



# KING'S HOUSE SCHOOL

RICHMOND



## PUPIL SUPERVISION POLICY

Member of staff responsible: Head  
Date of policy review: December 2018  
Date of next review: December 2020  
Approved by Governors: December 2018



**This policy applies to the whole school, including the EYFS.**

## **INTRODUCTION**

The health, safety and welfare of the children in our care is our first concern. All members of staff at King's House School, teachers, catering, maintenance and administration have a duty of care for children within the School, acting *in loco parentis*. No child may be left unattended.

All members of the teaching staff are responsible for the proper supervision of the pupils in their care and for completing any supervisory duties that are specifically assigned to them. Pupils are supervised to ensure their behaviour is appropriate and to enable them to enjoy their school day in a secure environment. Guidance is given to staff on areas within the buildings and grounds that should be checked regularly when on duty. Whether on, or off-site, the School adheres to an acceptable staff/pupil ratio for the ages of the children concerned.

## **AT THE START OF THE DAY**

### Senior Department

The gates are opened at 8.00am by the member of staff on duty. Boys who arrive before 8.30am play in the playground under the supervision of a member of staff. Boys arriving after the gates are shut at 8.30am must sign in at the Senior Department office.

### Junior Department

The main entrance opens at 8.20am and is supervised by two members of staff. On arrival, Reception pupils are taken to their classroom by their parents where they are supervised by the Form Teacher and Teaching Assistant. Pupils in Year 1 and above proceed straight to their classrooms where the Form Teacher and Assistant await them. Boys arriving after the entrance doors close at 8.40am must sign in at the Junior Department office.

Junior Department boys who arrive at 7.50am are met at the main entrance by the School Secretary and are then directed to the Early Birds Club which is supervised by a member of staff. This club runs until the other boys arrive at 8.20am.

### Nursery

Nursery children are met at both entrances by members of staff on door duty. Parents accompany their children into the nursery where they hand them over to the nursery practitioners responsible for their session. Doors and gates are locked at the end of the arrival period.

## **REGISTRATION**

### Senior and Junior Departments

A register of pupils is taken 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 contact the parent if a child fails to arrive at school without an explanation.



### Nursery

The members of staff on door duty register the children as they arrive for their session. As soon as the doors and playground gates are locked, numbers of children present are checked and written clearly on whiteboards in the classrooms along with the names of absent children.

Parents are asked to notify the School if their child will be absent. If a child is absent for more than two days without prior notification, a member of staff will contact the parents.

## **CLASSROOM/TEACHING SUPERVISION**

### Senior and Junior Departments

Teachers and Tutors are responsible for the supervision of their class. No class should be left unsupervised for any reason and children should not be left unsupervised in classrooms at any time. In case of emergency, teachers might summon a teacher or teaching assistant from an adjacent classroom to supervise both classes whilst the incident is dealt with.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the design and technology rooms.

### Nursery

Nursery Practitioners are responsible for supervising pupils during nursery sessions. Specific areas of responsibility are identified on the weekly staff rota.

Some children require assistance in the toilet area. Staff members will alert a colleague if they are accompanying a child to the toilet. Members of staff make regular checks on the toilet areas during the sessions.

## **BREAK TIMES**

All members of teaching/playground staff undertake lunch and break duty on a rota basis. Pupils are supervised at all times in the playground by staff who circulate and check key areas.

### Senior Department

Pupils are encouraged to be outside in the playground during break time. Duty staff spread out throughout the playground to aid pupil monitoring. A member of staff supervises pupils on the Astro pitch.

Certain areas of the School, including the Lobby area, Library and IT room, may be used by the pupils during breaks. The Lobby area is supervised by the members of staff on playground duty. The Library and IT room are supervised by assigned members of staff and are only available to pupils at certain times. Activities take place during break times in various parts of the School and the organising members of staff are responsible for the supervision of the pupils participating in their activity.



### Junior Department

Members of staff are on duty in the playground and patrol the whole area during break times. At least one member of staff on duty during Reception Class breaks holds a Paediatric First Aid qualification.

### Nursery

Pupils are supervised at all times in the playground by Nursery staff. Specific duties are identified on the weekly staff rota. Some children have access to indoor and outdoor activities and duty staff circulate throughout the playground and classrooms, in particular checking the cloakroom and toilet areas. Staff move with the children during free flow to keep correct supervision ratios in place.

## **WET BREAKS**

When there is heavy rain outside pupils are sent to designated classrooms where they are supervised by members of staff.

## **LUNCH**

In the Senior and Junior Departments, members of staff are assigned to supervise the pupils during lunch in the Dining Halls.

In the Nursery, members of staff are assigned to supervise the pupils during lunch in the classroom. Other staff members remain on the premises at this time to assist with trips to the toilet etc.

## **GAMES, SWIMMING AND SPORTS FIXTURES**

Pupils attending off-site Games, swimming and sports fixtures are supervised by accompanying members of staff. When the coaches return from off-site activities, a member of the staff supervises the pupils in the playground as they leave the coach.

### Off Games

In the Senior Department, any pupils not attending Games or swimming are supervised in designated classrooms by assigned members of staff according to the Off-Games Rota.

In the Junior Department, any pupils not attending Games or swimming are supervised by staff either at the sports ground, the pool or at the School.

## **ILLNESS**

Any pupils who are taken ill in School are supervised in the Medical Room, either by the School Nurse or by the office administrative staff, until they are either well enough to return to lessons or are collected from School to go home.



## **HOME TIME**

### Senior Department

A member of staff supervises the Year 4 pupils in the playground from 3:30pm until they are collected. If they have not been collected by 3:40pm they are sent to an assigned classroom where they are supervised by another member of staff until 4:00pm. If still not collected, they will join the older pupils awaiting collection in the playground.

A member of staff supervises the pupils in Years 5-8 in the playground from 4.00pm until they are collected or have gone home unaccompanied by prior written agreement with their parents. At 4:15pm, any boys not collected will be taken to Homework Club (Monday to Friday) where they are supervised by another member of staff until they are collected.

One member of the SMT is assigned to Late Duty on each day of the week. They are responsible for staying at the School until the last pupil has left. Any pupils who return late to the School from sports fixtures or school visits or residential trips are supervised by the accompanying staff until they have left the site.

### Junior Department

At 3.00pm, pupils in Year 1 are dismissed by Form Teachers from the front entrance. Reception pupils are dismissed from the classroom.

At 3.30pm, Pupils in Year 2 are dismissed from the playground, lobby or entrance doors by their Form Teachers.

No child is released to anyone other than parents without the parents' prior permission. If a child is not collected the parents are informed and the pupil is taken to After School Care.

### *After-School Care*

After-School Care runs from 3.00-5.00pm. Pupils are supervised by a combination of Classroom Assistants and Lunchtime Supervisors on a rota each day. At least one of those on duty holds an appropriate First Aid qualification.

A senior member of staff is always in the building when After School Care is taking place. Any pupils not collected by 5.00pm remain with Head of Junior Department/Deputy Head of Junior Department until the parents arrive.

### Nursery

Nursery children are released to parents or an approved adult only. The Head of Nursery (or in her absence the Assistant Head) will remain on site until the last child has been collected. If there are any changes to regular collection arrangements, parents are required to advise the School in advance.



If a child is not collected at the end of the session, the School will make efforts to contact the parents or carers. If contact cannot be made, the School will contact Richmond Child Welfare Services. The child will remain, fully supervised, in the care of staff until collected.

### **Educational Visits**

See separate Educational Visits Policy for information about supervision of pupils on School Visits and Residential Trips.