



The Hampshire School  
C H E L S E A

## **Supervision Policy**

Pre-School, Pre-Preparatory and Preparatory comply with this Policy and Guidance

Reviewed: August 2021

Next review: July 2022

This policy advises on how staff are deployed to ensure the supervision of pupils both on and off site. The DfE gives advice on staffing ratios which are followed at all times. .

### **REGISTRATION**

All pupils are registered at the start of the morning and end of afternoon sessions. Parents are responsible for notifying the school if their child is to be absent. The school contacts the parent(s) during registration if a child fails to arrive at school without explanation.

### **MEDICAL SUPPORT**

A Blended Paediatric First Aid qualified member of staff is on duty during school hours and is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Many of the Hampshire School Chelsea staff have completed a Blended Paediatric First Aid Course and can administer first.

All Pre-School staff are qualified paediatric first aiders and are with the children at all times whether at school or on a school trip (see Health and Safety Policy).

### **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. Registers are kept of all children utilising the school minibus service.

### **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits Policy; this includes reference to the administration of medicines on school trips. See also the school's Health and Safety Policy for supervision on journeys: 'taking into account the age and ability of pupils, nature of activities, experience of adults conducting off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover.

### **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed to use scientific, gymnastic, athletic or climbing equipment without direct supervision. Pupils are expected to follow 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 science lab. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate locked storage facilities. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed. Pupils are strictly forbidden from entering the playground area without staff supervision.

### **STAFF INDUCTION**

All new members of the teaching staff receive a thorough induction into the school's expectations regarding pupils' supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

All staff follow strict guidance on mobile phone use and use when an urgent need arises.

### **PUPILS' ARRIVAL AND DEPARTURE**

The school officially opens at 8.00am each morning. Morning clubs run from 8:00am. If pupils arrive before this time they must remain in the care of a suitable adult, alternatively they may be booked in to attend Early Birds from 8:00 – 8.40am, which is supervised by a member of staff. Pupils should be taken to their classrooms or to the school bus where the duty of care is handed over to the teacher or teaching assistant.

At the end of each day, pupils up to and including Year 3 are dismissed to the designated adults by their Form/Class teachers or are accompanied to after school clubs. Dismissal arrangements are detailed in the Parent Handbook with pupils entering and leaving school through designated doors. Pupils who travel home alone (Y6-Y8 only) exit the school with the teacher on duty (who cross-references arrangements with the daily register). Registers are taken each day for those who take the school bus.

All pupils attending an after-school club are signed in by the member of staff in charge of the activity. The activity leader provides a copy of the register to Reception, highlighting any absences immediately (see Missing Pupil Procedure). Children who go home following an after-school activity are supervised by a member of staff on duty until a designated adult arrives to collect them. Pupils not collected are escorted to Stay and Play where they are supervised until 6:00pm.

All pupils remaining on site after lessons have finished must be registered at an after-school club or be signed into Stay and Play where they will be supervised until 6:00pm. Any child who is not collected by 6:00pm, will stay with the Stay and Play supervisor who will call the parent/s. If the parent(s) using the two (at least) contact numbers recorded by the School are uncontactable, the supervisor will call the SLT member on duty, who will take over the supervision of the child.

Changing for PE is supervised by the Class Teacher if the children have not arrived in PE kit, which is the norm. Hampshire School staff supervise weekend fixtures and activities.

### **Site Access Arrangements**

The key principles of these arrangements are:

- a) To ensure that access to the site and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorised persons on the site
- c) To maintain high levels of safeguarding
- d) To facilitate safe and smooth running of school activities

The site benefits from limited access via an exit door and an entrance door. Side gates are kept locked during the day. A fence/wall indicates school boundaries.

Pupils who arrive on the school bus are accompanied by the bus driver or a member of staff. At the end of the school day or on finishing after school activities, pupils will either be picked up by parents or take the school buses home (see Uncollected Child Procedure)

### **Parents and other adults**

During the Covid-19 pandemic, no parents are allowed onsite.

- a) Parents or other adults with business on the school site – i.e. meeting a member of staff – must sign in at the school reception and wear a visitor badge. They will be accompanied or directed by a member of staff to the meeting place. On leaving the school parents must sign out at the school office, returning their badge.
- b) See below for the arrangements for other visitors.
- c) All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are contained in the visitors' leaflet.

### **Unauthorised Persons**

- a) Anyone who is not an employee of the school and who has not undergone the procedures above is an unauthorised person.

- b) Staff who see somebody they do not recognise on this site must assume they are an unauthorised person.
- c) The member of staff should ask them what their business is on the school site. If they have business on the school site they should be directed to reception to sign in.
- d) If they do not have any valid business on the school site, they will be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave the school site, the local police will be telephoned and advised that there is an intruder on the school site.

All visitors to the school must sign in and out at the school reception and wear a visitor's identification badge during their time on site. All visitors are to take note of the procedures to follow in the event of the fire alarm sounding; these are contained in the visitors' leaflet.

The school employs its own maintenance staff and all other works involving outside agencies/contractors are scheduled to take place when school is not in session wherever possible. Should it be necessary to call in a contractor during term time, a member of the school maintenance team escorts the contractor during his/her visit.