



Stanfield Supervision Policy

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SCOPE OF THIS POLICY

This policy is addressed to all staff and parents of Stanfield Preparatory, Merchant Taylors'. It is published on the School's website.

This policy can be made available in large print or other more accessible format, if required. If you require assistance with making a complaint, for example because of a disability, please contact the Vice Executive Head who will be happy to make appropriate arrangements.

APPLICATION

This policy applies to Stanfield Preparatory, Merchant Taylors'.

1. INTRODUCTION

Stanfield Preparatory Merchant Taylors' is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the school, both on and off the school site.

2. CONTACTING THE SCHOOL DURING THE SCHOOL DAY

The school's reception and switchboard are manned from 7:30am until 4:30pm during term time during the school day. The receptionists will answer phone calls, respond to emails, pass on messages to pupils and staff and deal with inquiries from visitors during this time. At other times, messages may be left on the school answer phone. The reception telephone number is 0151 924 1506

3. PUPILS' ARRIVAL

The school opens at 8.20am. Pupils may not enter the school before this time unless they are attending Daybreak Club which starts at 7:15am or for a pre-arranged private music lesson or co-curricular activity (in which case they will be met at the front door by the relevant visiting music teacher or member of staff). To enter the school for Daybreak Club, parents ring the intercom and a member of Daybreak Club staff, or the receptionist will meet them at the door.

The automatic doors open from 8.20am and the entrance area is manned by a member of SMT and/or a member of teaching staff. An additional member of SMT is on Gate Duty along with a member of the caretaking staff to greet and supervise pupils as they arrive with parents or on school buses and also to ensure that the car park gates are closed, and all pupils enter on the pathway.



4. DURING THE SCHOOL DAY

4.1 REGISTRATION

All pupils are registered in the morning at 8.40am. Afternoon registration takes place at: 12.35pm for infants; and 1.40pm for juniors.

Instructions for parents about informing the school of a child's absence before morning registration are set out in the Parents' Handbook.

If a pupil is absent without explanation, their parents or a family member will be contacted to ascertain the reason for their absence.

If pupils are late arriving to school, they are signed in by the receptionist at the appropriate site.

4.2 IN CLASS AND MOVING AROUND THE BUILDING

Pupils wishing to leave a lesson for any reason must ask permission. If they need to see the School Nurse or a first aider, in the case of juniors, the teacher may arrange for them to be escorted by another pupil or, for infants, an adult. Staff have timetables of pupils who are attending music tuition in school and the visiting music teachers collect pupils from the classrooms and escort them back.

Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson. In certain medical/pastoral situations pupils may be allowed to leave the classroom at will; staff are made aware of particular arrangements affecting such pupils.

It is not normal practice for a pupil to be sent out of class for poor behaviour. Very rarely, it may be in a pupil's best interest or in the interest of the rest of the class for a pupil to be sent out of a lesson because they are interrupting the learning of others or because they are upset. When this occurs, the teacher will ask a member of support staff to supervise the pupil by either taking them to another class or for a short break outside the room. Occasionally, a pupil may walk round the school with a member of support staff for a 'cooling off' period before they are introduced back into the class.

In the case of teacher absence, lessons are always covered by another teacher or teaching assistant level 3 for cover only.

4.3 OUTSIDE LESSON TIME



All members of the teaching staff take their share of supervisory duties according to a rota that covers morning breaks, and lunchtime. Supervisory duties cover designated areas, and all staff receive Risk Assessments for all areas regardless of where their specific duty is located. If a member of staff is unable to do their duty (absence/another commitment etc.) the duty will be covered by another teacher. This is organized by the Assistant Head Operations and maintains maximum supervision at all times.

4.3.1 Morning Break

Two members of the teaching staff (or one member of teaching staff supported by a Teaching Assistant) supervise pupils on the playground. A third member of staff is on indoor duty monitoring the indoor toilets and entrance. The main entrance is also monitored by the school secretary and/or receptionist. A first aid trained member of staff will man the Medical Room.

If wet, teaching staff will remain with their classes indoors. Staff without their own form are asked to help cover to allow form teachers a short comfort break.

4.3.2 Lunchtime

Throughout lunchtime, members of the Welfare staff are deployed to supervise in and around the school. Teaching staff on duty help supervise pupils on the playground. A member of the Welfare staff supervises the main corridor to ensure pupils do not go upstairs unaccompanied. This is to ensure the safety of all pupils. The Medical Room is manned by a first aid trained member of staff or a healthcare assistant.

If wet, Welfare staff are deployed to supervise pupils in their classrooms. Members of the teaching staff on duty will supervise Reception children in their classroom as well as patrol the corridors in and around the classrooms.

4.4 MEDICAL ASSISTANCE

When the School Nurse/Healthcare Assistants are not on duty or cannot be found in the medical room, for example because they are attending to someone elsewhere in the building, they can be contacted by phone via reception. These numbers are made available to all staff.

First aid boxes and defibrillators are in all potentially high-risk areas, as well as in the Medical Room.



A number of members of the teaching and support staff and all Welfare staff are First Aid trained and cover medical duties at break and lunchtime. The medical room is always supervised by a First Aider during these times. Lists of First Aiders are provided by the School Nurse/Healthcare Assistants to all staff. The receptionists can also contact additional First Aiders if necessary.

5. PUPILS' DEPARTURE AT THE END OF THE SCHOOL DAY

For Reception and Year 1, the pupils are brought to the front car park via the side gate to be collected by parents.

For Years 3 and 4, teachers lead the pupils to the front car park via the door to School House where they are handed over to parents.

For Years 2, 5 and 6 teachers lead the pupils to the front car park via the Main Entrance where they are handed over to parents.

Infant bus children are escorted by members of staff to the bus collection areas. Junior pupils are sent by their teachers to the areas and registered by the member of staff on bus duty.

Infant pupils are escorted by members of staff to Sundown Club. Junior pupils are sent by their teachers to Sundown Club and are registered by the Sundown Club Leader in the Hall.

Any changes to pupil collection at the end of the day are communicated through the school secretary or receptionist. No pupil will be put onto a school bus if there is any doubt as to whether the pupil is on the bus. The school secretary/receptionist will contact the parents by phone to double check on arrangements.

Parents collecting from Sundown Club ring the intercom at the main entrance and are met by a member of staff who will hand pupils over to parents.

A member of SMT is on Gate Duty along with a member of the caretaking staff to supervise pupils as they arrive with parents and to ensure that the car park gates are closed.



6. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Most buses now have a chaperone but are not manned by school staff and pupils are expected to behave in an appropriate manner, including not walking along the aisles or up/downstairs during the journey and by wearing their seatbelts throughout their journey.

7. SUPERVISION DURING EDUCATIONAL VISITS

Details of supervision of pupils on educational visits are set out in the school's Educational Visits Policy. The ratio of supervising adults to participating pupils will always be in accordance with DFE guidelines.

8. SECURITY AND ACCESS CONTROL

All staff sign in and out when entering or leaving the premises. Visitors are required to sign in and out and students who are collected during the school day by parents for appointments are recorded by the school secretary/receptionist. Permission will already have been sought for such requirements via a form signed off by the Head. Contractors visiting the site during hours when pupils are present will be accompanied if necessary (the majority of contractors the school uses are DBS checked and can thus move around the school freely to carry out maintenance work) .

During the school day entry to the building is via reception only, where visitors' entry is approved and recorded. The exception to this would be parents entering the school via the side gate for a school event, in which case the gate will be manned by a member of staff and any visitors to the school will be supervised by a member of staff whilst on site.

Regulations regarding security and lone working are set out in the school's Health and Safety Policy.

9. STAFF INDUCTION

All new members of school staff with relevant responsibilities receive induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times and on educational visits.



REFERENCES

- Educational Visits Policy
- Health and Safety Policy
- Pupil Code of Conduct
- First Aid Policy and School Nurse Guidelines