

ST MARGARET'S
SCHOOL

Pupil Supervision Policy Including EYFS Supervision Policy

Pupil Supervision Policy

Overview

This Policy is applicable to all those involved in pupil supervision at St Margaret's School (the "School"). The objectives of the Policy are to:

- Ensure that pupils are appropriately supervised during school activities
- Consider supervision on arrival and departure from the School
- Consider the supervision of boarders and Early Years Foundation Stage ("EYFS") pupils.

The Vice Principal and Head of Junior School will be responsible for the implementation of this Policy.

Pupil Registrations

An electronic register of all pupils is taken on the School's MIS 'ISAMS' at the start of the morning and in the afternoon.

Pupils who are late for registration should sign-in at the School Office. Parents are responsible for notifying the School if their child is absent for any reason. The School Office will always contact parents whose children are not in school by 9:20 am each day and for whom no notification of absence has been received. In the first instance form tutors check reasons for absence with concerns being passed to the Head of Year. The Vice Principal oversees the registration system and tracks patterns of absence as part of safeguarding procedures. This is in conjunction with the Head of Junior School. Where there is a safeguarding concern, the School will follow the School's Child Protection and Safeguarding Policy.

All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. Copies of pupil timetables are 'live' on iSAMS. If a pupil cannot be found, the Missing Child Policy and Procedures must be instigated.

Pupils from all year groups are expected to remain on site throughout the school day. Year 12 and 13 pupils may sign out of school from 14:00 and 14:45 respectively if they have no commitments, are up-to-date with their work and their parents/guardians have agreed to this arrangement in writing.

If any lesson has to be cancelled or moved for any reason i.e. staff illness, pupils are informed and given instruction by their form tutor.

If a pupil has to be sent home unwell, they will not be allowed to leave the School site until they are collected by their parent or guardian. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

Junior School Pupils' Arrival and Departure

Pupils may arrive at school from 08:00 am, any pupils arriving before 08:00 am should report to the Main School Dining Room to the Breakfast Club (chargeable online) which is available from 07:30 am. The children enter the Junior School and go straight to classrooms or are held in an early room. Registration takes place before lesson one.

The end of the day is on a soft dismissal from 1540 for Nursery and 1550 for the rest of the Junior School. However from 1600 any child not picked up or at a club or Supervised Study will then be the responsibility of After School Care.

In the morning, there is one member of staff on the Junior School door greeting children, as well as the Junior School secretary. Each class teacher is responsible for dismissing their own children and reporting any changes to the pick up.

All Junior School members of staff are expected to take their share of break and lunchtime duties. The aim of the duty system is to ensure that pupils are safe in the School and its grounds and to supervise behaviour.

The main duty times are:

- Break times
- Lunchtime
- After School Club

Staff are timetabled to be in the playground to supervise pupils at break times and lunchtimes, as well as at other times of the school day.

Children N-Y2 - At 1600 our after school care starts and the children booked into ASC session are cared for by the after school staff. Ratios are reviewed depending on the children booked into the session.

Children Y3-Y6 - At 1600 one member of staff is responsible for the Supervised Study children and they are cared for in a classroom.

The Junior School secretary monitors the door for the arrival of families picking up children.

During the School Day

Every effort is made to ensure that classes are not left unsupervised. No pupils in EYFS to Year 6 should be left unsupervised in class at any time. In case of an emergency, a pupil will be sent to alert a second member of staff (e.g. from a staff room or the nearest School Office). If a member of staff does not arrive for a lesson two pupils are expected to alert another adult/the main office.

With professional judgement, individuals/pairs of pupils may be sent unaccompanied for a specific purpose. All staff take an active interest in the conduct and demeanour of pupils as they move around school. Any untoward or dangerous behaviour will be challenged.

Arrangements for the supervision of EYFS pupils, which includes Nursery and Reception.

Ratios

Children in EYFS will be supervised by appropriately qualified staff and with the adequate number of staff to ensure compliance with ratios for children aged two 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, as set out in the DfE Statutory Framework for the Early Years Foundation Stage” (2014).

For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children there must be:-

- at least one member of staff for every eight children;
- at least one member of staff must hold a full and relevant level 3 qualification;
and
- at least half of all other staff must hold a full and relevant level 2 qualification.

For children aged two, there must be:-

- at least one member of staff for every four children
- at least one member of staff must hold a full and relevant level 3 qualification;
and
- at least half of all other staff must hold a full and relevant level 2 qualification.

There will be a member of staff with appropriate Paediatric First Aid training available to children in EYFS at all times.

Nursery Supervision arrangements:

Children in Nursery are always supervised by the Nursery team, at any location in the Junior School and across the school site.

Pre school - 0730 - 0800 Nursery children may book into Breakfast club and this supervision would be assessed and ratios arranged.

After school - Nursery children will be supervised by After School supervisors and one of our EYFS team.

Reception Supervision arrangements:		
Time	Activity	Venue
07:30 - 08:00	Breakfast Club (optional)	Dining Room
08:00 - 08:15	Pupils arrive to classroom doors and are supervised by Reception staff team.	Playground / classroom
08:30 - 10:30	Teaching and learning activities with Reception staff team.	EYFS classroom / specific learning area
10:10 - 10:30	Supervised play with Reception staff team.	Playground / classroom
10:30 -	Teaching and learning activities with staff	EYFS classroom / specific learning area
Lunchtime	Lunch with Reception staff team	Dining Room
Outdoor play	Supervised play with Reception staff team	Playground / classroom
13:45 - 15:30	Teaching and learning activities with staff During the afternoon there will be a supervised play time	EYFS classroom / specific learning area Playground / classroom
15:50 - 15:50	Parents/guardians collect. Pupils supervised by staff	Classroom
1600- 1800	Pupils not collected or staying to the After School Club or a club - supervised by ASC team or staff member running the club	Playbarn / Playground, School site, activity venue

Pupils in Years 1 - 6

08:00 All pupils arrive from 0800 and either enter directly to the external door - Y1&Y2 or via main entrance. Children are supervised at all times during the school day.

Pupils are supervised throughout the day.

Class teachers are responsible for the children until 1600.

At 1600 children are dismissed to parents or guardians.

Pupils going home on the coach will be supervised then escorted to their coach.

All after school activities and the After School Club are registered at the beginning and signed out at the end.

If a pupil is not collected by 16:00

If a pupil is not collected by 16:00 (and a prior arrangement to go to an afterschool activity or the After School Club has not been made) the following procedure will be implemented:

1. If an EYFS - Year 2 pupil is not collected by 1600 they will join the After School Club.
2. If a Year 3 - 6 pupil has not been collected by 16:00 they will join Supervised Study. If they have not been collected by 17:00 they will join the After School Club.
3. At 18:00 the pupil's parents will be telephoned and an arrangement made.
4. If the parent will be at the School after 18:15 the pupil will be taken to the Dining Room to be supervised by a member of the Boarding Staff.
5. The After School Club Supervisor will telephone the pupil's parents to inform them of the transfer (leaving a message if necessary).
6. The Head of the Junior School will be informed.
7. The School will alert DSL or Junior School DSL if the pupil is still not picked by 18.30 and we cannot contact the parents or emergency contacts.
8. We will ascertain why the parents did not pick up the pupil on time.

Missing Child Policy and Procedures

Whilst we take every care in ensuring that all pupils are safe and secure at all times, as a statutory requirement of the EYFS regulations, we need to explain our procedures in the unlikely events of a pupil going missing in school and whilst on a visit out of school. The following procedure will be implemented.

In school - staff will:

1. Alert the school community using the walkie talkie
2. Search all classrooms, playground, toilets and all areas of the building
3. Ascertain if and how the pupil may have left the building
4. Continue to search in the surrounding areas of the School
5. Inform parents of the missing pupil
6. Alert the police
7. When the missing pupil is found ascertain why and how the pupil left the site
8. Ensure the pupil is well and not injured or ill in anyway
9. Inform the parent/guardian immediately
10. Review and, if required, improve school security to ensure that no other pupil can leave the premises again in the same way.

On visits out of school – staff will:

1. Search all areas of the visit venue
2. Ascertain if and how the pupil may have left the area
3. Inform the administration at the visit venue immediately
4. Inform school administration immediately
5. Continue to search in the surrounding areas of the visit venue
6. Inform parents of the missing pupils

7. Alert the police
8. When the missing pupil is found ascertain why and how they left the site
9. Ensure the pupil is well and not injured or ill in anyway
10. Inform the parents/guardian immediately
11. Review and, if required, improve school visit security to ensure that no other pupil can leave the designated adult again in the same way.

For further information, please refer to the School's Missing Child Policy and Procedures.

Supervision of Boarders

Boarding pupils must sign in and out of the Boarding Houses at all times.

Boarders are all times under the responsibility of an identified member of staff who is suitably qualified and experienced. Staff are on duty in the boarding houses at all times when boarders are in the House. Boarders are able to call on a member of staff at any time, if necessary.

House staff must know the whereabouts of boarders (or how to find their whereabouts) in their care at all times. Boarders' mobile numbers are recorded by House Staff. The signing in and out registers are monitored regularly by House Staff. There is a procedure that must be implemented if a boarder is missing which is on display in the Boarding House office.

During the weekend, the House Staff check on all boarders' whereabouts during the day. This is done through formal registrations using 'Reach' software

Medical Support

There is a qualified nurse on duty in the Medical Centre throughout the School day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

The Junior School also has a dedicated first aider and wellbeing assistant. A number of members of the teaching staff and non-teaching staff, are trained and qualified as First Aiders and are able to give emergency first aid. Across the school staff also hold a Paediatric First Aid certificate. First aid boxes are in all potentially high-risk areas, as well as in the School Offices. The School Nurse regularly checks and replenishes the first aid boxes. Please see the first aid policy for more detail.

Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from the School. Pupils are not supervised by a member of staff when travelling on school coaches; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. Pupils from Year 3 upwards are entitled to travel on a school coach. Exceptions are made for siblings, agreed with the Head of Junior school and the Vice-Principal.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of school are set out in the Educational Visits Policy and the EYFS Educational visits policy.

Unsupervised Access by Pupils

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor should they use gymnastic or athletic equipment without supervision or adequate training.

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 swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept secured at all times when not in use. All flammables are kept securely locked in appropriate storing facilities.

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

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.

Missing Pupil Procedures Flowchart

During the **School day** a pupil may be identified as missing:

- When absence from morning registration has not been confirmed with home.
- By comparing pupils in a class with the day's absence sheet.
- By a report of a missing pupil from a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the School Office who will check:

- The signing-out list
- The Medical Centre
- Outings lists
- SEN/Music/Drama Departments
- Relevant Head of Year/Housemistress
- Print 10 x copies – Pupil Sheet (for distribution to staff undertaking the search)
- Telephone the pupil mobile if it is available on SB

If the pupil is still found to be missing the School Office will immediately:

- Inform the Vice Principal and the Bursar who will initiate a search of the school.
- Photo books of all pupils are available in the School Office.
- Coordinate and make the necessary search over the school grounds.
- Advise all teachers due to reach the pupil later in the day they must inform the School Office immediately if the pupil appears.

IF THE SITE SEARCH FAILS A MEMBER OF SMT WILL ENSURE THAT:

The Head and the parents will be informed within 30 minutes if the pupil has not been found. The police may be alerted at this point depending upon the information received from parents or other trustworthy pupils.

A search of local roads on foot or by car may be undertaken by available staff as appropriate.

The Head will inform the police and the Chair of Governors if the

pupil is not found.

During **'boarding time'** a boarder may be identified as missing:

- If their whereabouts cannot be confirmed visually, from information provided by the pupil or other trustworthy pupils with regard to their movements, the signing out book or telephone contact with them or their parent/guardian.

Boarding staff will:

Search all dormitories, common rooms,

bathrooms and kitchens. Other boarders will be interviewed for possible leads as to the whereabouts of the pupil. It should be ascertained if and when the child may have absconded from the building.

The Vice Principal will be immediately informed and should in turn inform the Head and Bursar.

The House Staff should continue to search the surrounding areas of the Boarding House e.g. Music Department, Sports Hall, Art Department and the grounds around the main building. Extra senior school staff and maintenance staff should assist if they are on site. Photo books of boarders are available from the School Office. Parents/guardians should be informed and the police alerted if the pupil has not been found within 30 minutes.

f the pupil is found, or the incident is otherwise resolved:

Ensure that the pupil is well and not injured or ill in any way.

The Head will inform the parents.

The police will be informed if they have been involved.

Arrange a meeting with the parents/guardians to discuss the incident.

Make notes of the procedure used to recover the pupil.

Explain incident and procedure used to find the pupil during the meeting with parents/guardians. Clear notes should be made of the meeting.

Give a copy of the report to Head and Bursar and place in the pupil's file.

The School will investigate and review school security (and if required, improved it) to ensure

that no other pupil can leave the premises again in the same way.