

Grimsdell, Mill Hill Pre-Preparatory School

Supervision of Pupils Policy

Independent Co-educational day School for Pupils aged 3 to 7 years

February 2019

Key Points for Grimsdell Supervision Policy

Purpose	The safety and security of the children in our care at the Mill Hill School Foundation is paramount. They are supervised throughout the day (before school, break-times, lunch-times, after school in late rooms, sibling supervision, during all clubs and at drop off, collections after school) by Grimsdell staff (including lunch-time supervisors. We expect all children to have good behaviour at all times, staff will observe and report any pastoral issues and oversee general play.
Expectations of Staff	Staff must: <ul style="list-style-type: none"> • Be punctual • Be constantly moving around the designated duty area • Deal with minor incidents on the spot • Investigate situations which may be a cause for concern immediately • Communicate concerns to other staff at the point of handover and to teachers if appropriate • Communicate details of any serious incident to a member of SMT immediately • Avoid lengthy discussions with colleagues which prevent proper supervision of pupils • Never leave an area unsupervised. • If the handover person does not arrive then ask another adult to inform them.
Organisation of Duties	This is organised on a termly basis by the Senior Deputy Head. Staff are given a number of duties depending upon their role in the school, timetable and terms of employment.
Review by the Head and SLT	This is an annual policy that is reviewed and updated each year by the Deputy Head (Operations). The policy is scrutinised by the senior team to ensure we have sufficient supervision whilst the pupils are on the Belmont site.

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority

Grimsdell Supervision of Pupils Policy

The school has a duty of care to ensure that pupils who are on any part of the school premises, or for whom the school has accepted responsibility are properly supervised.

1. SAFETY OF THE PUPILS IS PARAMOUNT

All teaching staff, teaching support staff and breaktime/lunchtime supervisors are required to perform supervisory duties around the school in addition to their teaching commitments. All staff are effectively on duty whenever they are involved in school related activities and are required to monitor behaviour and attitudes.

2. BEING ON DUTY TAKES PRECEDENCE OVER ALL OTHER COMMITMENTS. (Staff are responsible for finding cover if out on trips or courses etc.)

Aims:

- To keep pupils safe
- To ensure good behaviour around the school is maintained
- To observe individual pupils and pick up any pastoral care issues
- To ensure all pupils are made aware of the boundaries and rules for play outside the buildings, before, during and at the end of the school day.

Effective Supervision requires staff to:

- Be punctual
 - Be constantly moving around the designated duty area
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
 - Communicate concerns to other staff at the point of handover and to teachers if appropriate
 - Communicate details of any serious incident to a member of SMT immediately
 - Avoid lengthy discussions with colleagues which prevent proper supervision of pupils
 - Never leave an area unsupervised.
 - If the handover person does not arrive then ask another adult to inform them.
 - Engage with children in play and on the friendship bench

3. Supervision throughout the School Day

Before School

The Main School doors are opened at 08:15 for pupils. Parents are requested not to drop their children at school before 8:15 nor leave them unsupervised. Pupils are greeted at the door by the Head or another member of staff in her absence and once in the school building go to their classrooms. The class teacher and/or Teaching Assistant (TA) are waiting in class to greet the children. Pupils who arrive late (after 8.40am) enter through the doors to the school office and report to the office staff who amend the school register.

Morning Playtime

Morning break is split with the Reception children and Key Stage One children using the playground at different times. The children are supervised by both members of staff from their class until they reach the playground and then there are 2 designated staff members on duty including one teacher. All pupils are expected to go out for playtime unless in the event of inclement weather. There are 2 teachers on duty for Reception playtime.

Inside break and Lunch

Inside break is determined by the members of staff on duty. The children usually play out in light rain. The children will not play outside if the rain is heavy or the winds are too strong. If there is a wet lunch time then the following happens;

All of Reception are together with 1 teacher in RHD (a lunchtime supervisor joins when the lunch has been served)

1NS and 2YM are in class and supervised by 1 member of staff and 1 lunch time assistant

1SD joins 1TP and 1NS and are supervised alongside 2YM and 1NS

2RM and 2YM are supervised by the 4th member of staff.

The 2 lunch time supervisors are in the hall and escorting children.

Lunchtime Play

The children either eat lunch and then play or play and then eat lunch. This rota is changed each term to allow different groups of children to eat and play together. The children are supervised in the dining hall, to and from the playground and in the playground at all times. In Term 1 the Reception children wear coloured tabards to help facilitate this.

4. Home time, Stay and Play and Club Arrangements

At the end of the day the children for Stay and Play and clubs gather in the hall for snack and to be grouped. There is a member of staff on duty in the hall.

The class teacher dismisses each child with a handshake to the adult collecting them. These are known adults or adults approved by the family and on the 'collection' list. All staff check with the office if they are unsure and phone calls are made. Children can be collected by other families if a letter has been sent to school stating the new arrangement. Any children who are late being collected wait on the bench and are supervised by a member of staff on Late Duty

After school activities run from 3:15pm-4:00pm. Children are supervised in the hall from 3:05pm-3:15pm. The teacher or Peripatetic running a club must maintain a register. Children attending clubs are dismissed in a similar way with staff and Peripatetics dismissing the children to known adults. A member of Grimsdell staff is always available at this time. If pupils have not been collected after 15 minutes, parents are contacted and informed their children will be taken to the Stay and Play from where they may be collected.

External Agency or Supply Staff

All staff are given a briefing on the Belmont school policy concerning the supervision and Safeguarding of Children. Any concerns/disclosures should be directed/reported to the Deputy Head Pastoral/Designated Safe-guarding Officer or Deputy Head Academic/Deputy Safe-guarding Officer.

Stay and Play (After School Care)

The Stay and Play Arrangements

Children who are attending Stay and Play are collected in the hall by the members of staff who are employed to supervise this facility. The staff are all TA's at school and suitably qualified. There are 3 members of staff present. Children are supervised until collection. These are known adults or adults approved by the family and on the 'collection' list. If a pupil has not been collected by 17.30 the member of staff responsible for Stay and Play will try to contact the parents. If it has not been possible to make contact by 17.45, the Stay and Play staff must contact the SMT on duty for advice. In the event of a non-collection by 18.30; (and no contact with either parent or the nominated emergency contact person, being established by 19.00), the Head will be notified and Social Services may be informed so that arrangements are made for the pupil to be cared for.

The Supervision Policy should be used in conjunction with the following School policies:

- Policy to Safeguard and Promote the Welfare of Children who are Pupils at the Foundation 2018-19
- Health and Safety
- Anti-Bullying
- Missing Child
- Promoting Positive Behaviour

Supervision of Pupils away from the school site Individual Policies set out the principles of supervision when pupils leave the school site. The details may be found in:

- Educational Trips and Visits Policy
- Risk Assessment Policy
- Missing Child
- Promoting Positive Behaviour

Last review: February 2017 Next Review : February 2020

BY RESOLUTION OF THE PASTORAL COMMITTEE OF THE COURT OF GOVERNORS

SIGNED DATE.....
CHAIRMAN OF THE PASTORAL COMMITTEE OF THE COURT OF GOVERNORS

PLEASE NOTE THAT THIS POLICY IS SUBJECT TO FORMAL APPROVAL OF THE GOVERNOR

