



## LEE Hurst Swan

### Supervision of Pupils Policy

Last reviewed in October 2017 by the Headmaster

Applies to the EYFS

**THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE FOR PARENTS.**

#### Supervision of Pupils Policy

Staff at Leehurst Swan School have a duty of care to all pupils in the School. It is the Headmaster's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also his responsibility to ensure that there is effective supervision of the school buildings and that the site is secure.

Duty of care is a legal requirement. The Governors and the Headmaster are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

#### Supervision of Pre prep and Prep children during the School Day

<p><b>07.00 to 08.00am</b> Children under age 8 including children in The Nest, are supervised according to the EYFS ratios in the Before School Club. Children are offered breakfast in the two breakfast clubs</p>	<p>In The Nest and Pre Prep the staffing ratio determined by EYFS will be followed and all children are within sight or sound of staff at all times. These arrangement apply throughout the day up to closure at 6.00pm</p>
<p><b>Before School for all children over age 8 years</b> Children should not arrive before 8.00am (unless they are booked to attend breakfast club)</p> <p>Pre Prep children are supervised throughout the day by qualified staff according to the EYFS ratios or better. One staff to 4 children under 3 years old One staff to 8 children under 4 years old One staff to up to 17 children for 5 year olds.</p>	<p>Pre Prep children should be taken into the Pre Prep department where they will be supervised All Prep Children should arrive on the Key stage 1 playground from 8.00 to 8.15 where they are supervised. From 8.15 to 8.30 the Key stage 2 pupils transfer to the Key Stage 2 playground and are supervised. In inclement weather they are supervised in class rooms.</p>
<p>0830 – 0845 (registration)</p>	<p>Form tutors are responsible for pupils at this time.</p>
<p>0845 – 0920</p>	<p>On certain days, pupils will have swimming, form time, hymn and choir practice or assembly. These are all supervised and all are expected to attend.</p>
<p>Break Time</p>	<p>All pupils are supervised by at least two members of staff, who undertake break duty on a rota basis. They are present in the playground at all times. Three staff are usually involved in supervision of the Key Stage 2 playground.</p>

Lesson Time	Teachers are responsible for the supervision of their class. - No class should be left unsupervised for any reason. In case of emergency teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - call the School Office, or the Head of Prep. - send the pupil with another accompanying pupil to Reception.
Lunch Time	All pupils are supervised. At least two members of staff will be in the Walker Hall. Three staff will supervise on the Key Stage 2 playground.
After school (Home work club and After school Care)	Pre Prep, including The Nest, all pupils remaining after school are supervised according to the EYFS ratios in After School Care, by Pre Prep staff up to 6.00pm Prep pupils are supervised by teachers and other staff in Home work club up to 4.30pm or in after school activities. After school care operates from 4.30pm to 6.00pm and pupils are supervised by staff dedicated to this role.

### **Supervision during the School Day for Senior Pupils**

Before School Pupils should not arrive before 8.00am unless booked to attend breakfast club.	Pupils should enter the buildings from 8.15 onwards and remain in form rooms. If a Pupil arrives between 8.00 and 8.15 they should wait in their form room. The DH will be on patrol around the senior school.
0830 – 0845	Form tutors are responsible for pupils at this time.
0845 – 0920	On Monday morning (and Friday afternoon) pupils will have assembly. This is supervised and all are expected to attend.
Break Time Takes place on top field – all pupils present except in wet weather.	All pupils are supervised by at least two members of staff one of whom is a teacher. If appropriate, duty staff will patrol the campus. In inclement weather pupils remain in form rooms and patrols are mounted by prefects in addition to the duty staff.

Lesson Time	Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency teachers might: <ul style="list-style-type: none"> <li>- Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;</li> <li>- Call School Reception or the Deputy Head;</li> <li>- Send the pupil with another accompanying pupil to School Reception.</li> </ul>
Lunch Time	All pupils are supervised. At least two members of staff will be in the Walker Hall while pupils are eating lunch. Two staff will supervise on the top field.
After School	Pupils remaining in school after 3.35pm are either supervised in home work club until 5.00pm or are involved in school activities taken by various staff. Pupils may remain in Senior after school care supervised by staff upto 6.00pm

### **Visitors**

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at School Reception where they will receive a badge which they are expected to wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and to report concerns to School Reception.

### **Classrooms**

Pupils should not be left unsupervised in classrooms outside lesson times, apart from the ICT Rooms and the Libraries, where pupils may use the facilities without direct staff supervision.

### **Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and away activities please read the Leehurst Swan Trips policy

**Charges:** Parents will be charged the published rate for pupils who attend Breakfast club, and/ or After School Care.