

ST CHRISTOPHER'S HAMPSTEAD

PUPIL SUPERVISION POLICY

Policy to be reviewed annually		
Reviewed by	Head	September 2020
Approved by	Safeguarding Committee	October 2020

To be published on	
School network	✓
School website	✓

1. Aims of Policy

The school has a duty of care to provide its children with a safe and secure environment. The school must be realistic in clearly setting out the level of provision it can and should provide. In its role as loco parentis the level of supervision should be consistent with a standard set by the majority of the parents.

This policy sets out clear guidelines for appropriate levels of supervision throughout the entire school day and behaviour for children as they conduct themselves around school.

2. Pupils' Arrival and Departure

Pupils may arrive at school from 8.10am, and are expected to go home by 5.00pm unless they are staying late for a function. 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.

The main duty times are:

EYFS

- Early morning duty (8.15am - 8.30am)

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- Break duty (10:30am - 11am)
- Lunch-time duty (12:15 - 1:30pm)

Lower School

- Early morning duty (8.15am – 8.30am) Year 1 TAs welcome children at the gate and walk to classroom
- Cloak Room Duty (8:25 - the last pupil has left the cloakroom and to lock the door so late comers come via the school office)
- Break duty (10:30am - 11am)
- Lunch-time duty (12:20 - 1:30pm)
- Sisters' Club Duty (3:30 - 4:00) – Covered by 2 teaching assistants

Upper School

- Early morning duty (8.00am – 8.30am)
- Break duty (10:30am and 11am)
- Lunch-time duty (12:30 - 1:40pm)

Whole School

- Early morning duty (8.00am – 8.30am)
- Gate duty (4pm – until the last child is collected)

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.

Arrangements are different during COVID-19, as pupils' arrival times are adapted to meet social distancing:

Years 3 and 4	8.10
Years 5 and 6	8.20
Years 1 and 2	8.30
Reception	8.40

	Arrival	AM break (30 min)	Location	Lunch	Departure	
Year 3	08:10	10:00	Court	11:50 – 13:00	15:35	Vehicle Gate
Year 4	08:10	10:00	Court	11:50 – 13:00	15:40	Gate 1
Year 5	08:20	11:00	Court	12:30 – 13:40	15:50	Vehicle Gate

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Year 6	08:20	11:00	Court	12:30 – 13:40	15:50	Gate 1
Year 1	08:30	10:30	Rec Playground	11:50 – 13:00	15:30	Vehicle Gate
Year 2	08:30	10:30	Court	12:30 – 13:40	15:30	Gate 1
Reception	08:40	10:30	Court	12:30 – 13:40	15:10	Gate 1

3. Pupil : Adult Ratios

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor²¹, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;
- for all other classes there must be at least one member of staff for every 14 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

During the day, children move around the school to specialist teachers. They are accompanied to these lessons by the teaching assistant and another teacher with QTS. They are then taught by a fully qualified teacher.

Due to the COVID-19 restrictions, children stay in their classrooms and specialist teachers move around.

4. Registration

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.

EYFS providers operate identical registration procedures to the rest of the school. We will only release a child into the care of a parent or other individual whose name has been notified to us in writing in advance.

5. Areas out of bounds

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. They are not allowed to access the Science Garden unaccompanied.

6. First Aid

The school secretary (the Chief First Aider) and the Registrar, who are trained and qualified First Aiders, are on duty in the School Office from 8am to 5pm every day to administer First Aid, to deal with any accidents or emergencies, or to help if someone is ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, provide cover during the periods when the School Secretary and Registrar are out of the office.

The names of First Aiders are published on first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty in Reception, or, that a mobile phone is accessible to the person on duty, which can be used to telephone the school office. Regular half or whole-day First Aid INSETS are run to give all staff a working knowledge of the basic principles. This enables staff to deal with any first aid needs on day trips or residential outings.

There is a designated sick bay in the School Office. The School's Chief First Aider regularly checks and replenishes the first aid boxes.

7. Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy. Our arrangements for the supervision of EYFS children on visits is described in this policy.

8. 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. 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 handbook.