



ST MARY'S SCHOOL HAMPSTEAD

Pupil Supervision Policy

September 2019

Review Date: September 2019

Next Review Date: September 2020

MISSION STATEMENT

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

INTRODUCTION

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.00am, and are expected to go home by 4.00pm unless they are staying late or arriving early for an event or a club. Pupils are not allowed on site without supervision. 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 late duty. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Early morning duty (8.00am - 8.40am)
- Bus Duty (8:00am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm - 4.00pm)
- Bus Duty (4:00pm)
- After School Club is supervised by staff. (4.00pm – 6.00pm)

A supervision rota is displayed in key areas.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

REGISTRATION

Pupils from Y1-6 have electronic fobs, they sign in at various points around the school on their way into the school to ensure the school has an update register of who is on site at all times. They then use the fob to sign out again. In the EYFS the children self-register as they enter the classroom and are supervised by staff. 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 at school without an explanation.

For the children in the Early Years Foundation Stage we operate identical registration procedures to day schools; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance .

MEDICAL SUPPORT

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the Sick Room. The School Secretary regularly checks and replenishes the first aid boxes.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school.

YEAR 6 SELF-DISMISSAL

Self-dismissal is permitted, where parental consent has been obtained, for pupils in Year 5 and 6 as part of their preparation for secondary school. We recommend that all children who are self-dismissing have a mobile phone with them so that they can be contacted and get support if they need it. We recommend that this is a basic mobile phone (not smart phone).

We require all children who are self-dismissing, who have a mobile phone, to have the school main phone number stored in their mobile and for the school to hold the pupil's mobile number. This is:

- so that they can contact us for support after they have left the school (in case they are not be able to contact their parents for any reason); and
- for us to contact them should the need arise.

We ask the parent's permission to add their daughter's mobile phone number to the Headmistress's work mobile phone and store the Headmistress's work mobile phone number in their daughter's mobile phone so that the school has additional ways of contacting the child, and vice versa, (including the option of sending a text message).

Parents are asked to confirm if their child does not have a mobile phone that they understand that this will make it difficult for the school to support their daughter after she has left the school or for the school to contact her should the need arise.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Offsite Visits." Our arrangements for the supervision of EYFS children on visits is described in our "Policy for Offsite Visits by EYFS Children". These are included in the School's Health and Safety Policy.

UNSUPERVISED ACCESS BY PUPILS

We encourage children to become independent and so they may, at times, travel through the school on their own.

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science lab. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

EYFS PUPILS

EYFS pupils are supervised at all times by trained members of staff. Small groups working with work experience students are always supervised by members of staff. Parent volunteers hear children read in Reception – they are all DBS checked and safeguarding checks have been carried out.

Further information about the arrangements for the supervision of EYFS pupils in the EYFS Department of the School are set out in the Welcome Booklet and the EYFS Handbook

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.