



# ST PETER'S

---

PREPARATORY SCHOOL

## Supervision policy

Updated on 3 December 2019  
by Mrs Kate Hurley  
(Assistant Head, Operations)

Approved by Head: *Charlotte P. Jones*.

**Date:** 12 December 2019



# ST PETER'S

---

PREPARATORY SCHOOL

## SUPERVISION POLICY

### **1. General**

St Peter's Preparatory School ("the School") is committed to ensuring the safest environment by providing the best possible level of adult supervision for the children and young people in its care.

### **2. Scope**

This policy seeks to outline the expectations for supervision of pupils and the provision that is in place. This policy links to the Health and Safety, Child Protection and Safeguarding, Site Security, Medical, Transport as well as the Teaching and Learning policy and Boarding Handbook.

### **3. Overview of the day - Pupil's arrival and departure**

Pupils may arrive at school from 08:00 and can stay in school until 18:00. Where they are staying late for a function, additional provision will be provided.

Between 08:00 and 08:25 pupils are held in 'early arrivals' in two age specific groups on the site. At 08:25 they depart for their form rooms to be registered. At the end of the school day a range of supervised 'late stayers' provision is available between 16:00 and 18:00 depending on the age of the pupil.

Boarding provision takes over from 18:00 where supper, and an evening activity is provided before overnight accommodation. Pupils may have an evening meal with the boarders and activity also, without staying overnight.

### **4. Supervision Expectations and Arrangements**

Pupils are not allowed on site without supervision. Members of staff will always be present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the academic staff are expected to take their share of break and lunchtime supervisory duties, as well as early arrivals and latestayers duties. Boarding house staff ensure that supervision is provided at all times.

The main duty times are:

- Early morning duty (08:00- 08:25)
- Break duty (10:40 -11:00)
- Lunchtime duty (12:30 - 14:00)

- Afternoon duty (15:00 - 15:15)
- After-school duty (16:00 - 18:00)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the Sports Department supervise pupils on both home and away matches, and on their return to school until pupils are collected.

### **5. Break time playground supervision**

The school site is split into a range of zones that are accessible to pupils at break times. The zones are designated to different age groups across the School age phases. Mixed age phase play is encouraged and part of our leadership programme. The School Duty Rota indicates the designated member of staff supervising each zone for each break time, and timings. This is reviewed on a regular basis by the Deputy Head, Teaching and Learning alongside the rest of the Senior Management team. Where there are insufficient personnel available to supervise a zone, it is closed and the pupils redeployed to an alternative area where they can be supervised.

As per the EYFS Statutory Framework staff in this area of the school are in the vicinity during break times and are readily available. Children are kept within sight or sound of a member of staff at all times.

During inclement weather, pupils and teaching staff remain in classrooms.

### **6. Boarding supervision**

All pupils are supervised by boarding staff at all times. Pupils are not allowed to leave the boarding house after bedtime.

### **7. Registration**

Registration of pupil attendance is taken at the start of the morning and once during 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.

We will only release a pupil 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 writing in advance, or who has the specific password as recorded on the pupil's individual records.

### **8. Medical Supervision**

School Matron is available in Sick bay from 08:00 to 17:00 every day. She is available to administer medicines and 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 and administer medicines. The names of First Aiders are logged with the Director of Operation.

A qualified paediatric first aider is always available within EYFS when they are onsite or offsite. First aid boxes are in all potentially high risk areas, as well as in the School Office. (Matron regularly checks and replenishes the first aid boxes).

### **9. Supervision whilst travelling to and from School.**

Where children are not users of our bus service, parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of teaching staff when travelling on the school bus service; but are driven by School bus drivers. Pupils have a Code of Conduct to follow and are expected to behave responsibly. We would always investigate complaints about poor behaviour. A member of Senior Management is on duty to supervise when the school buses depart.

For other transportation situations such as outings or travel to sports fixtures, pupils are supervised by members of staff who are driving the minibus.

### **10. Supervision during Educational Visits**

Details on the arrangements for the supervision of pupils during Outdoor learning activities or educational visits and trips out of schools are described in our policy: [Outdoor Learning and Educational Visits](#). This includes arrangements for the supervision of EYFS children on visits and adult:pupil ratios for all age pupils.

### **11. Site Security - Unsupervised access by Pupils**

Pupils are not allowed into the swimming pool area without a qualified member of staff in charge, nor are they allowed to use changing rooms, Sports hall, Sports store, Squash court, Art room or Science Labs without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. Such activities will have specific Risk assessments as outlined in our Outdoor Learning and Educational Visits Policy.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the Art rooms 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.

### **12. Site Security and Health and Safety**

Our [Site Security risk assessment](#) and [Health and Safety](#) policies describe the arrangements for safety of the entire school; and the Emergency and Disaster Management Planning outlines protocols and procedures, and supervision arrangements in specific emergency situations. It also outlines our Missing Child Procedure should a child be unaccounted for.

### **13. Staff Induction**

All new members of academic staff receive a thorough induction to the school's expectations of the appropriate levels of pupil supervision. Guidance is given on the expectations for safe supervision.