



Policy on Supervision of Pupils

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Approver: Noll Jenkins

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The safety and welfare of pupils is of paramount importance and staff are allocated to duties throughout the day to ensure that pupils are effectively supervised throughout.

Breakfast

All pupils are supervised by members of staff on duty including Boarding House staff.

Before School

The Boarding House parents / matrons are responsible for boarders prior to morning registration. A member of staff will be on duty in the Yard (between 07:45 and 08:00) to supervise early arrivers. Section Heads and Form Teachers are on site from 08:00 and will also be in classrooms from 08:00.

Registration

Pupils are registered with Form Teacher at 08:15 and again prior to the afternoon. It is parents' responsibility to inform the school if a child is unable to attend school. The Prep contacts parents if a child fails to arrive at school without an explanation.

Lessons

Classes should never be left unattended by a member of staff except in an emergency. Should a member of staff have to leave the room for an emergency, he or she should alert a colleague who should contact a member of the Senior Leadership Team.

Breaks

All indoor and outdoor areas for break times are supervised by duty staff as part of the duty rota, both during morning break and over the lunch break.

Lunch Time

Pupils take their meals under supervision by staff at all times. Once lunch has been eaten, supervision is provided as at break times. Pupils are expected to play outdoors other than during inclement weather.

Pick Up

Pupils may be collected shortly after the end of lessons, or stay for prep, or stay for an activity or a catch up session.

Activities & Games

Pupils participating in activities or games are under the supervision of the member of staff in charge until its conclusion.

Prep and Catch Up

Both are supervised by staff.

Signing Out

All Day Pupils are signed out by a member of staff. In Lower School, pupils are collected by parents directly from the LS building with pupils in Middle and Upper Schools signing out from Day End if they are leaving immediately after lessons. Prep sessions will not be interrupted by parents picking their children up from school. Parents are able to collect pupils during catch up sessions or after prep or activities, when they will be signed out by the Sign Out Coordinator at Day End. Pupils are asked to confirm how they will be getting home and who they are expecting to collect them. They are then instructed to return to see the Sign Out Coordinator immediately, if the person who they are expecting to collect them is not at Day End. The school's mobile phones have details of all parents' telephone numbers; in the event that a pupil has not been collected, staff will contact parent. The numbers of the school's duty phones are also made known to parents, so that they can phone with any changes to arrangements should the need arise.

Evening Meal

Boarders and pupils staying for tea are supervised by staff for the duration of this meal.

Boarders

After tea, boarders are under the supervision of the Boarding House team until bed time.

Visitors

As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at Reception, where they receive a specifically coloured lanyard and badge, which they wear for the duration of their visit. All staff should be prepared to challenge strangers on the premises, and to report concerns to the Deputy Head (Pastoral). All staff are issued with identity cards.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips and off-site activities, please read the Welfare, Health & Safety on School Trips Policy .

Medical Support

There is a qualified nurse on duty in the medical centre during the school day, able to deal with accidents or to help if someone is taken ill. The hospital A&E is located close to the school campus. A number of teaching and non-teaching staff are trained first aiders. First aid boxes are in potentially high risk areas (please see the separate First Aid Policy).

Controlling and supervising boarders; use of and access to high-risk areas within the school buildings or grounds is restricted, only used under staff supervision, and is regularly risk assessed by the Boarding Houseparents and the Health and Safety Officer.

Swimming Pool

Access to the pool can only be gained when a qualified Lifeguard unlocks the doors. Doors to the pool are kept locked at all other times. Qualified Lifeguards supervise all swimming sessions in conjunction with the relevant member of staff.

Lake

Pupils are not allowed on or around the lake unless supervised.

Science Laboratories

Pupils are not allowed to enter the laboratories unless supervised by a member of staff. The Science Building is locked after school on a daily basis Monday to Friday and all day Saturday and Sunday.

DT Room

The workshop is locked and unavailable to pupils unless a member of staff is present.

Taxis

Pupils should only use pre-booked taxis booked by the School Office. These companies have put their drivers through DBS checks. DBS checks are reviewed annually by the Payroll Manager.

Travel in cars other than those driven by parents, guardians or by a pupil on the authorised car drivers' list: Specific written permission is required from the Housemaster in advance from parents or guardians if a boarder is to travel in a car driven by anyone other than their parent or guardian.

Staff Induction

All new members of the teaching staff receive a thorough induction into The Prep's expectations of the appropriate levels of supervision.