



WETHERBY
PREPARATORY SCHOOL



the **Gold Standard** in education

Wetherby Preparatory School
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Child Supervision Policy

Policy reviewed by:	Thomas Metherell
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Next review date:	June 2022
Reviewer's signature:	
Headmaster's signature:	

Circulation: This policy is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with the boys.

Please note: 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

General

It is recognised by the Senior Management Team and all staff members that the downtime elements of school life and the transportation of boys between the school building and other venues present logistical difficulties which need to be overcome so that the boys are happy and safe in their school environment.

The following areas are in need of particular attention:

- The arrival of boys and their supervision in the 'dead time' between 8am and 8:20am (the beginning of Form Period, when the boys are formally supervised by their Form Teachers).
- Short morning breaks and lunch periods.
- Longer lunch breaks (non-games days) at Wetherby Sports Ground.
- The supervision of the Dining Rooms during the daily lunch sittings.
- The dismissal of boys at 4pm (standard home time) and 5pm/6pm (after-clubs home time).

Please refer to the document entitled 'Staff Duties – Autumn Term 2021' in order to understand how we staff these periods and the staff/boy ratios at any given time.

Arrival at school

Boys arrive at school between 8am and 8:30am either by public transport, school bus or parents dropping them off at the front door.

Roughly two-thirds of the boys arrive and leave school on a minibus. They travel on the same bus with the same driver each day and all buses are contracted out from the company Westway. Each driver has direct contact with each boy's parents and there is regular and open communication between Westway's management team, the school and the parents of the boys. The rest of the boys are dropped off and collected by parents or take public transport.

Duty teachers are there to see them off their buses and safely into the building. Duty teachers patrol the building and ensure that the boys are in their Form Rooms by 8:30am. A morning computerised register is carried by the Form Tutors in this 15 minute period which is closed at 8:45am.

Supervision inside the school building (in non-lesson time)

The areas inside the building most in need of supervision are:

- The Dining Room
- The Drama Suite
- The Hub
- The Library areas
- The Pioneer Hall
- The Turing Technology Suite

The duty team, which always has one teacher in charge, spreads itself around the building according to the nature of the break and the time of day.

Supervision at Wetherby Sports Ground

A duty team of between three, four or five teachers, led by a duty leader, coordinates the transportation and break time of the boys. Double-decker buses take the boys to Wetherby Sports Ground, where the boys play within the same daily designated area. Teachers spread out within the area, ensuring the safety of the boys. They also ensure that the boys play happily and safely according to the school rules. A first aid kit and boys' specific medication is taken by the duty leader to Wetherby Sports Ground.

Lunch Time

The boys all eat in the Dining Room with their year group. An afternoon register is carried out by a member of the lunch time duty staff in the Dining Room to ensure that all boys are accounted for, whilst checking that all boys are eating a proper lunch.

Dismissal at Home Time

At 3:45pm all boys will go back to their form rooms to be dismissed by their form tutors. SMT will call boys on the 'End of Day' Teams chat for either pick up or buses. At 5pm boys will be dismissed from their respective club rooms.

All boys leave the school via the front door only. The School Secretary keeps a list of all boys who have left school before 4pm for whatever authorised reason. This is married up to the afternoon registers so that we know exactly who is going home and when.

Trips

The Assistant Head Compliance manages the risk assessment and all other aspects of external visits.