

# **Supervision Policy [PREP]**

**September 24**

## **Scope and Purpose**

This policy applies to the Prep School at Sancton Wood and is published to parents/guardians, pupils, and staff.

This policy has regard for Department for Education Guidance: Health and safety advice on legal duties and powers (February 2014).

This policy should be read in conjunction with the Safeguarding Policy, the Promoting Good Behaviour Policy, and the Health & Safety Policy.

## **General Principles**

Every staff member has a part to play in the supervision of pupils when they are on Sancton Wood School ("the School") premises, both during the school day and out of hours. It is appropriate for any staff member to intervene if they witness inappropriate or dangerous behaviour.

During the school day, pupils will be supervised during lessons and organised co-curricular activities by the relevant staff member(s). The level of supervision required will depend on the age of the pupils, the location of the lesson/activity, and the sort of activities in which the pupils are engaged.

The School recognises that pupils should be able to experience a wide range of activities. Supervision measures adopted by the School are intended to help them do this safely, rather than restrict them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense will be used in assessing and managing the risks of any activity, and the level of supervision will be proportionate to the risks of an activity.

## **Before School**

Pupils are registered for the start of the school day at 8:30 am by their form tutor, in their form room, but they are allowed to be on the school premises (playground) from 8:15 am. Before morning registration, the following protocols are in place:

- The School makes it clear to parents/guardians that their children must not be on the premises before 8:15 am.
- Any pre-arranged meetings before the school day begins must be approved and supervised by a staff member.
- Once pupils have arrived on the School premises, they are not permitted to leave the site before the end of the school day without an exeat.
- After 8:15 am Pupils should wait in designated areas as specified by the School.

### **After School**

The school day ends at 3:40 pm for KS1 and 3.50pm for KS2, but pupils may stay on in School until 6.00 pm to accommodate afterschool clubs and wrap around care arrangements. The following protocols are in place after hours:

- No pupil in Pre-Reception – Year 6 may stay on in School unsupervised at the end of the school day.
- Once a pupil has left the School site at the end of the school day, they should not return; if they are involved in an evening activity, they should stay in the supervised areas designated and must not leave the site.
- At the end of the school day, staff and a member of the SLT are on duty at designated areas to supervise pupils as they leave School.
- All after-school activities run by staff must be appropriately supervised.
- Any pupil staying on in School after 4:00 pm, but not involved in a supervised after-school activity, must stay in designated areas until they are collected by their parents/guardians.
- For pupils attending after-school events or activities, such as evening concerts or plays, the staff member in charge will inform them of the supervision arrangements.
- If a pupil has not been collected by 4pm, a member of will phone the pupil's parents/guardians to make any necessary arrangements for the child to be collected. The School officially closes at 5:30 pm.

### **Break Times and Lunch**

During morning break and throughout lunchtime, there is a staff supervision rota to ensure communal and outside areas are supervised.

### **Supervision on Educational Visits**

Adequate supervision is a major consideration in the planning and running of all educational visits. Details of the School's requirements on these trips, including hosting, can be found in the Educational Visits Guidance.

### **Close, One-to-One Supervision of Pupils**

Close, one-to-one supervision of pupils, for example in specialist music and sports provision, is carefully managed at the School, and staff and volunteers are aware of the risks involved. The School's Code of Conduct provides guidance for staff in these situations.

This policy will be reviewed annually by the Senior Leadership Team.

RS&KH Sept 24