

## **Policy for the Supervision of Pupils**

### **Supervision of Pupils – Legal Requirement**

The Governing Body and the Headmaster are 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 of work for employees and for others who enter the site.

### **Duty of Care – Headmaster, Bursar's and Teachers' Responsibilities**

Teachers at Kingsmead have a duty of care to all pupils in the school. It is the Headmaster's responsibility:

- 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 off site;
- to ensure that there is effective supervision of the school buildings, and that the site is secure.

### **Supervision during the school day**

Before school a member of staff is responsible for the supervision of children attending the Breakfast Club in the dining room. The Infant Department based in Verulam is open from 8.10am when class teachers or teaching assistants are responsible for pupils.

The Junior and Senior school is open from 08.30. From 08.30 – 08.40 Class teachers are responsible for pupils at this time. If pupils have other activities the class teacher must be aware that they are present at school.

### **Lesson Time**

Teachers are responsible for the supervision of their class. A form register is taken at the start of the morning and at the end of the afternoon session (start of the afternoon session for Infants).

When a child is collected from school during the school day whether due to illness or a pre-arranged appointment, they must ALWAYS be collected from the Reception Desk or Verulam for the Infant Department and must be signed out at Reception. Pupils are not allowed to leave the School premises on their own during the course of the school day.

### **Between Lessons**

In the Infant and Junior Departments, specialist teachers are responsible for collecting and delivering the class of children to different rooms. They may delegate this responsibility to assistants if applicable.

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Children should walk quietly and sensibly.

When pupils move to work in other parts of the school staff will ensure that adequate supervision is maintained at all times and all pupils are accounted for in every room.

**Break Time / Lunch Time**

The Headmaster ensures that a rota of staff duties is drawn up each term. These duties are designed to ensure a suitable level of supervision at break time, lunch time and after school. The rota is displayed in the Staff Room. The duties are outlined below.

**Duty staff will:**

- patrol the playground;
- deal with minor issues and minor first aid (in EYFS and KS1 a trained paediatric first aider will attend the child);
- check play areas and toilets for stray children;
- monitor the library and Centenary area.

**Lunch Duty staff will:**

- supervise pupils eating lunch in the Dining Room.

**Clubs staff will:**

- take a register;
- organise activities;
- supervise pupils attending;
- dismiss pupils at the end of the session to their parent / carer.

**No pupils should be left unsupervised for any reason. In case of emergency teachers should:**

- summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;
- use the nearest telephone to summon help, either by calling the Bursar 204, the Headmaster's Secretary 203 or the Reception desk 201;
- during playtimes, deal with the incident or send a child to the Reception desk for help.

**End of Day**

In the Junior School staff take pupils to the terrace and ensure that all pupils are collected by their Parent or otherwise appropriate adult. In the Infant School and Early Years children are collected from the main entrance of Verulam and handed over by a member of staff to the appropriate adult. Children exit from clubs from a pre-arranged door. A register is taken by the bus driver of those children using the school bus.

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Children attending Breakfast Club, Extended After School Care and Holiday Clubs should be delivered to and collected directly from the member of staff on duty.

For further guidance on pupil supervision please read the 'Health & Safety Policy', 'Visits Policy', 'Missing Children Policy'.

**For Games / Swimming / off site activities**

Staff should read the appropriate risk assessment for their activity. As well as considering this assessment, teachers should consider:

- barring access to equipment without direct teacher supervision;
- the safety of any apparatus/equipment being used;
- the suitability of the pupils' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards and mouth guards);
- teaching methods being used.

**Pupils who are off games or not swimming will be:**

- collected by parents;
- at the side of the lesson, supervised by the teacher running the lesson;
- at school, supervised by the class teacher.

**For Art / DT**

All teachers involved in such activities must be aware of the H & S policies and procedures in place in the relevant department. All teachers and assistants should exercise adequate care and ensure that appropriate supervision is in evidence at all times during the activity.

**Pupil Absence**

The responsibility to ensure that pupils attend school regularly is that of the parents and guardians. Parents are asked to inform the school by 09.00 if a pupil is going to be absent. Any unexplained absences will be followed up by phone by the Receptionist. Pupils arriving after the registration time (08.30 – 08.40) will have to register at the Reception Desk.

**Visitors to the School**

As part of the school's requirements to protect the pupils in its care, all visitors are expected to sign in and out at the Reception Desk, 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 the Bursar's office.

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**Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please read the 'Educational Visits Policy'.

**Absence Cover Supervision of Pupils**

Staff are requested to cover staff absence as necessary. Cover duties are displayed in the staff room. Where the absence is known in advance the cover is emailed to staff the previous evening.

**Additional information for the Supervision of EYFS Pupils throughout the School Day**

Arrangements for the supervision of EYFS pupils throughout the school day and in After School Care are based on the Principles as laid out in 'The Statutory Framework for The Early Years Foundation Stage', Department for Education.

**Qualifications and ratios**

Children are supervised at all times and the staffing is organised to meet the needs of individual children. Where staff absences or emergencies occur, there is a pool of suitable staff to call upon.

The Head of EYFS has Qualified Teacher Status. The EYFS provision at Kingsmead School always adheres to the pupil staffs ratios specified, as a minimum, by the statutory guidance, which are 1: 13, 1: 8 or 1: 4 according to qualification level, and age of pupils.

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