



# Supervision of Pupils Policy including EYFS

**Approved by the Directors:** December 2014

Reviewed annually

**Next review date:** December 2015



## Supervision of Pupils Policy

Teachers at Arnold Lodge School have a duty of care to all pupils in the school. It is the responsibility of the Head to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities on or off campus. It is also the responsibility of the Head to ensure that there is effective supervision of the school buildings and that the site is secure.

Duty of care is a legal requirement. The Head is required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the school is a safe place to work for employees and for others who enter the site.

### Supervision during the School Day

<b>Supervision in EYFS</b>	<ul style="list-style-type: none"> <li>• Reception class children are supervised in the outdoor area again from 08.00.</li> <li>• A formal register is taken at 08.50am</li> <li>• All staff are on duty in the EYFS from 08.00.</li> <li>• Strict ratios are adhered to throughout the school day. In the Reception class the teachers have QTS. Our classroom ratio at present does not exceed 1:12. Teaching Assistants are NVQ Level 5 and NVQ Level 3.</li> <li>• In the Nursery both the Manager and Senior Nursery Nurse are NNEB qualified and a ratio of 1:4 for under 3's and 1:8 for over 3's are strictly adhered to. This is maintained in the classroom and in the dining hall.</li> <li>• At the end of the morning session children being collected are handed to their parents by a member of staff and at the end of the afternoon session children are either handed to their parent by a staff member or given to the After School Care team and will be registered with them and signed out by their parent on collection which has to be by 18.00.</li> </ul>
<b>Before School</b> 8:00am – 8:30am	The main school gates open at 8:00am. Prior to this time, <b>no pupils</b> (unless supervised by a member of staff directly) should be on site. At 8:00am, there is a prefect placed onto each school entrance to supervise pupils entering school premises and a member of staff on duty. While on duty, staff are required to have a whistle and a high-visibility jacket.
<b>Before School</b> <i>Poor Weather</i>	If the weather means that it would be unsuitable for pupils to be outside, the School Hall is to be used for pupils to go to in the morning. This will be supervised by a member of staff who would normally be on the main-playground duty.
<b>Registration</b>	Form Tutors are responsible for pupils during this time.
<b>Lesson Time</b>	Teachers are responsible for the supervision of their class. For VI Form pupils (and, where applicable, GCSE pupils), study time is allocated where pupils are able to study independently. <ul style="list-style-type: none"> <li>- Ideally, classes should not be left unsupervised. In an emergency, a teacher might: <ul style="list-style-type: none"> <li>○ Summon a teacher from an adjacent classroom to supervise both classes</li> <li>○ Call School Reception to request support (01926 778050)</li> <li>○ Send a pupil with an accompanying pupil to Reception</li> </ul> </li> </ul>
<b>Break / Lunch Time</b>	All pupils on the playground(s) are supervised by a member of staff during lunch times. The member of staff on duty will wear a high-visibility jacket and ensure the safety of all pupils on the playground.  In the lunch hall, a member of staff is also on duty to supervise pupils.
<b>Break / Lunch Time</b> <i>Poor Weather</i>	If the weather means that it would be unsuitable for pupils to be outside, pupils will go to their Form Rooms during the break / lunch time. Each form is allocated a prefect to monitor behaviour and ensure the safety of pupils and the members of staff who would be on duty (both on main playground and junior playground) will supervise pupils in a 'walk about' manner.
<b>Break / Lunch</b>	Pupils are given access to music practice rooms during break and lunch times. The music practice

<b>Time</b> <i>Music Practice Rooms</i>	rooms are adjacent to the main school reception and during lunch and break times members of staff will maintain supervision as and when this is appropriate or required.
<b>VI Form Pupils &amp; GCSE Pupils</b>	<p>VI Form pupils have a number of study periods where they are able to study independently without supervision. During this time, VI Form pupils are expected to conduct themselves appropriately and continue to follow school rules.</p> <p>Similarly, on occasion, pupils studying towards their GCSEs may be given permission to conduct independent study away from their teacher (such as needing to conduct internet research out of the classroom). Much like VI Form pupils, pupils are expected to conduct themselves in an appropriate manner and will be supervised as deemed to be appropriate by the member of staff in charge of the class.</p>
<b>Sports Activities</b>	<p>All teachers taking sporting activities (including external sport coaches) will be aware of the relevant risk assessments for such activities and will ensure the safety of pupils in relation to their activity. Teachers will consider:</p> <ul style="list-style-type: none"> <li>- Barring access to equipment without direct teacher supervision</li> <li>- The safety of any apparatus being used</li> <li>- The suitability of pupils' clothing for the activity (including jewellery, watches and wearing appropriate protective equipment)</li> </ul>
<b>The Library</b>	<p>The library is available for pupils to utilise as a study space during their free time. There is a member of staff in the library until 2pm each day who will monitor pupils and their use in the library.</p> <p>On occasion, Senior Pupils may use the library for independent study.</p>
<b>Extra-Curricular Activities</b>	<p>Members of staff (including volunteers and contractors) with responsibility for extra-curricular activities must be aware of the schools policies on Child Protection, Health and Safety and Fire Policy. All staff should exercise adequate care and ensure that appropriate supervision is in evidence at all times during the activity.</p> <p>Pupils in the Lower School (Year 5 and below) need to be signed into and out of their clubs when a parents picks them up from school.</p>
<b>Pupils who are 'off' Games</b>	<p>Pupils who are unable to take part in Games will be either:</p> <ul style="list-style-type: none"> <li>- Supervised by the member of staff running the activity</li> <li>- With another member of staff and supervised at all times.</li> </ul>
<b>Aftercare</b>	Members of staff running aftercare facilities are responsible for the supervision of pupils.

## Pupil Absence

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the school reception on 01926 778050 before 8:40am on the day to report the illness and to give the likely duration of the absence. As part of the School's requirement to protect the pupils in its care, all visitors to the school are expected to sign in and out at School Reception, where they will receive a badge which they are expected to wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and to report concerns to School Reception.

## Classrooms

Pupils should not be left unsupervised in classrooms outside lesson times, apart from the IT Suite and during 'poor weather' arrangements where prefects and staff will supervise pupils.

## Supervision of Pupils on Trips



For guidance of supervision of Pupils on Trips, please see the Trips and Visits Policy.

### **Cover Arrangements and Supervision of Pupils**

If a member of staff is sick, they should report the illness as soon as possible (and before 8:00am) to allow for adequate cover to be arranged. Teachers in the Senior School should contact The Assistant Headteacher for Academics & Forms and teachers in the Lower School should contact the Head of Lower School.