

PUPIL SUPERVISION POLICY inc After School Care (INC EYFS AND BOARDING)

Red indicates Covid-19 specific adaptations

NEXT REVIEW DATE:	February 2022
OWNER:	Head of Primary/Deputy Head
REGULATORY REQUIREMENTS:	14a/14c/14e

Early Years and Primary

Arrival:

1. Supervision is available for all pupils (Nursery – Year 6) from 7:30am at our Breakfast Club. Places for this facility can be booked via the School Office. This is currently supervised by the Head of Primary. Pupils not using this, can arrive from 8am onwards. Pupils arriving between 8am and 8.15am must go to the TV Room in the Mount Building where they will be supervised by two Duty staff members. At 8.15am, Mount pupils go to their classrooms and Grange children are walked up to the Grange by a member of staff.
2. During COVID-19 restrictions, separate TV Rooms will operate in both the Mount and the Grange to ensure that the Mount cohort and the Grange cohort do not mix within the school day. These will be supervised by Duty staff members.

Registration:

3. The taking of registers is a legal and essential activity and are completed at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason.

Pupil Absences

4. Any emails regarding absence should be forwarded to absence@ockbrookch.co.uk. Notes in planners should be copied and passed to the school office. The school will always try to contact the parent if a child fails to arrive at school without an explanation..

Break Duties

5. The members of Staff on duty have specific responsibility for the good order of the School during break and lunch and should use their own judgement in dealing with any situation which may arise. It is however, the duty of all members of staff to encourage high standard of conduct at all times and in all parts of the School.

Morning Breaks

6. *Nursery – Year 2*
Duties are by rota on the Staff Notice Board. The Mount children play together on the

top playground. This may rotate to the top grass and playing field to provide variety of environments. All appropriate ratios are adhered to. Staff take out a first aid kit, the fire register and a mobile phone.

10.20am End of playtime bell. Staff escort pupils back into school.

Wet Playtimes – Children come into the TV Room and are supervised by duty staff.

7. *Years 3-6*

Duties are by rota on the Staff Notice Board. Playtime Supervisor rings the bell and goes outside immediately. The second member of staff on duty then joins them. Children play on the Grange Netball Court, 'Jungle Trail', grass (if dry), patio area and quiet area. Staff place themselves accordingly to supervise the different areas in use. A first aid kit and mobile phone are also taken out.

10.20am – End of Years 3-6 playtime. Children stand still and are dismissed per year into the Grange.

Wet playtimes – Pupils remain in their Form rooms and are supervised by staff members on duty. Games are available for the pupils to play. They can colour and do simple artwork. The ICT suite may be available if supervised by a member of staff.

Lunch Supervision

8. *Nursery - Year 2*

Nursery and Reception pupils eat their lunch in the Mount Hall. Year 1 leave the Mount at 11.45 and Year 2 11.50pm. They are escorted to the Dining Hall by members of staff. All ratios are adhered to at all times. Staff are responsible for the supervision of all the children until they have left the Dining Hall or Mount Hall. All children are then escorted back from the Dining Hall to the Mount.

During COVID-19 restrictions, all Mount pupils eat lunch in the Mount Hall.

9. *Years 3 - 6 (Grange)*

When lessons end at 12.05pm children play outside under staff supervision. Any children involved in Clubs will be sent to the Dining Hall first and then groups of children are sent over in their Year groups. Duty Staff supervise the children in the Dining Hall. When children have finished, a member of staff escorts these children back to the Grange. The remaining Years 3 - 6 pupils leave the Dining Hall in groups, quietly and sensibly and join the other pupils at the Grange. The teacher on duty remains in the Dining Hall until all of the children have finished and then escorts these children to the Grange.

Lunch-time Play Supervision

10. *Nursery – Year 2*

Children in The Mount play on the top playground, top grass and bottom playing field.

Regular head-counts are done throughout the session including before, during and after play when lining up. A rota of activities is available each day including trikes, scooters, cars, role play, small world play, musical instruments, books, lego etc. Children are supervised by members of staff and a Paediatric First Aider is always on site. A first aid kit, the Fire Register and mobile phone are taken out. Ratios are adhered to. At the end of lunch, children are escorted into the building, supervised in the cloakroom area and escorted back to their classrooms.

11. Years 3 – 6

Children play at the Grange. They may play ball games etc on the tennis court area or on the 'Jungle Trail' in the soft play area. The grassed area can also be used when weather allows. Lunchtime Supervisors have a first aid kit and a mobile phone with them and a Paediatric First Aider is always on site. At the end of lunch, all pupils walk back in to the Grange for registration.

12. Any children (Reception – Year 6) in lunchtime clubs are collected and supervised by the member of staff running the club.

End of Day Supervision

3.15pm Nursery pupils are escorted down to the Mount gate and handed over to parents/carers. A password system is in place for all EYFS children should someone different appear to collect a child.

3.20pm Reception to Year 2 lessons end. All Reception to Year 2 are escorted to the gate by their teacher. Younger siblings wait for their Year 3-6 sisters/brothers in the TV room supervised by a teaching assistant and teaching staff.

During COVID-19 restrictions, all parents wait outside of the Mount building (socially distanced) and pupils are handed over to them. Parents are asked to leave the school site as soon as possible.

3.35pm Years 3-6 lessons end. No Years 3 - 6 to be dismissed until the bell is rung by the duty teacher. The bell is the signal to ALL the other pupils and staff that Years 3-6 will be monitored by the duty teacher who waits by the main door and hands children over to waiting parents.

3.50pm The member of staff on After School Care duty collects pupils waiting for TV Room / After-School care and escorts them to The Mount.

4:00pm After-School care duty teacher returns to the Mount, with uncollected pupils. Staff contact the office for messages or ask for a parental phone call to be made.

During COVID-19 restrictions, uncollected children will remain in the Mount TV Room (Mount Pupils) and Grange TV Room (Grange Pupils). Staff will inform the Head of Primary/Deputy Head of Primary who will contact the Office and ask about any messages or ask that a phone call to the parents to be made.

4.00pm Bus Duty person checks that all the bus pupils are present and these pupils walk to the Dining Hall. The Bus Duty member of staff waits with these pupils until the Senior School duty teacher arrives. These pupils are then registered and escorted to the school buses at The Cross Keys end of Settlement Road. For safety reasons, pupils walk on the pavement in single file, not on the road through The Settlement, and should keep close to the wall near The Cross Keys. No pupil is permitted to cross the road. Duty Staff will ensure that pupils are seated on buses, with seat belts fastened before allowing the buses to leave. Duty Staff will count pupils once seated and ensure they tally with the register before releasing the bus.

During COVID-19 restrictions, Primary pupils using the school bus go to the area outside the Dining Hall to be registered. Duty Staff will remind pupils to maintain their Key Stage cohorts and social distancing throughout. Duty Staff will ensure that pupils put on their masks before boarding (where applicable), use the sanitizer as they embark and remind them to space out in the seating plan and sit with their Key Stage cohort facing forwards.

After School Care Supervision (07707 959478)

13. After School Care is provided on a parental request basis. Parents request provision in advance and any ad hoc requests are dealt with after consultation with the Head of Primary.

14. The After-School Care facility falls within the normal responsibility pattern i.e. the Head Teacher is ultimately responsible for the care of the pupils and each evening Mrs Worthington is on duty until 6pm and she may be contacted by After School Care users on the mobile between 4-6pm (07919 046057). Parents have access to the ASC number and will call School if they are delayed etc.

Procedure and Organisation

15. Members of staff on duty each evening are:

- Mrs Worthington / Mr Beach
- Member of the Primary Department Teaching Staff Duty Teacher (on a rota basis)
- After School Care Supervisor: this role is currently being covered by Teaching Assistants

Routine

4.00pm After School Care Supervisor informs the Teacher on duty of any pupils who have not been collected. Teacher takes steps to ascertain reason for non-collection, including making contact with parents/carers. In the event of no contact being made Teacher to inform Head of Primary/Deputy Head of Primary.

4.00pm After School Care Supervisors organise the following routine (with duty teacher present): collection of tea by pupils which is eaten in the Mount Hall. After tea, children in Years 1-6 do Prep/Homework in the Teaching and Learning Room under teacher supervision. Younger pupils are involved in indoor and outdoor play activities whilst the older pupils complete Homework. Outdoor play (weather permitting) is organised for older pupils once prep time is over and then a short period of T.V. whilst last few pupils are collected.

Duty Teacher remains in the Homework room until all pupils have completed their tasks and should remain in the building until the final stage of After School Care (i.e. T.V. whilst last few remain).

Uncollected Pupils including EYFS

16. If by 4.00pm there have been no messages, the After School Care teacher on duty should contact the School Administration Office, to check for messages and then contact Head of Primary/Deputy Head of Primary or the Leadership Team Member on duty in Senior School. Pupils are left in the TV room under supervision until collected, or they can be accommodated in the Tea-time Club or Senior Prep. If a child is not collected by 6.00pm, a member of staff will escort the Primary child to the Dining Hall where a member of the Leadership Team will supervise and remain with the child until they are collected. If after 6.00pm contact cannot be made with any parents, guardians or emergency numbers, the Social Care Duty Team and/or the Police will be contacted and advice sought.

17. Due to current COVID-19 restrictions, any child not collected by 6.00pm, will be taken to Main Reception and the Head of Primary/Deputy Head of Primary will wait with them until they are collected. In the event that they are not collected beyond this time, they will be responsible for contacting Social Care/Police.

Lost Pupils

18. Procedures are in place to minimise the risk of a missing pupil:

- Constant Supervision
- Regular headcounts
- Registration am/pm
- Following up absences

- CCTV
- Locked/coded doors
- Locked gates
- Risk Assessments
- Home-time procedures
- Visit procedures
- Staff/pupil ratios

19. In the unlikely event of a child going missing, staff should:

- Inform the Headteacher/ Head of Primary / Deputy or a member of Leadership Team
- Carry-out a full search of immediate area ensuring all other children are supervised and safe (correct ratios maintained)
- Extend search if needed (e.g. toilets, Hall, outside)
- Try to establish where last seen and what they were doing/wearing

20. If still not found, contact parents to inform them

- Contact police so a search of the wider area can take place (provide a photo of the child)
- Full report of the event should be made

21. If a child is missing on a visit:

- Ensure safety of remaining pupils
- Begin search and liaise with Centre Staff
- Contact school to inform them of the situation if not found after 5 minutes

22. If the pupil is not readily found, after consultation with Head Teacher and Head of Primary, contact the police and inform school so that they can inform parents.

Arrival/Departure at non-standard times

23. Any pupil arriving after registration or leaving before the end of the school will be met by or handed-over by a member of staff. Written confirmation should have been received from parents notifying the reason in advance and the time of arrival/departure.

Curriculum Time

24. Form Teachers (and Specialist Teaching Staff where applicable) are responsible for the supervision of the pupils in their Form/Group. If a pupil is not present in class but is known to be in school, staff should contact the Head of Primary/Deputy Head of Primary if their whereabouts cannot be ascertained.

Music/LAMDA Lessons

25. *Instrumental/Singing Lessons*

Many of the pupils in Primary receive individual instrumental/singing tuition. All the lessons are taken in Swallows Rest or the Music Pavilion with some younger children having piano lessons in the Mount Hall. Pupils from the Mount are escorted to their lessons. VMTs collect and return younger pupils (Year 3 and 4) from the Grange. VMTs maintain their own registers of attendance.

26. *Speech and Drama*

Lessons take place in the Drama Studio. Mount pupils are escorted to lessons by a member of staff and Grange pupils are collected by the teacher. The teacher keeps their own register of attendance.

After School Extra Curricular Activities

27. The member of staff running the Club will maintain a register of attendees. At the end of each activity, all children are handed-over to a parent/guardian by the teacher in charge. Any children attending After School Care will be walked down to the Mount by the teacher in charge. Any uncollected children will also be walked down to the Mount and contact with parents will be made if necessary.

28. During COVID-19 restrictions, any uncollected children must wait with the teacher in charge. The teacher should contact the Head of Primary/Deputy Head of Primary who will make contact with parents and organise that they be collected from The Mount (Mount pupils) and from The Grange (Grange pupils).

Medical Supervision and support

29. The School Nurse is on site and based in the Medical Suite (from 8.15 a.m. – 4 p.m. daily during term time only) and is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of teaching and support staff are trained and qualified as First Aiders able to give emergency first aid. The names of First Aiders are published in the staff handbook and displayed around the school. In addition, there is always a qualified paediatric First Aider on duty whilst Early Years children are in school and on school trips. First aid boxes are in all potentially high risk areas. At the Mount and The Grange, there are First Aid Bags and pouches that are taken out each break time, and lunchtime as well as on occasions such as walks and outdoor learning.

Supervision during educational visits

30. Please see Educational Visits Policy which includes supervision for EYFS children.

Staff induction

31. All new members of the teaching and support staff with relevant responsibilities 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.

Senior School

Arrival

32. On arrival in school, Sixth Form students may go straight to their respective Common Rooms. Year 7-11 students may remain in the playground areas or report to IT2 to study or ML3 for quiet socializing. They may report to their Form Rooms at 8.25am

Registration

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

Duties

34. All Duty Rotas are issued to staff electronically on a termly basis and displayed in the Staff Room. If staff are unable to complete their duty for any reason, they will arrange a swap with a colleague and note this on the Staff Room Rota. If staff have a duty on a day of unexpected absence, they will inform the Deputy Head of this when they notify the absence so that the duty may be covered. **During Covid-19 restrictions ensuring that cohorts do not interact is a critical element of all staff duties.**

Break and Lunch Duties

35. The members of staff on duty as per the Rota have specific responsibility for the good order of the School during break and lunch and will use their judgement in dealing with any situation which may arise. It is, however, the duty of all members of staff to encourage a high standard of conduct at all times and in all parts of the School. In particular all staff are expected to be proactive in ensuring positive interaction between pupils during non-contact time.

First Break 10.55am – 11.10am

36. Outside Duty (Courts/Field): Duty Staff will supervise the Tennis Courts/Playing Field and tour the grounds to see that positive conduct is maintained. During good weather, a specific focus will be the playing field.

37. Inside Duty: Duty Staff will tour the buildings to see that positive conduct is maintained. Pupils will eat their snacks in the Dining Room or outside. Form Teachers and all teaching staff should also be proactive in encouraging this.

Lunchtime

38. Dining Room Duty A (1.00pm-1.25pm): Duty Staff monitor the lunch queue ensuring that pupils line up quietly according to the Rota and move as swiftly as possible to collect their lunch.
39. Dining Room Duty B (1.25pm-1.50pm): Duty Staff continue to monitor the lunch queue as required ensuring that pupils are disposing of trays/plates etc. correctly and that tables are wiped.
40. Duty C (1.40pm-2.05pm): Duty Staff will monitor the Senior School buildings checking the outbuildings, the Courts at the front of the School and the School boundary by the Sports Complex regularly. During good weather, a specific focus will be the playing field.
41. In the event of bad weather all pupils will use the Year Room bases identified for this purpose.
42. Pupils are allowed to use the Library and IT2 for silent work. **Use of the Library and IT2 is suspended during Covid-19 restrictions.**
43. The PE Room is available for silent work for Year 11 students.
44. A plan showing areas which are out of bounds to pupils is available in the Staff Room and displayed in every Tutor Base.

School Bus Duty

45. The Rota is issued electronically and displayed on the Staff Room Notice Board.
46. At approximately 4.05pm, Duty Staff will collect the mobile phone and bus register from the General Office and go to **the area outside** the Dining Hall to register Primary and Senior School pupils who use the School Buses facility. **Duty Staff will remind pupils to maintain their Key Stage cohorts and social distancing throughout.** Duty Staff then escort pupils to School buses at The Cross Keys end of Settlement Road. For safety reasons, pupils walk on the pavement in single file, not on the road through The Settlement, and should keep close to the wall near The Cross Keys. No pupil is permitted to cross the road. Duty Staff will ensure that pupils are seated on buses, with seat belts fastened before allowing the buses to leave. **Duty Staff will ensure that Senior School pupils put on their masks before boarding, use the sanitizer as they embark and remind them to space out in the seating plan and sit with their Key Stage cohort facing forwards.** Duty Staff will count pupils once seated and ensure they tally

with the register before releasing the bus.

Prep Duty

47. This takes place in Maths 1 and IT1 (IT1 and IT2 during Covid-19 restrictions) and commences at 4.15pm.
48. Boarders remain in the Dining Room ready for Prep by 4.15pm. Day pupils report to the Dining Room for Prep by 4.15pm. During Covid-19 restrictions non Boarding pupils wait outside in their specified breaktime areas until 4.15pm when they enter the building. Key Stage 3 report to IT1 and Key Stage 4 to IT2. The Head/Assistant Head of Sixth Form will check the study rooms and inform the Duty Staff which Sixth Formers, including Boarders, are on site. The teacher on Prep Duty will collect pupils from the Dining Room for a prompt 4.15pm start. The SLT Duty Member of Staff (second member of staff on Mondays) will be based in IT1. During Covid-19 restrictions the SLT Duty Member of Staff (second member of staff on Mondays) will supervise IT2 whilst the first member of staff supervises IT1. Liaison via telephone takes place to ensure that siblings are aware of departure times etc. Prep Registers will be collected from the wooden trays in the Staff Room and Prep attendees are registered. Sixth Form day pupils must inform the Duty member of Staff in IT1 that they are remaining in the Sixth Form area and notify them when they are leaving the site. All Boarders will sign into Prep even if they are attending an after-school activity or are in the Sixth Form – Sixth Form Boarders may work in their study area. During Covid-19 restrictions a rota is in place involving the Head/Assistant Head of Sixth Form and the Deputy Head who check which Sixth Form students are in their Study Areas and informs the Prep Duty Member of Staff who records their presence on site in the Prep Register.
49. Pupils may leave Prep at any time up until 5.45pm and will be marked in the Prep Register as having left the site. If they are being collected, pupils do not leave until parents have arrived and contacted them to confirm this – pupils should not wait outside for their parents. Mobile phones may be switched on to receive these messages – the pupil should ask permission to take/make a call. In the event that parents are unavoidably delayed, pupils should be handed over at the end of Prep to the SLT Duty Member of Staff who will arrange supervision via House Staff if necessary.
50. Prep Duty Staff have access to phone numbers for the hHeadmaster, Deputy Head and Boarding Manager in case of emergency.

Arrival/Departure at non-standard times

51. Any pupil arriving after registration or leaving before the end of the school day is required to sign in/out in the General Office (Foyer during Covid-19 restrictions). Written confirmation should have been received from parents notifying the reason in advance and the time of arrival/departure.

Curriculum Time

52. Teaching staff absences are covered internally by colleagues for Years 7-11 and the Deputy Head maintains and publishes the Daily Cover Sheet. Sixth Form classes will be set work and are expected to complete it without supervision.
53. Teaching staff are responsible for notifying the General Office if a pupil fails to report for a lesson but is known to be in school so that their whereabouts can be ascertained. Any pupil wishing to see the School Nurse should seek permission from their class teachers who will issue them with a Pink Slip. On return to class the Pink Slip confirming the time at which they were released should be handed to the teacher. (During Covid-19 restrictions there is no access to the Medical Suite for Senior pupils – sick pupils will be sent to the General Office and the School Nurse will come across to the Main Building and see pupils as required.)

Music/LAMDA Lessons

54. Pupils are expected to seek permission in advance of the lesson from the subject teacher affected who will sign the planner to indicate that they are aware of the proposed absence. LAMDA Teacher and VMTs maintain their own registers of attendance.

After School Clubs

55. The member of staff running the Club will maintain a register of attendees.

Boarders

56. From 6.00pm – 8.00am Monday to Friday and throughout the weekend, Boarders are in the care of the Boarding Manager and the Team of House Parents.
57. Life in a busy Boarding School can mean that boarders are often out on a host of activities. The whereabouts of any Boarder must be known to the School at all times. This means that signing in and out of the house is an essential part of house routine and a primary responsibility of every Boarder in the house. Breach of the signing out regulations will, by necessity, be considered a very serious matter. Boarders must always sign out with their surname, at the following times:
- Entering/Leaving the Boarding House (excludes leaving for Meals in the Dining Hall and Boarder Trips)
 - Whenever they are to miss a house register
 - Whenever they are to leave/return to the school grounds
58. Under no circumstances will any Boarder sign in/out on behalf of another Boarder.
59. There are five principal registration sessions each day and boarders must be present at

each. If a Boarder cannot make one of the registration sessions, they must sign out and seek out the Head of Boarding or Tutor.

60. Registration times are:

- 8.00-8.30am Breakfast
- 8.40-9.05am Form Tutor
- 2.05-2.10pm Form Tutor
- 5.30-6.00pm Dinner (Dining Room)
- 8:30-10.30pm Bedtime

61. The Boarding Manager maintains a spreadsheet of all advance permissions for Boarders in terms of regular and routine off-site activities and seeks permission from Guardians/Parents for each one-off activity. No boarder will be allowed to engage in any activity off-site without these permissions being in place.

62. If parents live overseas Boarders are required to have a Guardian who is resident in this country. The role of the Guardian is to be someone who acts on behalf of the Boarder's parents when they cannot be present. A Guardian may be a close friend or relative over the age of 25 but not an older brother or sister resident in student accommodation in a university or School in the UK. *See Guardianship Policy*

63. At the end of each half term the Boarding Manager will request travel arrangement details from Parents/Guardians. A form is issued which requires a signature. Without signed permission Boarders cannot leave school.

Medical support

64. The School Nurse is on site and based in the Medical Suite (from 8.15 a.m. – 4 p.m. daily during term time only) and is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of teaching and support staff are trained and qualified as First Aiders able to give emergency first aid. The names of First Aiders are published in the staff handbook and displayed around the school. In addition, there is always a qualified paediatric First Aider on duty whilst Reception children are in school and on school trips. First aid boxes are in all potentially high risk areas.

Security, access control and workplace safety

65. See Health and Safety Policy.

Supervision during educational visits

66. 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 are also described in this Policy.

School holidays

67. There may be occasional circumstances when pupils come into school to undertake some activity under the close supervision of a member of staff during the school holidays. Pupils must sign in and out in the General Office.

Staff induction

68. All new members of the teaching and support staff with relevant responsibilities 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.

APPROVED BY:	
SIGNATURE	
NAME	
DATE	