



Supervision of Pupils

The Old School Henstead

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Policy 12 - SUPERVISION OF PUPILS including EYFS

Policy

The Old School Henstead recognises its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety. Below is a breakdown of our procedures.

Procedures

Early Morning Arrivals

Pupils are allowed on to the school site from 7.45am if registered for Breakfast Club. Pupils arriving at 8.15am for Early Morning Club will be supervised by duty teachers until 8.35 am. After the bell at 8.35am children may go directly to their classrooms where they are supervised by their class teachers for registration.

Lessons

Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present, it is his or her responsibility to inform the headmaster or deputy head so that cover can be organised, the lesson can be taught and supervision maintained.

Break Times

As part of their duties teachers are responsible for supervising pupils at break times. Duty teachers should be aware of the School Rules and the Risk Assessments that are

relevant to these occasions.

The gates to the field are to be shut during break times.

Duty teachers should actively patrol the school site at break times so that they can guide and help pupils. If a member of staff is due to miss a duty it is his or her responsibility to inform the headmaster or deputy head so that cover may be arranged.

When the weather is inclement the duty teachers may decide to organise an 'indoor break'. An extra member of staff will be on duty to ensure that each of the main classroom blocks are supervised. Pupils will be encouraged to participate in 'constructive' activities and the duty teachers will be assisted by the Year 6 prefects in each classroom. One member of staff will remain in the Reception classroom at all times.

Changing Rooms

Changing rooms must be well supervised before and after all games, PE and swimming lessons. Members of staff must take due care when supervising pupils changing.

After School

At the end of school form teachers/tutors will be present in the area outside the Headmaster's Study to oversee the safe departure of pupils. Any Lower School pupil who has not been collected by 3.35 pm will be taken to the Prep Room. Any Lower or Upper School pupil who has not been collected by 4.10 pm will be taken to the homework room. Duty staff will supervise pupils in the homework room between 4.10 pm and 5.30 pm. Pupils will be signed in on arrival by the Duty staff who will similarly sign them out when departing with their parents.

Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. Any Lower School pupil who has not been collected by 3.35 pm will be taken to the prep room. If clubs or activities are cancelled pupils must be informed as early as possible so that alternative arrangements can be made.

Special Events

It is very important that a high standard of supervision is maintained during the school's special events, e.g. concerts, plays or Sports Day. Risk assessments must be carried out for these events and if the member of staff has any concerns he or she must alert the headmaster so that other members of staff can be called upon or alternative procedures can be organised.