



**Haberdashers'  
Castle House School**

## A6iii Pupil Supervision Policy

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**This Policy applies to the whole school including Early Years Foundation Stage (EYFS), the after/before school clubs and all other activities provided by the school. It applies to all teaching and support staff, students on placement, the Trustees, governors and volunteers working in the school. It is publicly available on the School website and on request a copy may be obtained from the School Office.**

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### **Mission Statement**

Castle House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

A Castle House Education strives to help children understand their own unique talents and motivate their passions through a creative, comprehensive and challenging curriculum. This is delivered in a nurturing and stimulating environment to enable children to start their journey to becoming inspired, compassionate and fulfilled citizens.

### **Equality Statement**

At Castle House School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the School, irrespective of race, gender, special educational needs and disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the School feel proud of their identity and able to participate fully in School life. (See also Inclusion Policy and Staff handbook).

### **Introduction and Aims**

Castle House School is committed to safeguarding and promoting the welfare of pupils in its care. The Principal is required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. All members of staff at Castle House School have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Headteacher's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

The policy and procedures for the supervision of children at the **start of the school day**, during **break/lunch times** and at the **end of the school day** are given, as well as what to do if a child goes **missing either at school or on an outing**. Procedures for dealing with **personal accidents** are also given.

### **Supervision duties for Teachers and Supervisory Assistants**

There is a list of supervision duties issued each year and checked each term. The teachers and other supervisory staff must be responsible for checking and noting their own duties. The outline arrangements for playground supervision are the same at morning break and at lunch times.

### **Supervision before School**

All parents are made aware of the starting time of the School day. Pupils are not allowed to enter the School building before 8.25 unless attending a supervised club.

### **Before School Supervision**

Before School Supervision is offered to pupils from 8.00 am and is supervised by 2 members of staff. Children are signed in on arrival in the main hall.

### **Before School Clubs**

Any children arriving for a Club before School enter through the Main Reception where they are met by the member of staff running the Club and a register is taken of attendees. At the end of the Club the children are then sent to the playground to meet their class teachers.

### **Nursery at the start of School**

Nursery children come in through the Nursery Class entrance at 8am with their parents and they are supervised Early Years staff from 8.am.

### **Reception – Year 6 at the start of School**

All years arrive from 8am if attending Morning Club, entering the school through the Main Reception, from where they proceed to Cedars. Those not attending Morning Club should

enter by the main gate which is opened and staffed at 8.20 and wait on the upper playground until the whistle is blown at 8.25 am and they are collected by their class teachers.

### **Moving around the School**

All staff take responsibility for the behaviour of pupils as they move around site.

### **Registration**

Each class is registered between 8.25 and 8.30 on paper registers. This information is then inputted into Scholarpack and any unaccounted children are contacted by 9.30 am by the School Secretary. The School Secretary informs staff by email of any absent or late children by 9.30 am. Registers close at 8:45 am. Afternoon registers are taken again at 1.05pm. All notes of absence are kept by the Class Teacher. Any unusual length of absence or repeated late arrivals is recorded and reported to the Headteacher who may contact the Social Welfare Office if there is a concern.

### **Late Children**

Any child arriving after the gates have been closed at 8.40am must come with their parent or carer to the main reception where they will sign in using the paper sign in book. Registers will be updated accordingly after the Office Staff have notified the class teacher who may send a Learning Support Specialist to collect the child or if older then the child can make their way to class independently.

Registration for Nursery is in the Nursery on arrival

### **Morning Break time: Morning Break: 10.25-10.45**

#### **Morning Break**

There is a staff Duty Rota in place for the supervision of Break and Lunch times. As part of their duties teachers and Learning Support Specialists are responsible for supervising pupil behaviour during morning and lunchtime breaks according to the duty rota published by the Headteacher. If a member of staff is due to miss a duty it is his/her responsibility to organise a swap with a colleague and inform the Headteacher.

No child is allowed outside the door unless a staff member is on duty. All pupils, unless with prior permission or request by a member of staff, are to take part in playtime during break in the School playground. If there is a medical reason why the child cannot go to pay the class teacher will ensure the child is supervised either in the Main Office or in the Library. Nursery children have supervised breaks in the EYFS areas, adjacent to their classroom.

If first aid is required during morning play, the child/children should be sent to the school office for treatment. If there is a major accident the Office would be contacted and a paediatric first aider would attend their child/children in the playground. If an injury requires hospital treatment parents will be contacted straight away and an ambulance called.

At the end of break time, children will line up quietly and teachers will accompany children to their classes.

### **Lessons**

Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised.

Should the need arise staff may;

- Summon help from a teacher in an adjacent classroom.
- Use a phone by the classroom to call the School Office or Headteacher's Office
- If appropriate, send the individual with another accompanying pupil to the School Office.

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## **Collection of a child during the day**

If a child is collected before the end of the day, the adult collecting the child has to sign him/her out using the paper collection system in place. The Office Staff are responsible for administering this system. The child is then signed in again by the adult if the child returns during the day.

## **Sport**

Appropriate staffing levels are in place for all sporting activities and risk assessments will have been undertaken where appropriate.

Staff involved in such activities must be aware of the relevant Health and Safety procedures and will ensure that appropriate supervision is in evidence at all times during the activity.

Four members of staff take the children for their weekly swimming classes. The children walk to and from the local Swimming baths. Reception, Y1 and Y2 are accompanied to and from the baths by 3 members of staff. Y3/4 are accompanied by 2 members of staff as are Y5 and Y6.

When attending Sports fixtures children are usually transported by their parents. They and their cars will be risk assessed.

## **Main School Lunchtime 12:15- 1:05 pm**

Nursery Lunchtime, supervised by Nursery staff: 12:00 – 12:45pm

## **Depending on the timing of the club children attending lunch time clubs are either the first or last to be served.**

Nursery are supervised eating lunch in their classroom by Nursery Class staff.

All other children have lunch in the school hall and are supervised by two members of staff. The children line up to collect their lunch and they are expected to return their plates and cutlery to the collection area table by table. Good manners are a given as is polite conversation. After their lunch, the children go out to play. However, no one, except those children attending lunch time clubs, is allowed to leave the Hall until a member of staff is on duty.

## **Lunchtime Supervision Arrangements**

The Duty Teachers, with the help of Y6 Table Leaders:

1. Encourage good table manners and orderly behaviour in the Dining Hall.
2. Check what is needed is on a table.
3. Ensure children are responsible for clearing the table.
4. Encourage children to eat the meal provided and encourage them in the avoidance of waste.
5. Supervise the orderly return of dishes etc. to the given point.
6. Clean up after the spillage of food, water or sickness during the meal.
7. Ensure that the children leave the dining room in an orderly manner.

## **End of Day**

The school day ends at 3.50pm and the Nursey closes at 6pm.

Afternoon club sessions usually end between 4.30 and 5pm. with Prep and Play continuing until 6pm.

KG and Y1 pupils wait with their class teacher to be collected from their classroom door. Y2-Y6 pupils due to be collected at 3.50 wait for their parents/carers on the playground with their class teachers. Any child due to be collected at 3.50pm whose parents/carers have not arrived by 4pm will be taken to Prep and Play and every effort made to contact their parents/carers to ascertain the situation. The Headteacher will also be informed.

If no contact has been made by 6.15 pm, police and social services will be contacted by the Headteacher.

Any child not collected from an after-school club will also be taken to Prep and Play and the same procedure will apply.

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A child will never be released to an unauthorised person, even if the collection is late, unless an authorised person contacts the school prior to the end of the day and gives authority for a third party to collect. The authorised person should give the name and a physical description of the unauthorised person. A clear message will be recorded by the school administrator and passed on to the relevant members of staff. Staff must check the description and details before dismissing the child.

### **Collection of a child for a private lesson during the school day**

The Peripatetic Teacher will provide the Class Teacher with a rotating timetable so that the same lesson is not missed each week. The Peripatetic Teacher will **collect and return the child to the class**. In the event of fire, the Peripatetic Teacher will accompany the child to the fire assembly point so that the private lesson child is accounted for and ensures the child returns to the class line. If the class moves to another lesson e.g. to the gym the Peripatetic Teacher collects/returns the child from/to that lesson.

### **Clubs and Activities**

#### **After School Clubs (4pm onwards)**

Children attending after School Clubs held in the main school building are expected to go to the relevant room where they will be met and registered by the club leader. Children attending sports clubs outside the main building will wait to be collected from the playground school hall by the club leader. Attendance registers will be taken and the register kept by the Club Leader until after the children have been signed out by their parent/carers. See End Of Day for the procedures that will be implemented for any child not collected from a club or by 6pm.

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled, The School Office, pupils and parents must be informed as early as possible so that they can make alternative arrangements. If parents cannot collect their children at the earlier time, then the children can stay free of charge at Prep and Play, which runs until 6 pm.

### **Educational Visits**

All events and Educational Visits held off site have their own risk assessment in accordance with the Educational Visits Policy. The school always complies with the pupil/adult ratio according to age group. Staff accompanying residential trips have enhanced DBS checks.

### **Prep and Play**

Children may elect to go to Prep and Play until 6pm. A register is taken on arrival and on departure the children are signed out.

If the child has not been collected by the end of these periods, calls will be made to their parents/carers. Otherwise procedures that apply to children not collected will apply. (See p4)

### **External matches/competitions**

Any children playing in an external match or competition are notified by letter of the date/time/venue etc. requesting contact details and medical information. Children are transported using their parents, accompanied by a member of staff, and returned to the school afterwards by the same method.

### **Emergency Evacuation Procedures**

These are detailed in the Staff Handbook

## **Appendix 1**

### **General Guidance for Playtime Supervision**

1. Undertake playground duty, supervising by *circulating* amongst children. Staff should carry out this supervision separately, not in pairs.
2. Supervise children in designated areas, other than the playground, during Wet Play.
3. Attend to minor accidents and send wounded child with a friend to report to the School Office for First Aid during morning playtime and to the staffroom during lunch break. The Duty Castle House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Teacher (the attender of the accident) must fill in the details of the accident in the Accident Book as soon as possible and return it to The School Office. The First Aider should record any treatment given. Both should sign the completed document.

4. Report to the Headteacher, any untoward circumstances or behaviour. Children are encouraged to be kind to one another in line with our school motto 'Kindness Counts'.
5. Ensure the safety and well-being of the children during the whole playtime.

### **Rules for Playground**

1. Children should not bring any equipment into the playground e.g. pencils, paper, scissors etc.
2. Children are encouraged to put food wrappers, apple cores etc. in the bins. Snacks are to be eaten standing not running.
3. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission. If it was a real emergency the child would be accompanied by an adult.
4. Children respond to the teacher signalling the end of break in silence and are expected to line up quietly.
5. Teachers/Learning Support Specialists collect their classes from the playground.

### **Equipment**

- Sports Teachers to tidy the PE store and play equipment left in boxes in the playground.
- Equipment (from the boxes) can be used by any year group
- Equipment must be put away when finished with, not left on the ground!
- Equipment must be used in the appropriate manner.

### **Appendix 2**

#### **How to deal with Personal Accidents**

- **The soiled area** is ventilated and **isolated** from other children. It is treated with absorbent granules ASAP and assistance is called for cleaning support.
- The child is comforted.
- **When two staff are present**, a change of clothes and wet wipes is provided, encouraging and aiding the child as far as is possible without close physical contact, to change into fresh apparel. Plastic/rubber gloves are always used. A plastic bag for soiled clothes is provided and a check is made that hands have been washed afterwards.
- Early Years children will require extra support especially if not toilet trained.
- The parents are notified **immediately** if the child is unwell or unable to attend to herself hygienically. (The Office will make contact.) The parent must attend to the child in this instance and take her home.
- As a **matter of courtesy** in any such event, if the situation is not an emergency, the Class Teacher will notify the parent at the end of the day.

### **Appendix 3**

#### **Procedures**

##### **In the event of a member of staff fearing that a child has gone missing while at School:**

- Member of staff who has noticed the missing child will calmly inform the Headteacher.
- Staff will promptly but calmly round up all other pupils to a pre-arranged area e.g. classroom and a designated member of staff will read the group a story or continue an activity.
- A check must be made with the School Office to see if the child has another commitment e.g. music exam, drama lesson etc.
- All other available staff will conduct a thorough search of the premises and notify the Headteacher if the child is found immediately.
- A thorough check of all exits to be made to make sure all gates / doors were locked / bolted and there are no other ways a pupil could have left the School. If something is discovered this needs to be drawn to the attention of the staff immediately.
- The safety and care of the other pupils is paramount so the security of the School and the number of staff remaining to supervise the other pupils in the School must be adequately maintained while the search continues.

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- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If a child has not been found after 20 minutes from the initial report of them as missing then parents / carers and police will be notified (Social Services if appropriate).
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.
- Inform the School Insurers.
- If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).

**In the event a member of staff fearing that a child has gone missing while off School premises:**

1. Visit Leader must ensure safety of remaining pupils.
2. An immediate head count would be carried out in order to ensure that all the other children were present.
3. Contact the venue manager and arrange a search
4. One or more adults should immediately start searching for the child/ren and check the pre-arranged meeting point.
5. Visit Leader should contact School if the child/ren is/are still missing.
6. If the child is not found within 10 minutes Visit Leader must contact the police by phoning 999/112.
7. The Visit Leader should alert the School that the police have been contacted and School will make arrangements to notify parents, after which procedures above to be followed.
8. Inform the Principal and School Insurers
9. If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE)