : Adult Ratios

3.1. For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;
- *I don't think we need this sentence as we don't have any classes where children aren't below five by the end of the year?*

3.2. For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- There must be at least one member of staff for every eight children
- At least one member of staff must hold an approved level 3 qualification
- At least one member of staff must hold an approved level 2 qualification

3.3. An instructor is a person at the school who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (a) special qualifications or experience or both are required for such instruction; and (b) the person or body of persons responsible for the management of the school is satisfied as to the qualifications or experience (or both) of the person providing education

3.4. During the day, children move around the school to specialist teachers. Younger children are accompanied to these lessons by the teaching assistant. They are then taught by a teacher. The specialist teacher is responsible for the children until they are in the care of another teacher; they must accompany them to their next class.

4. Registration

4.1. We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

4.2. EYFS providers operate identical registration procedures to the rest of the school. We will only release a child into the care of a parent or other individual whose name has been notified to us in writing in advance.

5. Supervision after school

- 5.1. All after school clubs and activities are fully supervised by adults. At the end of the activity, the activity leader is responsible for ensuring that pupils are dismissed and collected at the playground gate by the appropriate person or taken to the school office. If a child is not collected by a parent at the appropriate time, then school staff will make every endeavour to contact the parents.
- 5.2. If a child is repeatedly collected late at the end of the day, the school will contact the parent to discuss the circumstances. See Missing Child and Late Collection policy.

6. Areas out of bounds

- 6.1. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. They are not allowed to access the Science Garden unaccompanied.

7. First Aid

- 7.1. The School Secretary and/or the Welfare Coordinator, who are trained and qualified First Aiders, are on duty in the School Office from 8am to 5pm every day to administer First Aid, to deal with any accidents or emergencies, or to help if someone is ill. Several members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, provide cover during the periods when the School Secretary and the Welfare Coordinator are out of the office.
- 7.2. The names of First Aiders are published on first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty in Reception, or, that a mobile phone or radio is accessible to the person on duty, which can be used to contact the school office. Regular First Aid training is given to give all staff a working knowledge of the basic principles. This enables staff to deal with any first aid needs on day trips or residential outings.
- 7.3. There is a designated space in the school where children can receive medical treatment or lie down should they need to. The Welfare Coordinator regularly checks and replenishes the first aid boxes.

8. Educational Visits

- 8.1. The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy. Our arrangements for the supervision of EYFS children on visits is described in this policy.

9. Staff Induction

- 9.1. All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times and is available in the staff handbook.