



# ST MARY'S SCHOOL HAMPSTEAD

**Pupil Supervision POLICY**

**September 2023**

Review Date: September 2023

Next Review Date: September 2024

### **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**

These procedures are in place in order to ensure the safety and wellbeing of the girls during the school day.

Staff should be in school in time for their first lesson, club or duty; we have a briefing twice weekly at 8:30am for all staff who are not supervising at this time.

## **PUPILS' ARRIVAL AND DEPARTURE**

Pupils may arrive at school from 8.00am (7.45am on days that they have gymnastics), 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 duties. Pupils are able to call on a member of staff at any time if necessary. St Mary's has an After School Club which runs from 4.00pm-6.00pm.

The main duty times are:

- Early morning duty (8.00am – 8.45am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm – 4.00pm)
- After School Club is supervised by staff (4.00pm – 6.00pm)
- Internal and external clubs (7.45am – 8.45am; 4.00pm – 5.00pm)

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 (supported by other members of the staff) supervise pupils on both home and away matches.

Internal clubs are supervised by a member of staff. They are responsible for liaising with the parents and supervising the children within the class. There is always a member of SMT/SLT on site to support if necessary.

External clubs are supervised by an external provider that has been through rigorous vetting process and undertaken safeguarding training with the DSL. There is always a member of staff on site and available to support in supervising the children. SMT/SLT are on duty and will regularly check the supervision is adequate and appropriate.

## **LUNCH AND BREAK TIMES**

In order to ensure the safety and welfare of the girls, the following procedures have been put in place:

### **Duties**

When there is more than one year group, there are always two members of staff who supervise morning and lunch breaks. A timetable of break duties is displayed in the Staffroom and other areas of the school.

At lunchtime, there is at least one member of teaching staff who helps supervise the children in the dining room and will sit with them during lunch to encourage them to eat. They will also ensure children who have medical and dietary needs select the correct food. In addition, there may be another member of staff who supports the children during lunch. They too should sit with the children and encourage them to use their cutlery appropriately, ensure they have eaten an adequate amount and encourage them to try new foods. All children are encouraged to select a healthy meal from the wide variety of hot and cold food available. All the food must be consumed sitting at the tables.

#### **In the playground the member of staff on duty should:**

- arrive in the playground promptly as the children are sent out.
- ensure they have the First Aid box and bell.
- patrol the playground to make sure that all the children are playing safely.
- administer first aid to anyone who needs it for minor scrapes and complete the medical form. Take or send any children to the School Administrator if they require further medical support.
- ensure that the children ask permission to go inside to the toilet or fetch something from the classroom and not remain inside for any length of time.
- ring the bell promptly at the end of break and lunch and ensure that all equipment is put away correctly.
- Supervise that the children line up and there is an orderly entrance into school. Year 5 and Year 6 are able to be sent inside unsupervised. All other classes will be collected by a member of staff and escorted to their next lesson.

#### **Helpful hints for the playground:**

- The teacher or assistant on duty must be informed if a child wishes to go into school for any reason.
- Lining up takes place at the end of the break or lunchtime. Year 5 and year 6 may be sent it when the playground is tidy and they are lined up correctly.
- No food should be taken on to the climbing frame.
- Bean bags should be put under the climbing frame to stop them getting wet.
- Children should sit on the slide when using it.
- Children should not sit on the bars of the climbing frame or lean over the top.

## **REGISTRATION**

Pupils from Years 1-6 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.

All children are only released to a parent / agreed carer, or to individual in which the parents have notified the school of (this is usually in writing) in advance of the end of the school day. The exceptions to this are in Year 5 and Year 6: some children are given permission to self-dismiss by their parents. Their parents are requested to complete a self-dismissal form before they can self-dismiss and to keep the school informed of any changes to this arrangement.

## **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 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 Medical Room. The School Premises Manager 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.

## **YEARS 5 and 6 SELF-DISMISSAL**

Self-dismissal is permitted, where parental consent has been obtained, for pupils in Years 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 Global

Learning Centre. 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. Year 6 children may have short periods when they are unaccompanied within the school building. This is allowed when they have earned their 'Trusted' badges. Year 6 are made aware of the behavioural expectations and should they misuse this trust the privilege is removed. Children are not left for long periods of time and staff are reminded to encourage them to play outside. Staff ensure they are regularly passing through the areas Year 6 are allowed to be during these times and thus keeping them under supervision.

### **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 and further up the school – 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.