

## PUPIL SUPERVISION POLICY 2024 - 2025

This is a whole School policy and applies to all members of Copthorne Preparatory School including EYFS.

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| <b>Version:</b>     | Two                                      |
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| <b>Approved by:</b> | Mrs S Coutinho, Chair of Governors       |

### 1 Introduction

- 1.1 Copthorne Prep School has put in place procedures and guidance for all staff regarding the proper supervision of pupils (including boarders) in school and on outings and trips.
- 1.2 It is recognised that EYFS pupils require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

### 2 Procedures

#### Arrival prior to 8am in Prep School & 8.10 am in Nursery & Pre-Prep (Before School Care):

##### Nursery & Pre-Prep

- 2.1 Pupils in Nursery and the Pre-Prep School may arrive at School at 7.30am.
- 2.2 Parents who wish to drop their children off at this time should take Nursery and Pre-Prep School Pupils to 'Early Birds' which is located in the Pre-Prep Assembly Room.
- 2.3 A daily register is kept of attendance and a charge is added to end of term bill per session.
- 2.4 At 8.10am, Pre-Prep children go through to their classrooms, and Nursery children are taken to their Nursery classrooms.

##### Prep

- 2.5 Prep School children may arrive at 7.30am and attend breakfast club. Any children not wishing to attend Breakfast club will be supervised until 8am in the Rendall Room.
- 2.6 Boarders are woken by Duty Staff at 7.10am and attend breakfast at 7.30am. After they are released by duty boarding staff they are effectively "day pupils" until 6.00pm.
- 2.7 For Prep children the doors to the 'New Block' open at 8am each morning and the classrooms are supervised by the form tutor.

### 3 Registration

- 3.1 An electronic register is taken through Isams at the start of the day (8.15am in Prep, 8.40am in Pre-Prep & 9am in Nursery) and again during the afternoon registration period.

- 3.2 Parents are responsible for notifying the School Office by email or phone call or via the website if their child is absent for any reason.
- 3.3 The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this by 10.00am at the latest.
- 3.4 Pupils who are late for registration or miss it due to early morning clubs are asked to register in person in the School Office.

#### **4 Supervision whilst travelling to and from school**

- 4.1 Parents are responsible for ensuring that their children travel safely to and from school.
- 4.2 Pupils are not supervised by a member of staff when travelling on the school minibuses to and from school; with the exception of the driver.
- 4.3 They are issued with a set of rules and expected to abide by them and behave responsibly at all times.
- 4.4 Any complaints about poor behaviour are investigated and dealt with in a swift and efficient manner as soon as is practicable and sanctions are in place for incidents of poor conduct during these journeys.

#### **5 Supervision during Break and Lunch Times**

- 5.1 All members of the teaching staff form part of the rota for Break and Lunch time supervision.
- 5.2 In the EYFS and Years 1 and 2, duty staff should ensure that children are usually within sight and always within hearing of a member of staff and correct adult to child ratios are maintained.
- 5.3 From Year 3 upwards, duty staff constantly patrol the play areas and children are able to find a duty member of staff with ease.
- 5.4 Nursery and Pre-Prep pupils have a 'family service' lunch with a member of staff on each table.
- 5.5 From Year 3 upwards, staff eat at the same time as the children so there is always someone around the dining room supervising the children. Appropriately qualified staff are on duty during all play times.

#### **6 Collection of Pupils:**

##### **Early Collection:**

- 6.1 Pupils who have appointments in school time are collected from school either from Prep Office, Pre-Prep Office or Nursery Classroom.
- 6.2 Pupils in Reception and Years 1 and 2 are collected from their classrooms and parents report to the Office before leaving the premises.
- 6.3 Prep school children are collected via the main school office. The register folders are duly updated when a child is collected early.

##### **Collection at the End of the School Day:**

##### **Nursery and Pre-Prep Children**

- 6.4 Children are dismissed formally one-by-one as the parent or designated adult collects them from their classroom.
- 6.5 Those who attend Waiting House or activity clubs are collected or taken to the venue.
- 6.6 In the case of Nursery & Pre-Prep pupils, staff will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.
- 6.7 We ask for an agreed (with the parent) password if the individual collecting is not known to the staff.

- 6.8 At times, Nursery & Pre-Prep staff are informed verbally on an ad hoc basis if a pupil is to be collected by an adult who is known to the school and this information is logged in the classroom or on the waiting house board.
- 6.9 If a parent/carer is late collecting, the pupil will be taken to 'Waiting House' where they will be adequately supervised until the parent/carer is able to collect. A charge for this is added to the end of term bill.

### **Year 3 Upwards**

- 6.10 Children are dismissed formally from their last lesson of the day and can either join after school clubs/activities or go home.
- 6.11 Children going home are collected by parents from the asphalt. Children must sign out in the New Block prior to leaving the school site.
- 6.12 If children have not been picked up at 4.40pm they will go to the waiting room, where they are supervised by staff within the Prep School until collection. The School Office should be informed.
- 6.13 If pupils are concerned that their parents are late, the School Office staff will contact the parents concerned in order to reassure the pupil.

### **6 After School Care**

- 6.14 'Waiting House' is provided for Nursery & Pre-Prep children from 3.30 pm until 6pm.
- 6.15 A register is kept every session and the Pre-Prep Office has a list of pupils who attend After School Care on each day.
- 6.16 Children attending Waiting House need to be ready to be collected by their parents, older siblings are not allowed to collect younger brothers and sisters.

### **7 Collection after Clubs/Activities**

- 7.1 Registers are kept at every session for each club.
- 7.2 The Prep Office/Pre-Prep Office have a list of pupils attending clubs in EYFS, Pre-Prep & Prep School.

### **8 Late Collection of Pupils after Clubs/Activities**

- 8.1 If a child in the Nursery or Pre-Prep were due to be collected after a club at 4.30 pm and parents have not arrived, they will be taken to Waiting House and parents will be charged per 15-minute session until the child is collected.
- 8.2 Parents are asked to call the 'Waiting House' phone to notify staff if they are going to be late collecting.
- 8.3 In the event that a parent does not arrive within 30 minutes of the end of the care session and there has been no phone call to explain the delay, the School Office or member of staff running the session will contact the parents.

### **9 General Information**

- 9.1 Parents of pupils in the Prep School must collect their child by 6.00pm, (this could be later by prior arrangement).
- 9.2 Parents should book waiting house and/or tea via SOCS at least 24 hours beforehand.

- 9.3 If parents are going to be late, they should ring the 'Sign Out/Duty phone'. A message will be passed to the relevant staff

## **10 Missing Pupils**

- 10.1 Please refer to Missing Pupil policy.

## **11 Supervision during Educational Visits and Trips**

- 11.1 The arrangements for supervision of pupils during trips and outings are described fully in our '**School Outings and Trips Policy**'. This also details our arrangements for the enhanced supervision of EYFS pupils during off-site activities and excursions.

## **12 Crossing the road to the "Athletic Fields"**

- 12.1 Children are not allowed (under any circumstances) to cross the road to access the playing fields without the direct supervision of a member of staff.

## **13 Unsupervised Access by Pupils**

- 13.1 Pupils are not allowed into the Swimming Pool area without a qualified member of staff in charge.
- 13.2 The area remains locked when not in use.
- 13.3 Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity.
- 13.4 Risk Assessments are prepared in advance of any such activities.
- 13.5 Copthorne Prep School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories, the Kiln Room etc. Doors to these areas are kept locked at all times when not in use.
- 13.6 All flammables are kept securely locked in appropriate storage facilities. In addition to this, pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

## **14 Visitors on the site**

- 14.1 All visitors are required to sign in at the Main Office.
- 14.2 They are given a visitor badge with a red lanyard if they are DBS checked and allowed on site unsupervised.
- 14.3 A black lanyard indicates a visitor that needs to be supervised at all times.
- 14.4 Staff should challenge any visitors who are not wearing a staff or visitor badge and if they see a visitor unsupervised wearing a black lanyard.

## **15 Staff Induction**

- 15.1 All new members of staff receive thorough induction into the School's expectations of the appropriate levels of pupil supervision.
- 15.2 Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

## **16 Related Policies**

- Missing & Uncollected Pupil policy
- School Outings and Visits policy

This policy will be reviewed annually.