



# CHURCHER'S COLLEGE

## **SUPERVISION POLICY**

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**JUNIOR SCHOOL AND NURSERY (INCLUDING EYFS)**

May 2024

## SUPERVISION POLICY

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<b>Authorised by</b>	Head of the Junior School
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<b>Date</b>	May 2024
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<b>Status</b>	Complies with the <i>Education (Independent School Standards) Regulations 2014 (SI 2014/3283)</i>
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## **1 Introduction**

- 1.1 This policy relates to all children at Churcher's College Junior School and Nursery, including the Early Years Foundation Stage (EYFS). Throughout this document, the term "the School" refers to Churcher's College Junior School and Nursery.
- 1.2 The purpose of this policy is to offer guidance about the supervision of pupils at the School.
- 1.3 The School's supervision of pupils takes into account the age of the pupils, any additional needs that they may have and the nature of the activities in which they are engaged.

## **2 Pupils' Arrival and Departure**

- 2.1 The School is normally open for pupils from 7.30am - 5.30pm. Pupils are only allowed on site in accordance with this policy.
- 2.2 Members of the teaching staff (and Classroom Assistants ("CAs")) are expected to take their share of supervisory duties. The main duty times are:
  - Early morning duty (8.20am – 8.40am)
  - First break duty (10.15 am - 10.35am)
  - Lunchtime duty (11.50am - 1.30pm)
  - After-School Study duty (3.40pm - 4.30pm)
- 2.3 Pupils may arrive at School from 8.20am. From that time, in addition to the staff member on duty, there are always staff on hand who can be contacted in the Staff Room/School Office/Classrooms as required. Pupils who come for Breakfast Club may arrive from 7.30am and should go straight to the Dining Room. Nursery pupils may also arrive from 7.30am. Nursery children, who are not in breakfast club, arrive at 8.30.
- 2.4 Teachers dismiss the pupils at the end of the day and any pupils not attending a club and not collected by 3.40pm are taken to After-School Care (Study Club). Nursery pupils will join Tea Club from 4.30pm
- 2.5 All pupils are expected to be collected by 4.30pm unless they are involved in a School-organised activity or event or going to Tea Club. After-School Care (Study Club) is a free facility. (There is a charge for Nursery after school care also providing a flexible departure). If a child is not collected from Study Club or after a School club because a parent is running late, the child will be sent to Tea Club which is chargeable.
- 2.6 Tea Club runs from 4.30pm to 5.30pm and is held in Class One or Reception Class.

A member of SMT is on duty to support the staff running the club.
- 2.7 For functions or activities, supervision is arranged for pupils staying later, or arriving in School early, by the member of staff organising the event. Members of the PE staff

supervise pupils on both home and away matches. Pupils collected late after sporting fixtures will be supervised by PE staff or sent to Tea Club.

- 2.8 Once pupils are dismissed to parents at the end of the day or after an event, they then become the responsibility of the parents.

### **3 Registration**

- 3.1 We take a register of pupils for the morning and afternoon sessions. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent if a child fails to arrive at School without an explanation.
- 3.2 The collation of registers is the responsibility of the Receptionist/Admin Assistant and information regarding attendance is entered into the School database, iSAMs.
- 3.3 A register is also taken during Breakfast Club, After-School Care (Study Club) and Tea Club. Teachers also register pupils in clubs.

### **4 Medical Support**

The Office staff are qualified first aiders and somebody is available from 8.00am - 4.45pm to administer first aid, to deal with any accidents or emergencies, or to help when someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in the Staff Room and on notices around the School. First aid boxes are in all potentially high-risk areas, as well as in the School Office. A defibrillator is available outside the School Office, mounted on the wall.

### **5 In the Classroom**

Pupils should be supervised appropriately during lesson time with due regard to the nature of the lesson and the environment. They should not be left unattended.

### **6 Morning and Lunchtime Break**

Periods of outdoor break times are supervised by two or three members of staff (teachers, TAs and CAs) in each area from 10.15am - 10.35am and 12.00noon - 1.30pm. Wet morning break times are supervised by 3 members of Junior Staff and 3 Infant Staff. Wet lunchtimes are supervised by two or three members of staff (teachers, TAs and CAs) in play zones (Infant and Junior). The Nursery children stay in the Nursery and are kept in ratio during staff breaks.

### **7 Use of screens**

- 7.1 Use of screens for non-educational purposes is not permitted.
- 7.2 In Nursery the white board and iPads are used in guided activities as part of a learning tasks and stories. In Nursery after school care and rest time, the whiteboard may be used to show age-appropriate programmes involving music, stories and songs.

- 7.3 In the Infant department children will not have any non-educational screen time. In Infant After-School Care (Study Club), the whiteboard may be used no more than once a week to show approved programmes of relevance to the children's learning.
- 7.4 Where a topic is raised or a question is asked that is not part of the planned curriculum, a short information clip can be shown, ideally using content found on Espresso and Britannica. YouTube and wider search should be used with caution and the screen should be frozen while the content is found. Consideration should be given to how often this occurs and to issues of copyright. In addition, the supervisor should be sensitive to the intended audience.
- 7.5 In the Middle and Upper school the children may watch screens during wet play. The choice of film/programme will be made by the teacher and should be of curriculum or educational relevance. The children will always have the option of going to another room to do another activity if they wish.
- 7.6 Staff can refer to the pages on Firefly for guidance on content.

## 8 Toilets

- 8.1 **Nursery Toilets:** These toilets are only used by Nursery pupils and when more than one child is using the toilet they are supervised appropriately. Older children helping in the Nursery do not take younger pupils to the toilet.
- 8.2 **Infant Toilets:** During the school day these toilets are only used by Infant children and children are generally allowed to go one at a time; however at times more than one child may be out of the classroom and teachers should consider unusual patterns of behaviour and monitor toilets accordingly. Children in music lessons should not use Class 2 toilets. Each class has its own toilet provision. Older Tea Club pupils also use these toilets – see note below. All Infants use Class One toilets at playtime and both Class R and Class One toilets at lunchtime, staff should check up on toilets regularly at these times to monitor behaviour.
- 8.3 **Junior Toilets:** These are only used by Junior pupils apart from the Dining Room toilets at lunchtime. Teachers will generally only let one child out of a class to use the toilet and will be aware of how long the child has gone for. When an Infant has to use the Junior toilets at lunchtime or when in the library, they should go in a pair.

Staff should be aware of pupils' behaviour in the toilets. Children should not be allowed to use the toilets at the same time as older pupils if unsupervised e.g. Nursery pupils in Tea Club will not be using the toilets unsupervised at the same time as older pupils; during lunchtime, a member of staff will stand at the door to the Dining Room in order to monitor both the children eating lunch and the use of the Dining Room toilets.

## 9 Supervision whilst travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School. Pupils are supervised by a member of staff when travelling on the School bus and are expected to behave responsibly.

**10 Supervision during Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of School are described in the Educational/External Visits Policy. Staff who are supervising in remote areas should take a fully charged mobile phone with them.

**11 Unsupervised access by pupils to risky areas**

11.1 Pupils are not allowed to use the Outdoor Classroom, Adventure Play area, obstacle course, gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

11.2 We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the kitchen area and Outdoor Classroom. These areas are only accessible to students outside lesson times when supervised by a member of staff.

11.3 Pupils are not allowed access to the Maintenance, Catering and Caretaking areas of the School. Cupboards containing cleaning materials are kept locked.

**12 Security, access control and workplace safety**

Our Health and Safety Policy and Procedures and Site Security and Workplace Safety Policy describe the arrangements for safety of the entire school.

**13 Staff Induction**

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

## **APPENDIX 1**

### **MISSING CHILD POLICY (INCLUDING EYFS)**

#### **1 Introduction**

The safety of our pupils is our priority whilst they are in our care at School. This policy sets out our procedures for dealing with the unlikely event of a child going missing. Every adult who works at the School has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

#### **2 Actions to be followed by staff if a child goes missing from the School**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. In the unlikely event that a child was found to be missing, we would carry out the following actions:

- If a child was thought to be missing from School, the Head of the Junior School should be informed immediately
- A search of the school grounds should be instigated. Boundary checks will be made by Site Support Staff
- If necessary, sound the fire alarm to account for the whereabouts of all pupils
- All members of staff may be required to assist in the search for the missing child and cover may need to be arranged so that the teachers can join the search
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- It is important to ask other children if they know of any plans the missing child may have had or if they know of any place they may be going
- It is imperative to act quickly in such an event and it is better to have a false alarm than a child at risk
- If the child has not been found after 10 minutes from the initial report of his/her being noted as missing, then parents should be notified. The Head of the Junior School or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted. Relevant authorities will be informed.

**3 Actions to be followed by staff if a child goes missing on an outing**

The Group Leader will:

- Ensure safety of remaining pupils
- One or more adults should immediately start searching for the child
- Ensure that the staff and management at the location are informed and arrange a thorough search
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999
- Visit leader should then alert School that the police have been contacted and School will make arrangements to notify parents. When contacting parents or carers please ask them to bring with them a recent photograph of their child
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies.
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

**4 Actions to be followed by staff once the child is found**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head of the Junior School will speak to the parents to discuss events and give an account of the incident
- The Head of the Junior School will promise a full investigation (if appropriate involving Social Services/ Local Safeguarding Children Partnership).
- Media queries should be referred to the Head of the Junior School
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.



## **APPENDIX 2**

### **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME (INCLUDING EYFS)**

- 1 In the event that a parent is late collecting their child – the parents should, where possible, contact the School Office as soon as possible.
- 2 Children will be sent to Prep. Any child that is not collected at 4.30pm will join Tea Club until 5.30pm even if they have not booked in advance.
- 3 The School Office or class teacher should be informed if another adult is collecting their child. If the School Office/Class Teacher have not been informed they WILL NOT release the child until the parents have been contacted.
- 4 In the event of a child not being collected from the bus at the Senior School.
  - 4.1 Pupils will be taken to the main school office
  - 4.2 Parents contact and emergency contact numbers will be telephoned
  - 4.3 Bus supervisor will remain with the pupil
  - 4.4 Bus mobile phone will be on
  - 4.5 If child is not collected Bus Chaperone will seek assistance from SMT member
- 5 If a parent fails to collect their child and cannot be contacted the emergency numbers given to the School will be contacted. In the rare event that no one can be contacted we will contact parents of friends for further information and additional phone numbers. At this stage – if we have been unable to contact a member of the family – Hampshire Childrens' Services will be contacted on 0300 555 1384. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police.
- 6 We will make a full written report of the incident.
- 7 We undertake to look after the child safely throughout the time that he or she remains under our care.