



LONG CLOSE SCHOOL

# **Safeguarding: Supervision Policy**

Owner: BP

## EYFS

All pupils will be supervised within the relevant ratio for their particular age both within and outside of the classroom, regardless of the time of day.

## Prep and Senior School

All pupils will be supervised during the school day.

The school opens at 08.00 and pupils go to the Dining Hall to be supervised by a member of staff. At 08.15 the pupils are escorted out onto the playground, or to the Main Hall if it is raining, to be supervised until the school bell rings.

Pupils in KS1-2 line up at 08.25 in the school playground where they are met by their teacher and escorted to their classroom. If pupils arrive after 8.20 am but before they are due to line up wait in the playground or in the hall (if it is raining) where they will be supervised by the staff on duty.

When the bell rings at 8.25 the pupils in KS3 and 4 make their way to their classrooms for registration which is taken by their form tutor.

During registration pupils in all key stages may be asked to go to the school office to collect or return the register envelope. They will always make their way across the school site (in pairs if they are in Reception - Year 3) and will be expected to return immediately to their form teacher.

**Mobile phones are not allowed in the prep school. In the senior school they are to be handed into the office and collected at the end of the day.**

During the school day the pupils will be supervised by the teacher taking their lessons. If a pupil is ill during the lesson they will normally be escorted from the lesson to the school office by another member of the class who will return immediately to the classroom. The ill pupil will then be supervised in the reception area until they are fit to return to class or until their parent / carer comes to collect them.

## **Break times and Lunchtimes**

Pupils will be supervised during break and lunchtimes by at least 1 member of staff (2 during busier periods). If there is an accident that requires treatment the pupil will be escorted to the school office by another pupil or the member of staff where they will be treated and supervised until they are fit to return to their break time or until they are collected by a parent. Pupils will make their way to their classrooms at the end of break or lunchtime where they will continue to be supervised by a teacher.

## **End of school day – whole school**

At the end of the school day pupils in Nursery - Y3 will be collected from their classroom by their parent or carer. Pupils will only be handed over to adults that are known to the teacher, or who have made calls to the school to arrange passwords to be used that confirm their identification. Siblings of a suitable age will only be allowed to collect children from the classroom with prior written permission from the parent. Pupils from Y4-6 will make their way from their classroom to the Upton Court Car Park school gate where there will be a teacher on duty. Pupils will only be allowed to leave once they have been met by their parent / carer. If pupils are going home with someone other than their parent the school office should have been informed and the teacher on

Created June 2014

Revised September 2014, September 2015, August 2016

Next review: August 2017

Owner: BP

gate duty should have been made aware. Pupils in Y7-11 may make their own way home once they have told the member of staff on duty that this is what they are doing. They should not return to the school site once they have done this until the following morning or by prior arrangement with a member of staff. Pupils are only allowed to walk or cycle home if they are in the senior school or if permission has been directly given to the school by the parent.

KS1 pupils attending clubs will be escorted from their classroom to the club by the teacher taking the club. A register will be taken and absences from the club will be chased up to make sure no pupil is missing who has been expected at the club. At 4.15 parents / carers will then collect their children from the teacher who has taken the club, in accordance with the arrangements for picking up children directly from the classroom (as at the end of the school day).

If pupils in KS2-4 are attending an after-school club they will make their way to the dining hall for tea until 4.15 when they will be collected for their club by the person taking the club (who will also take a register). Absences from the club will be chased up to make sure that no pupil is missing who has been expected at the club. At the end of the club pupils will be escorted to Upton Court Car Park school gate where the teacher on prep duty will supervise pupils until 5.30. If they have not been collected by 5.30 they will be escorted to the after-school club (ASC). Here they will be supervised until 6pm at which point they should have been collected. If they are not collected the person on duty will do everything they can to contact the parent but if they have not managed to do this by 6.30, and the child has still not been collected, social care will be contacted to arrange for continued care of the child. This is also the case for pupils in EYFS and KS1.

### **Changing rooms and toilet supervision**

Changing arrangements for children are appropriate for the age of the children. As children move out of KS1 they will only be supervised changing by a member of staff of the same sex. Supervision at all times will be appropriate for the age and number of pupils and supervision at all times will be to ensure orderly changing and a safe environment for the children. All toilet facilities for pupils above KS1 are separated by gender and will be supervised only as appropriate and only by a member of staff of the same sex.

### **Pupils returning late from school matches**

If pupils are returning late from school matches the teacher who has taken the match will supervise all of the children until they have been collected by their parents.

### **Pupils leaving early**

Pupils leaving early from school must only do so if they have had prior permission from parents who will have informed the school in writing or by telephone (class teachers will pass messages to the front office to confirm supervision at the appropriate time). Pupils will wait at reception to be collected by the parents and the office staff will be made aware of the departure and mark them as absent on SIMS. If pupils are collected directly from the classroom the class teacher must inform the front office immediately, or ask someone to do so on their behalf.

### **Educational Trips and Visits**

Supervision on educational trips and visits will be within the guidelines contained with the school's policies for educational visits.

Created June 2014

Revised September 2014, September 2015, August 2016

Next review: August 2017