



Grange Park Prep School

Supervision of Pupil policy

Document created by:	Flavia Rizzo (Headteacher) 18 th September 2017
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This policy applies to the whole of Grange Park Prep School, which also includes the Early Years Foundation Stage although a separate more detailed policy has been created in addition for the EYFS.

Introduction

The health, safety and welfare of all the children in our school are of fundamental importance. We aim to provide a safe and secure environment for everyone.

Responsibility during the school day

Registration

The responsibility to ensure that a child attends school regularly is that of the parents or carer. Each class is registered at 8:45 and 1:45. The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office before 9.00am on the first day of absence.

Form tutors are responsible for collecting their class from the playground for morning and afternoon registration. If the form tutor is off site during this time another member of staff will be appointed to supervise the class.

No class is allowed to leave the playground unaccompanied.

Site Safety

The two gates of the school are locked except for when parents are dropping off children between 8:30 – 8:40 and when collecting children from school at the end of the day.

Children are not allowed off site during school hours unless parents/carers notify the Office. Parents/carers must sign their child out from the school office; the child is then brought to the House.

All visitors to the school must sign in at the office and be given a Visitor's Badge.

China mugs or cups are not allowed on site except in the School Office and the Staff Room. Hot drinks may be consumed in other areas using sealable cups or flasks.

It is the responsibility of the Headteacher to explain to new teachers their supervisory responsibilities.

In the Classroom

Each class will be fully supervised by an adult at all times.

Before School

The front gate is open from 8:30. Two members of staff will be on duty 8:30 to 8:40. One will stand at the front of the school and one in the playground. The front gate and playground gate is closed by the supervising adults once the playground is clear.

Playtime

Playtime starts at 10:20 and finishes at 10:40. Two members of staff will be in the playground at this time. It is essential that full attention is given to observing the children and that action is seen to be taken whenever there is a problem. Accidents are recorded in the Accident book and misdemeanours will be recorded in the Care Diary.

After playtime the teacher who is teaching the next lesson collects the class from the playground. The member of staff on duty must remain in the playground until all classes are collected by their respective teachers.

No class is allowed to leave the playground unaccompanied.

Lunchtime

All classes are to be accompanied to the Lunch Hall/Playground by the member of staff who teaches the lesson before Lunch. Once the children are in the Lunch Hall/queue or Playground, the member of staff is released.

Four members of staff are on duty; two inside in the hall, two outside in the playground. Children must be under direct supervision at all times. Children attending lunchtime clubs or required by other staff must have written confirmation to be released from the playground.

After School

A member of staff will be on duty at the front of the school releasing Years 4, 5 & 6 to their parent/ carer. Reception to Year 3 are released to their carer from their designated release point.

No child is permitted to leave the site without an authorised adult. An unauthorised adult will not be allowed to collect the child; Parents must ensure the school have been notified of any unauthorised adult collecting their child and will be required to provide either a password, photo or authorising email/phone call if another parent is collecting.

The playground gate is manned by a member of staff and locked once the playground is clear.

Wet weather arrangements

Before school

If the weather is wet, children may wait in the hall before school begins. The staff on duty are responsible for opening the doors and supervising the children.

Breaktime

During wet breaks all children will be supervised in the hall.

Lunchtime

Children not in the hall will be supervised in various classrooms.

Movement around the School

At the beginning of each new term the Headteacher will remind the children in Assembly about the School Rules. All staff will remain vigilant of children between

lessons and at other times outside the classroom, ensuring no running and safe movement at all times.

It is the responsibility of the teacher accompanying the class to ensure children are moving around the building safely. No running or talking in the corridors or on the stairs, one hand on the banister at all times.

Supervision of Physical Education

The same principles of care apply during physical education lessons as to other school activities.

Offsite Games

The Head of Games and other staff member/s will accompany Years 3, 4, 5 and 6 to Old Grammarians Field. A mobile phone must be taken.

Offsite Swimming

Year 3 are collected from Deepdene at 7:45am and travel to Oakleigh Park Swimming pool for their lesson starting at 8:30am.

Children return to school in the minibus. Year 4 travel to the pool at 1:10pm for their lesson at 1:30pm.

School visits

Refer to School Visits Policy.

Additional notes on Supervision are included in the GPPS staff handbook and Health and Safety Policy.