



PUPIL SUPERVISION POLICY.

1) Pupils' arrival and departure.

1.1 Pupils may arrive at school from 8.50am, and are expected to leave school at 3.00pm unless in a supervised activity extending beyond 3.00pm. Special arrangements will be made for pupils staying late for an evening function. Pupils are not allowed on site without supervision. Appropriate numbers of the teaching staff are always present on duty in order to supervise pupils whenever they are in the school and outside normal school hours. All members of the teaching staff are expected and will be allocated their share of break and lunchtime supervisory duties.

1.2 The main **staff 'duty'** times are:

- Early morning (8.45– 9.00am) -Ensure all students sign register/carry out safety checks
- Break (10.40 – 11.00am)
- Lunch-time (12. – 12.30pm)
- Afternoon duty (12.30pm – 3.00pm)

1.3 Arrangements are made to ensure pupils are supervised during lessons, breaks, lunch, play and external activities. Staff members who coach school teams will supervise pupils on both home and away matches.

2) Registration.

Registration of pupils is taken by members of staff at the start of the morning 08-45 am to 9-30am. 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.

3) Medical Support .

3.1 There is a Medical/First Aid room which can be used by pupils if circumstances dictate under direction of staff. If pupils are not well or receive an injury they will report, or be taken to the School Office. Assistance will be provided which may, on occasions, lead to a telephone call home to inform parents of the situation and/or the appropriate care home/authority.

3.2 Parents may also be required to collect their child from school early. If a child is seriously hurt then an ambulance will be called and parents informed immediately. Details pertaining to the incident will be recorded.

3.3 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 Displayed on the safeguarding board.

3.4 First aid boxes are in all potentially high risk areas, as well as in the school office (they are regularly checked and replenished.)

4) **Supervision whilst travelling to and from school .**

Parents and pupils themselves are responsible for ensuring that their children/themselves travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

5) **Supervision during Educational visits.**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policies, An individual Risk Assessment is carried out for all off site activities.

6) **Unsupervised access to facilities by pupils.**

6.1 Pupils are not allowed to use recreational equipment without staff supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

6.2 We ensure that pupils do not have unsupervised access to potentially dangerous areas, eg. Motor workshop, kitchens and cleaning cupboards. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

7) **Security, access control and workplace safety .**

Our policy: “Health and Safety” describes the arrangements for safety of pupils, staff, visitors and the entire school. Other additional aspects are also incorporated into the Health & Safety Policy.

8) **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.

9)

Reviewed By: Joanne Watts, Rahat Khan

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