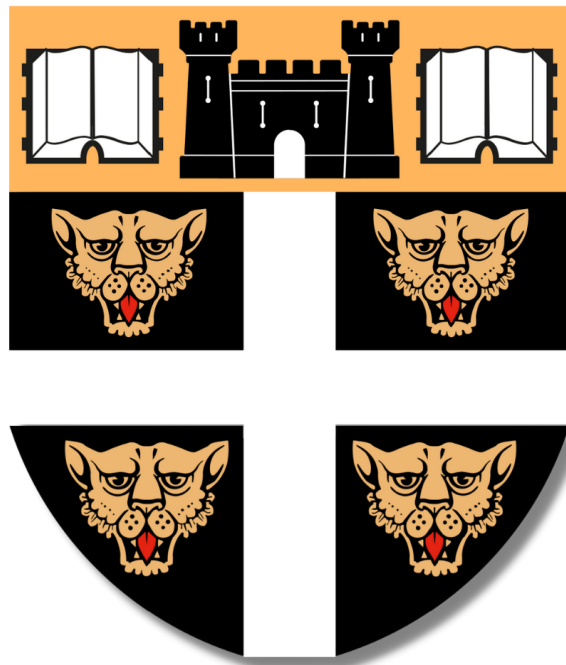


# Prep School Supervision Policy

Dover College



Owner:	Dep Head Prep School	Date: July 2023
Approved By:	DR	Date: August 2023
Review Frequency	Annual	
Last reviewed on:	June 2023	
Next review due by:	July 2024	

**This policy applies to:**

All staff

Children

Parents/Carers (at dropping off and picking up times).

**Summary**

The school takes responsibility for day pupils from 8.15 (or earlier if attending the breakfast club from 7.30) until 17.20

**Purpose**

The purpose of a policy on the Supervision of children is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. A policy on supervision should also have benefits related to discipline. Children can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

**Summary**

The school takes responsibility for children from 7.30am if they book into our breakfast club (Prep School) or 8.15am when pupils arrive. A member of staff will be on the playground to greet the children from this time. It is the task of the staff member on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour. The expectation is that staff will engage with the children whilst they are on duty as well as take messages from parents/carers to be passed on accordingly.

A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised beyond what would be considered age-appropriate. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.

Children require a break from work and unless there is good reason (e.g. illness) they should be encouraged to take their breaks outside. The responsibility for the quality and quantity of supervision at lunchtime rests with the duty teacher, who should be walking around monitoring play and supervising children accordingly. This is not an opportunity for a staff break. Children should go to after school clubs if registered or straight home after school and not play in the playground.

Children who have not been collected after school should come back into school and wait in the office. Children should never be released without adult supervision without prior written consent from the parent/carer. They should be collected from the designated area assigned to their class.

Please read this policy in conjunction with the following policies:

Behaviour

Anti-bullying

Safeguarding

Health and Safety

Roles and responsibilities

### **Arrangements for Monitoring and Evaluation**

The Deputy Head will meet regularly with staff to ascertain whether there are recurring issues which could be resolved through Premises Management and/or supervision protocol updates. Duty rotas for supervising pupils are regularly updated.

### **Breakfast Club and After School Club**

Breakfast Club provides quality childcare provision between 7.30am and 8.15am for pupils who require it.

All sessions are supervised by school staff who are Paediatric First Aid trained and who are trained in Food Hygiene. Equipment and procedures are checked on a regular basis as part of a wider risk assessment.

A range of breakfast items are provided following the National Nutrition Standards for Breakfast Club.

All staff are DBS checked. All staff have undertaken Safeguarding training and adhere to the school's Safeguarding Policy.

### **Outside Duties**

It is the task of the teachers on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour:

- Children must never be allowed to leave the school grounds at any time without parental and/or Headteacher permission.

- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of children.
- The duty staff are the first point of reference for children with problems or minor injuries. Children are not expected to come into the main school for any reason (other than to use the toilets in the refectory or in the case of an emergency), without the permission of the teacher on duty.
- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstances, then the Headteacher/Deputy Head must be informed immediately so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home. It may be appropriate for the accident to be noted on MyConcern to show that due process has been followed.
- If a teacher knows that he /she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Headteacher/Deputy Head should be informed.
- Staff must remain visible to the pupils throughout their duty, walking around walking around the grounds and where pupils are playing.
- Phones should only be used in an emergency.
- Phones are NOT allowed if on duty with early years pupils.

### **Before School**

The school takes responsibility for children from 7.30am (breakfast club) and 8.15am when the Prep School playground gate is opened. From that time a member of staff must be on duty in the playground by the gate to ensure that pupils do not leave again once they have arrived. The gate is locked at 8.30am. Any latecomers should come in via the main entrance and school office-and will be registered accordingly. During wet weather pupils will go straight into school where they will be greeted by a member of staff who will be manning the door. The expectation is that teachers will be ready to greet pupils in class from 8.15am.

### **Morning Break**

- Children require a break from work and unless there is good reason, they should be encouraged to take their breaks outside.
- The adult or adults on duty will supervise all areas of the playground, close or astro as appropriate ensuring that less visible areas and the toilets are regularly supervised.
- All Pupils will be counted back in at the end each break. Teachers are responsible for adding the correct amount of pupils from each class on the board for duty staff.
- At the end of break, staff will ring the bell to signify that it is time to line up. Pupils will be supervised going in through the various entrances allocated to their year group.
- In the instance of an indoor break due to bad weather or other unavoidable circumstances, the duty staff will supervise the children in the allocated classroom.

## **Lunchtime**

- Duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of children.
- Duty staff are the first point of reference for children with problems or injuries. Children are not expected to come into the main school for any reason (other than to use the toilets or in the case of an emergency), without the permission of the duty staff.
- The standards and routines expected during lunchtime break must be identical to those at any other time. It is essential that children are encouraged to have the same respect and responses for duty staff as they do within school.
- Children are accompanied by a member of staff to the Refectory, where lunch is served. Pupils sit with friends and are supervised by duty staff. When lunch is finished, pupils leave the hall and go straight outside to their respective play areas.
- Pupils are seen and heard at all times whilst eating. EYFS - Prep 2 pupils have staff sitting with them during lunch times. Prep 3-6 have staff near by for assistance to allow for independence.
- Pupils line up in an orderly fashion when leaving the Refectory and leave with a staff member.
- At the end of lunch time, duty staff will ring the bell to signify that it is time to line up. Pupils will be supervised going in through the various entrances allocated to their year group.
- All Pupils will be counted back in at the end each break. Teachers are responsible for adding the correct amount of pupils from each class on the board for duty staff.

## **Inside Supervision**

- Teachers should be in the classroom to receive the children at the beginning of each session.
- Children should never be left in school to carry out any activity, task or duty whilst unsupervised unless it has been approved by a senior leader.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised beyond what would be considered age-appropriate. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the session and they are dismissed from that classroom in an orderly manner.

- If children need to go to another area in the Prep School for research or learning purposes, the task and time limit to carry out that task must be clear.
- In the rare event that it is necessary for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.
- Where pupils visit the Senior School for lessons teachers will escort them teaching them how to walk from one building to another in an orderly fashion. This is in preparation for older Prep School pupils who will walk independently to lessons. This will be gauged according to individual needs of pupils and cohort.

### **Sports/Games Lessons**

- If it is not appropriate for children to change together in the classroom for sports/games then the teacher should ensure that there is some supervision of both groups whilst changing.
- Registers should be taken as normal and staff are required to regularly head count.
- Children who cannot take part in games activities can join their group as an observer /helper. If this is not appropriate then children must be designated a class or person and must report to that teacher with some work to do. They must stay with that class/person until the end of that session.

### **Children's Responsibilities & Duties**

- When allocating jobs/tasks to pupils, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Children doing jobs/tasks must be directly supervised by the teacher. Children should not be left in the classrooms during normal break times without class teacher supervision.
- All children have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet or in an emergency.
- Children who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

### **After School**

- Children who go to after school clubs should go to their clubs in a calm and orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all children leave the school safely.
- Staff will accompany the children to the main Prep School doors where they will be collected by their parents/carers.
- Children should go straight home after school and not play in the playground.
- Children who have not been collected after school should come back into school and wait in the office area.
- Pupils must be supervised at all times when eating

### **After School Clubs**



Dover College Prep School After School Clubs usually run from 4pm to 5.20pm. Parental permission must be given prior to any child attending a club after signing up at the start of each term. Chargeable clubs must be paid for at the start of the term. If a club is oversubscribed, a waiting list is kept. A register is kept by the club deliverer and is taken at each session. The register is returned to the school office. The adult responsible for the club ensures that all children are collected by the designated adult/carer or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed, then the child waits until the member of staff has spoken to the parent concerned.

Cancelled session: In the event of a session being cancelled, the school informs the parents as soon as possible. Where practical the school contacts Parents/Carers by phone.

Club numbers: 'Suitable ratios' of adults to children are maintained by the adult responsible for the club. Any additional adult supporting the delivery of a club must have an up to date DBS check.

Payment: Outside agencies providing After School activities will make clear the cost incurred before parents/carers agree to children attending the club. The school and outside agencies retain any payments received. All staff running clubs should adhere to the Dover College Safeguarding and Child Protection policies.

### **Safeguarding**

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. All providers will be informed of the systems, procedures and expectations for safeguarding. It is the responsibility of the provider to contact the Headteacher/Deputy Head/other Designated Safeguarding Leads (DSLs) in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to 3rd party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education' (DfE – 2023).

Insurance: All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

### **Club Expectations**

All club leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour and changing arrangements.

### **First Aid**

All members of staff have an up to date first aid certificate. An accident form will be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers. These procedures are reviewed annually or more frequently if legislation determines.

### **Arrangements for Monitoring and Evaluation**

The Deputy Head will meet regularly with staff to ascertain whether there are recurring issues which could be resolved through Premises Management and/or supervision protocol updates. Duty rotas for supervising pupils are regularly updated

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First Aid