



Policy Owner	Head/Deputy Head
Approving Body	Board of Governors
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## **St Aubyn's School Pupil Supervision Policy**

### **Introduction**

This policy applies to all pupils from Nursery to Year 6.

### **Pupils' Arrival and Departure**

Pupils may arrive at school from 8.00am, and are expected to go home by 6.00pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of 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 and learning support assistants are expected to take their share of duties.

The main duty times are:

- Before-school duties
- Break duties
- Lunch-time duties
- After-school duties

Arrangements are made to ensure pupils are supervised during events such as play and concert rehearsals, that bring groups into school out of hours. Members of the PE staff supervise pupils on both home and away fixtures, festivals and tournaments.

### **Before School**

Children in Nursery and Pre-Prep may attend Before School Care where they will be supervised by Before School Assistants from 8.00am onwards until the start of the school day. This has to be booked and paid for in advance using ParentPay. Upper Prep pupils may arrive at school from 8.00am onwards and are supervised by the teacher on duty or the adult supervising a before school activity.

Breakfast is available in the Dining Hall to pupils from 8:00 to 8:30am. Upper Prep pupils who attend breakfast must do so without their parents. Younger pupils must be accompanied by their parents/carers.

### **During School**

Staff are responsible for ensuring that pupils are correctly supervised during the School day. This responsibility is shared between teaching staff, learning support assistants, peripatetic music teachers and lunchtime supervisors depending on the circumstances.

In EYFS we observe the required ratios for supervision: 1 teacher to 13 children, 1 Learning Support Assistant, Nursery Nurse, Lunchtime Supervisor/ASC Assistant to 8 children.

Apart from year 6, if pupils need to visit the Nurse, the toilet etc, they go with another pupil so that they are not on their own whilst walking around the School site.

### **After School**



At the end of School (see Parents' Handbook for times), children are handed over to parents/carers. Should a person collecting a child be unknown to us, we do not hand over, but contact the parent. Children not collected after 15 minutes of the end of the School day are taken to After School Care (ASC), where they are supervised by ASC staff.

Pre-Prep children who are booked to attend ASC or activities after school are collected from the teaching areas by a member of the ASC staff or the activity staff. Upper Prep children who are booked to attend ASC or activities after school are either collected from hardcourt by a member of the ASC staff or the activity staff or they make their own way to their activity (this will depend on the activity and the age of the pupil).

Children who are not collected on time from their after school activity are taken to ASC, where they are supervised by ASC staff.

All pupils may attend After School Care where they will be supervised by After School Care Assistants from the end of the school day until 6.00pm every day of term except for the last day of each term. Children who are not collected within 15 minutes of the end of the School day will be signed into After School Care by the teacher on duty.

Pre-Prep pupils who attend after school activities are collected from their class. Upper Prep pupils who attend after school activities are registered when they arrive. If a pupil doesn't turn up as expected, their absence is followed up with a phone call home to investigate. Children who are not collected on time from after school activities will be signed into After School Care by the teacher taking their activity.

When a child is not collected by 6.00pm and no message has been received from the parent, every effort will be made to contact the parent(s), carer(s) and emergency contacts. Any child remaining after 6.15pm will be supervised by a designated After School Care person. If no contact has been made by 6.45pm the School will call social services for advice. The School will continue to be responsible for trying to contact the parent(s), carer(s) and emergency contacts and keep the relevant people updated about the situation.

### **Registration**

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 seek to contact the parent if a child fails to arrive at school without an explanation. See the Handbook for Parents and the Attendance Policy for more information.

### **Medical Support**

There is a qualified nurse on duty in the Medical Centre from 8.45am to 5.00pm. They are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the School. We have numerous paediatric first aiders and we always make sure that one is on duty whilst our Nursery and Reception children are in school. First aid boxes are in all potentially high-risk areas, as well as in the School Office. (The School Nurse regularly checks and replenishes the first aid boxes). A defibrillator is available in the Sportshall entrance area.



## **Supervision Whilst Travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are expected to behave responsibly. We would always investigate complaints about poor behaviour.

## **Supervision During Educational Visits**

The arrangements for the supervision of pupils, including EYFS children, during educational visits and trips out of schools are described in our Health and Safety of Pupils on Educational Visits (HASPEV) Procedures.

## **Unsupervised Access by Pupils**

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the pond, the science laboratory, the Art/Design Technology room, the Food Tech room, the Performing Arts Centre, Cadet store etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## **Staff Induction**

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.

## **Related Policies**

Attendance Policy  
Child Protection and Safeguarding policy and Procedures  
HASPEV procedures  
Lost Child Procedure

