



# LOCHINVER HOUSE

## Supervision of Pupils Policy

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Lochinver House School takes seriously its responsibility to ensure that pupils are supervised effectively to maintain their safety while on School premises or School visits. Staff who supervise are mindful of our Safeguarding and Staff Behaviour Code of Conduct Policy, Anti-Bullying Policy, Behaviour Management, Reward and Sanctions and Exclusions Policy, Educational Visits Policy and Health and Safety procedures.

Through the operation of this policy we aim to:

- Protect the health and safety of pupils at the School
- Ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils
- Promote the principles of good behaviour that are set out in the School's Behaviour Management, Rewards and Sanctions and Exclusions Policy

All staff have a duty to ensure they promote the principles of behaviour set out in the School's Behaviour Management, Rewards and Sanctions and Exclusions Policy. This states that behaviour is based on the basic principles of honesty, respect, consideration and responsibility. Even when staff are not 'on duty' they are expected to be vigilant around School, helping create an environment which encourages and reinforces good behaviour. Members of staff have an important responsibility to model high standards of behaviour, both in their dealings with pupils and with each other, as their example has an important influence on the pupils.

**Areas always out of bounds** - Some areas of the School are out of bounds to pupils unless supervised by a member of staff. These include, but are not limited to, the Science Laboratories, the DT Workshops, the Art Room, the Staff Room, the maintenance areas and the kitchen areas. At times some areas of the School may be fenced off because they are hazardous.

### Supervision during the extended School day

**Morning Minibus Service** – Boys are handed over to the minibus driver and chaperone by their parents at designated pick up points. On arriving at School pupils are taken to Morning Club. If the minibus arrives late to School due to traffic, etc and after Morning Club boys have been taken to their classroom, Reception to Year 3 boys are escorted by the chaperone to their classrooms. Years 4 and above make their own way to their classrooms.

**Morning Club** (7.45 - 8.25am) - The designated staff are responsible for the pupils in the Dining Room from the time the pupils arrive until the start of the normal School day. Parents of children in Reception to Year 4 must see them safely into School and accompany them to be signed in. Staff will escort pupils in Reception to Year 3 to their classrooms at 8.25am.

**Morning Arrival** (8.25am) - Parents must see their Pre Prep pupils safely into School and wait with them in the playground until the School bell goes at 8.25am ready for an 8.30am start. Pre Prep Class Teachers welcome their pupils. Parents of pupils in the Prep Department (Years 3 to 8) should accompany their sons into School and wait with them in the playground until a member of staff is on duty from 8.15am.



**Lesson Times** - Designated Teachers are responsible for the supervision of pupils as directed on their timetables. No class should be left unsupervised. In cases of emergency, another member of staff can be called to supervise the class while the emergency is being addressed.

All pupils are supervised during PE and Games lessons in accordance with other curriculum subjects. When pupils need to make their way to Green Meadow they will be escorted across the road by a member of staff. Staff are required to supervise students during changing into and out of sports clothing both on and off site. At no time will there be a member of staff on their own with one pupil while the pupil is changing. Pupil:staff ratios are the same for travelling to matches and other venues as for all educational visits as stated in the Educational Visits Policy. For teams returning after regular school provision, the Teacher in charge is responsible for supervising pupil collection.

#### **Pre Prep Staff Duties:**

##### Morning break

10.10-10.45am on the AstroTurf and the Adventure Playground. This is covered by Teachers and Teaching Assistants on a rota basis per year group. There is always a Teacher on duty to supervise EYFS pupils.

##### Dining Room lunch supervision

All Pre Prep Teachers and Teaching Assistants take this duty daily.

##### Lunchtime duty

12.45-13.15pm on the AstroTurf and the Adventure Playground. This is covered by Teachers and Teaching Assistants on a rota basis per year group. There is always a Teacher on duty to supervise EYFS pupils.

The Head of Pre Prep sends a Duty Rota to staff at the beginning of each term.

Reception to Year 2 pupils should use the Year 1 toilet, closest to the Astroturf. They must ask a member of staff on duty before they go and be given a peg so the member of staff knows when they have got back to the Astroturf. Pupils in Reception must be escorted to the toilet and from the toilet by a member of staff on duty.

#### **Early Seniors and Senior School Duties:**

##### Morning break and lunch

During first break (11:20 - 11:40am), 1<sup>st</sup> lunch break (12:50 – 13:20pm) and 2<sup>nd</sup> lunch break (13:20 – 13:50pm), three members of staff are allocated for each duty. Two members of staff are assigned to supervise the Astroturf and the third member supervises the middle playground and library. In addition, a member of staff also supervises 1<sup>st</sup> and 2<sup>nd</sup> lunch in the Dining Room.

##### Collection Year 3 and 4

A member of Year 3 and 4 staff hand over pupils to their parents, or a known adult, at 3.35pm. Those boys not collected are taken to after School clubs or extended care.

##### Collection Year 5 - 8

A member of staff supervises the playground from 15:35 – 15:45pm.

A member of staff supervises pupil collection on the playground from 16:45 – 17:05pm.

##### Tuesday and Thursday Staff Meeting Duty

A member of staff supervises the playground, Year 4 classrooms and locker areas from 08:15 – 08:30am, or until the Senior Staff Meeting ends. Teachers in Year 3 and 4 should be in their classrooms to receive pupils from 8:25am.

**Wet Play/Lunch Times** - In both the Senior School and Pre Prep, there are separate procedures in the event of wet weather. In the event of wet breaks Senior staff should read the 'Wet Breaks – Area Allocations – Staff and Rooms', which will be sent electronically to staff at the start of each term. A copy of this is also available on the Staffroom noticeboard.

In the event of wet weather in the Pre Prep, the duty person supervises both classes in the year group in one or both of the classrooms.



In case of wet break, duty staff should ring the bell in the Staffroom 3 times to inform staff and pupils that it is wet break. In the Senior School, pupils in Years 3 and 4 go to the Maths and Year 4 rooms, Years 5 and 6 go to the English and Latin rooms and Years 7 and 8 go to the French and RS rooms. A member of staff remains with pupils in Years 3 and 4 and two additional members of staff supervise pupils in Years 5 to 8.

**School Collection Time** - Parents must wait outside the classroom for their sons to be dismissed. Pupils in Reception to Year 4 must be passed over to their parent/carer. Any pupils whose parents/carers do not arrive on time are escorted to Tea Time Club or Late Stay. Pupils in Years 5 to 8 are dismissed by their Teacher in the last lesson of the day, a member of staff is on collection duty to supervise pupils leaving the School. Pupils whose parent / carer is late are directed to Late Stay.

**After-School clubs and activities** – For pupils in Reception to Year 4, Teachers escort pupils to the appropriate venue where a register is taken. At the end of the club or activity pupils in Reception to Year 4 should be collected in person by parents/carers and any uncollected pupils are escorted to Tea Time Club or Late Stay.

**Tea Time Club (After School Care Reception to Year 3 - 3.20 - 6.00pm)** - Class staff escort pupils to Tea Time Club which is based in the Pre Prep block and supervised by members of the School staff. Pupils are registered and parents sign them out on collection. All pupils should be collected by 6.00pm.

**Late Stay (After School Care Year 4 - 8 - 3.35 - 6.00pm)** - Class staff escort pupils in Year 4 to Late Stay which is based in the Library and supervised by members of the School staff. Pupils in Year 5 – 8 make their way to Late Stay supervised by the member of staff on duty. Pupils are registered on arrival and parents sign them out on collection. All pupils should be collected by 6.00pm.

For EYFS in Reception the ratio required is 1:30 if a qualified Teacher is present. When a qualified Teacher is not present the ratio is 1:8 with the adult being at least Level 3 qualified.

A member of the Senior Management Team remains on the School premises until all pupils have been collected. Our Pupil Collection Policy is followed.

**Supervision during School visits** - Arrangements for pupils on extra-curricular visits in the UK and abroad follow the procedures as stated in the Educational Visits Policy. The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs.

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Policy Reviewed: 30.11.2018  
Policy Review Date: 29.11.2020  
Policy linked to: Anti-Bullying Policy, Behaviour Management, Rewards and Sanctions and Exclusions Policy, Data Protection Policy, Educational Visits Policy, Equal Opportunities for Pupils, Fire Safety and Evacuation Policy and Procedure, First Aid Policy and Procedure, Health and Safety Policy, Intimate Care Policy, Learning Support Policy, Minibus Procedure and Policy, Missing Child Policy, Privacy Notice, Pupil Collection Policy, Security Access Control and Workplace Safety Policy, Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedures.

*Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.*

