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St Aubyn's School Pupil Supervision Policy

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 the teaching 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 are expected to take their share of break and lunchtime supervisory duties, as well as late duties.

The main duty times are:

- Early morning duties
- Break duties
- Lunch-time duties
- After-school duties

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

Before School

Children in Nursery and Pre Prep may attend the Before School Club from 8.00am onwards until the start of the school day. Middle and senior pupils may arrive at school from 8.00am onwards and are supervised by the teacher on duty. Breakfast is available to pupils before school, until 8.30am. Middle and senior pupils may take themselves to breakfast. Younger pupils must be accompanied by their parents or carers.

After School

Children from Nursery to Year 8 inclusive may attend the After School Clubs which operate from the end of the school day until 6.00pm. Children who are not collected within 15 minutes of the end of the school day will be signed into After School Club by the teacher on duty. Pupils who attend after school activities are registered when they arrive. Absence is followed up with phone calls home to investigate. Children who are not collected on time from after school activities will be signed into After School Club 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 taken to the Headmaster's office and will be supervised by a designated person. If no contact has been made by 6.45 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.

For EYFS children we operate the above registration procedures but, in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance and whose identify we are sure of.

Medical Support

There is a qualified nurse on duty in the Medical Centre from 8.45am to 5.00pm, who is 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 always make sure that a qualified paediatric first aider 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).

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 laboratories, the design technology rooms, the Performing Arts Centre, Art Room, 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.



EYFS Pupils

The arrangements for the supervision of EYFS pupils in Nursery and Reception are found on our website and in Appendix A attached.

Security, Access Control and Workplace Safety

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for the safety of the entire school.

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, and is available in the staff handbook.



Appendix A

St. Aubyn's School EYFS Pupils Supervision Procedures

Arrangements for the supervision of EYFS pupils throughout the school day

8.00 – 8.45: Children can access Before School Club. They are supervised by staff with appropriate qualifications.

8.45: Children in Reception line up on the playground in front of their classroom. Children are led into the class by their teacher. Children from the Before School Club are escorted to the class by the staff.

8.45 – 9.00: Teachers greet Nursery children and parents at the gate. Activities are available in the Nursery for the children to access. Children self-register when they enter the classroom.

8.45 – 8.50: Registration in Reception.

9.00 – 9.10: Formal Registration in Nursery.

In Nursery classes, children are supervised by one teacher, one nursery nurse and one TA. There is also a float TA who moves between the two classes throughout the day. In Reception, children are supervised by one teacher, and one nursery nurse or a TA throughout the day. When the children access other areas of the school, for Music/PE they are supervised by a qualified teacher. Other EYFS staff are in the lesson too.

EYFS staff supervise playtimes.

EYFS staff serve lunch to the children. They are then supervised by LTS outside.

At 3.15 EYFS staff hand children over to parent/carers. Children going to After School Club are collected from the teaching areas by a member of the ASC club staff. Should a person be collecting a child be unknown to us, we do not hand over, but contact the parent. Children not collected by 3.30pm are taken to After School Club, where they are supervised by qualified staff. After 6.00pm EYFS children will join any remaining children from Middle/6 ASC. 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 the designated person. If no contact has been made by 6.45 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.

Staff ratios

Nursery - 1 teacher to 13 children and 1 teaching assistant or nursery nurse to 8 children

Reception - 1 teacher to 21 children plus a teaching assistant or nursery nurse

Paediatric First Aid

Nursery – 5 members of staff

Reception – 4 members of staff