

Child Supervision Policy



Pembridge Hall School

Reviewed: July 2021
Next Review Date: July 2022



the **Gold Standard** in education

School Vision

Pembridge Hall recognises that our girls will enter a complex and ever-changing world which befits emotionally intelligent, resilient girls who can embrace the wonderful opportunities available to them. Pembridge girls love coming to school and gain an appreciation of wider society and the diversity of nationalities, faiths and languages represented by Pembridge families. We believe that creativity and independence of thought are as integral to the girls' development as traditional forms of learning.

Purpose

The 'duty of care', places a specific responsibility on the Head as overall manager of the school, to ensure that full and appropriate supervision of all children occurs throughout the school day. The 'duty of care' is a contractual obligation for all staff. The welfare and security of children in our school is paramount and children are supervised at all times. This policy sets out our procedures for supervising children and is applicable to all pupils, including those in Reception/EYFS.

Supervision before school

The school opens at 8.00 for Early Morning Club, which is supervised by a member of staff. (Reception pupils are not permitted to attend Early Morning Club). There are also extra-curricular activities that are run before school: Senior Choir on Mondays, Orchestra on Wednesdays, Chamber Choir on Fridays from 8.15 - 8.55am and Reading Groups from 8.15am every day. The member of staff responsible for these activities meets the children at the door at the appointed time and keeps a register of children involved which is shared with the school office. The school doors open for all at 8.30am when children proceed to their classrooms. Registration takes place at 8.50am.

Responsibility During the School Day

Registration

The responsibility to ensure that a child attends school regularly is that of the parents or carer. The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office before 10.00am on the first day of absence. When unexplained absences occur, the school office contacts the child's home. Children are not allowed off-site during school hours unless parents/carers notify the class teacher. Parents/carers must sign their child out from the school office when the child is collected from the classroom during school hours. In the case of children with Supervision Orders, the Head requests a copy of Court documents and informs the class teacher. Relevant staff are informed and all reasonable care is taken to prevent access. These procedures apply to Reception/EYFS pupils.

Illness

If a child is taken ill during the course of the school day, she is taken or sent to the office. The named First Aider assesses the child and determines whether the child is to be sent home. The school administrator, class teacher or teaching assistant will telephone contact numbers and arrange for collection of the child. The child remains with an adult until a parent/carers arrives. Parents/carers sign their child out and this is monitored by staff. These procedures apply to Reception pupils.

Lesson time

No class is left unsupervised for any reason during the school day. If a child is not taking part in a normal lesson, for example PE, the child will accompany the class to the lesson and work independently or watch the lesson.

Parent helpers/students/visitors sign in at the front office and must wear an identity badge. All staff are aware of the need to check strangers on the premises and report immediately to the school office whenever there is concern.

It is the responsibility of the class teacher to establish classroom rules and provide guidance for their pupils. The Pembrige Values are displayed in each classroom. Class teachers remind the children of safe classroom practice on a regular basis.

During lesson time, a class of 22 Reception pupils is supervised by two members of staff, one of whom holds Qualified Teacher Status or CYPW (Children and Young People's Workforce) Diploma Level 3.

Supervision at Playtime

Morning break and lunchtime supervision duty demands a high standard of care and in particular requires that the teachers, teaching assistants and lunchtime supervisors on duty, patrol the playground, patio and park (as appropriate). It is the responsibility of the Senior Leadership Team to explain to new teachers their supervisory responsibilities and this is part of the staff induction process.

The duty teachers/teaching assistants must be by the front door (if children are going to the park) or in the playground or patio ready to receive the children.

Children are not allowed out to the playground or patio without an adult responsible for supervision being present. If a child has an accident at playtime in the playground or patio, for example a wound that needs dressing, they must be accompanied to the school office by another child or teaching assistant. A child must ask permission to go to the toilet before leaving the playground or patio. A First Aid box is always taken to the park by staff on duty.

During play time on the terrace, a class of 22 Reception pupils is supervised by two members of staff.

Wet play

If it is too wet to go outside, staff on duty supervise the children in the classroom, drama room, gym or Lower School hall (girls in Years 1 - 3 at morning break). At no time are the children permitted to run around the classroom.

During wet play time, EYFS pupils are supervised by two members of staff, one of whom holds a Qualified Teacher Status or CYPW (Children and Young People's Workforce) Diploma Level 3.

Supervision after school

The school day finishes between 3.00 and 4.10pm. Girls are taken to the front door of each building and dismissed by their teachers into the care of parents/carers. There is a 'Sisters Club' at No. 18, which runs from 3.10 – 4.00pm, where girls in Years 1 – 3 may wait for parents/carers collecting older siblings.

If a child is going home with another family, written, emailed or permission by phone must be received by the class teacher or contact made with the school office. **Members of staff must never release girls to other families or individuals unless this confirmation has been received.**

Children in Year 6 are permitted to walk home but only if written permission has been received from their parents.

If a child has a club or Wraparound Care, they are supervised in the intervening times between the end of the school day and the beginning of their club in designated areas. Children are dismissed from their club/Wraparound Care at the appropriate time by the leader at the front door.

Any child left on the premises after the end of the school day will be supervised by the class teacher or an administrator, while contact is made with her family.

Reception/EYFS pupils do not attend school clubs and therefore require no supervision after school hours.

Children moving around the building

All staff are responsible for ensuring that the children move around school buildings safely.

School visits

Refer to Off-Site Visits and Related Activities Policy