



**ST MARGARET'S**  
SCHOOL

Pupil Supervision Policy

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## Pupil Supervision Policy Review:

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Reviewed By	Emma Gray - Head of Junior Julie Chatkiewicz - Vice Principal
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## 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. In the Senior School, registers are also taken at the start of each and every lesson and activity, in the Senior School this is recorded on ISAMS. In the Junior School the use of day sheets/paper lists to record when children go to a music lesson or out of class are used. As well as regularly counting/checking of pupils and numbers particularly for pupils in EYFS.

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 2:00 pm and 2:45 pm 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 from reception and signed out formally.

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 8:00 am, any pupils arriving before 8:00 am should report to Breakfast Club (chargeable online) available from 7:30 am. At 8:00 am the children enter the Junior School and go straight to classrooms or a dedicated early room with supervision. Registration takes place before lesson one.

The end of the day is on a staggered dismissal. However, from 4:00 pm, any child not picked up or at a club or Supervised Study/Homework club or After School Care will be directed to SS/HC or ASC depending on the child's age. Parents are regularly reminded about after school care arrangements.

In the morning, there is one member of staff on the Junior School door greeting children. Each class teacher is responsible for dismissing their children and reporting any changes to the pickup. The staff take regular attendance throughout the day.

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: Before school, break times, Lunchtime and After School Clubs/homework club etc.

Staff are instructed to eat lunch with the children and take their breaks at different times. Staff are trained and empowered to ensure that children's safety is the highest priority. Staff are instructed to ensure children are safe when eating, that choking risks are identified and a safe eating environment is managed.

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 in EYFS after school - our after-school care starts and the children booked into ASC session are cared for by the after-school staff. Ratios are always maintained and reviewed depending on the children booked into the session.

Homework Club is for children in Year 2 and Year 3 and runs 4:00 pm - 5:00 pm and has a named adult responsible for the children at all times.

At 4:00 pm one member of staff is responsible for the Supervised Study of children Year 4 to Year 6 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 the school. Any untoward or dangerous behaviour will be challenged.

### **Arrangements for the Supervision of EYFS Pupils (Nursery and Reception)**

#### **Ratios**

Children in EYFS will be supervised by appropriately qualified staff at all times, following the ratios as stated below.

Children aged 2 years

- 1 adult to 5 children (1:5)
- This ratio applies across early years settings, including independent schools

Children aged 3 to 5 years

- 1 adult to 13 children (1:13) when a staff member with an approved Level 6 qualification (e.g., Qualified Teacher Status) is working directly with the children
- 1 adult to 8 children (1:8) when such a qualified staff member is not present

Children who are in Reception 1:30 where the majority of children will reach the age of at least five within the School year.

Ratios are always maintained at all times when children are on site. Staff regularly count children and ensure children are safe. Children are also in the sight and sound of adults, including at lunchtime.

#### **Pupils in Years 1 - 6**

All pupils arrive from 8:00 am. Children are supervised at all times during the School day. Class teachers are responsible for the children until 4:00 pm.

Children are dismissed to a parent or guardian.

Pupils going home on the coach will be supervised and 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 4:00 pm**

If a pupil is not collected by 4:00 pm (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 1 pupil is not collected by 4:00 pm they will join the After School Club
2. if a Year 2 - 6 pupil has not been collected by 4:00 pm they will join the Homework club or Supervised Study. If they have not been collected by 5:00 pm they will join the After School Club
3. at 6:00 pm if the pupil has not been collected, the pupil's parents will be telephoned and an arrangement made
4. if the parent will be at the School after 6:15 pm the pupil will be taken to the Dining Room to be supervised by a member of the Boarding Staff or the SMT duty person
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 the DSL or Junior School DSL if the pupil is still not picked by 6:30 pm 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 to ensure 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 event of a pupil going missing in school and whilst on a visit out of school. The missing child policy would be followed.

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 on Reach 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**

Normally 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.

In the absence of the School Nurse 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 located 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 details.

## **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 secure 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.

## **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 Duty Rota, which is a live document.



[www.stmargarets-school.org.uk](http://www.stmargarets-school.org.uk)

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