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ST MARY'S | BARLBOROUGH HALL

## Pupil Supervision Policy

ISI Regulatory Code – Part 3 14a

**Policy written by: K Keeton**

**Policy Date: September 2023**

**This Policy is for: Barlborough Hall School**

**Linked Policies:** Curriculum , Parent Handbook, Safeguarding, Risk Assessments, Behaviour, First Aid, Health and Safety, Anti Bullying, EYFS Policy and Procedures, Staff Operations Handbook

**Review date: September 2024**

### **Barlborough Hall School**

Educating Men and Women for Others since 1842

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## **PUPILS' ARRIVAL AND DEPARTURE**

- 1.1 Pupils may arrive at school from 7.30am at our Breakfast Club facility. The timetabled school day ends at 3.30pm for EYFS and Pre-Prep and 4.00pm for Upper School. After school activities are available until 4:15pm for Pre-Prep and 5.15pm for Upper School. Crèche is available until 6pm. Pupils are not allowed on site without supervision. Upper School children are supervised from 8.15am on the Tennis Courts and Pre Prep and EYFS children from 8.15am on the Pre-Prep Yard. The timetabled day begins at 8.35am. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as end of day duties.
- 1.2 The main duty times are:
- Breakfast club duty
  - Morning outside duties
  - Break duty
  - Lunch-time duty
  - Tea duties
  - Hobbies duties
  - Evening Crèche duties
  - Bus and Lock up duties
- 1.3 A detailed duty timetable and ratio list can be obtained by contacting the school office on 01246 810511. This timetable takes into account all the legal ratios based on the age of the children.

## **REGISTRATION**

- 2.1 We take a register of pupils at the start of the morning and 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 without an explanation. A phone call will be made by the school office before 9.30am.
- 2.2 Fire registers are printed off each morning and afternoon and placed on the hook by the emergency fire exit.

## **EYFS SUPERVISION**

- 3.1 EYFS supervision is detailed in the EYFS Policy and Procedures policies.

## **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

- 4.1 Parents are responsible for ensuring that their children travel safely to and from school.
- 4.2 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. All children travelling on the school buses, sign a code of conduct contract before taking up their place on the bus.

### **SUPERVISION DURING EDUCATIONAL VISITS**

- 5.1 The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: Educational Visits.

### **UNSUPERVISED ACCESS BY PUPILS**

- 6.1 We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the Art, design and technology rooms, the theatre, etc.
- 6.2 Pupils are not allowed into the swimming pool without a qualified member of staff in charge.
- 6.3 There is always at least one member of staff supervising children in the swimming pool, science laboratory or Art/DT rooms.
- 6.4 Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.
- 6.5 Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

### **STAFF INDUCTION**

- 7.1 All new members of the teaching staff receive a thorough induction into the School 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 operations handbook.

### **MONITORING AND REVIEW**

- 8.1 This policy will be subject to continuous monitoring, refinement and audit by the SLT.
- 8.2 The SLT will undertake an annual formal review of this policy for the purpose of monitoring and evaluating the effective arrangements for a successful implementation of the policy. The policy will be updated earlier if significant changes

to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.