



## SUPERVISION POLICY

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### MONITORING AND REVIEW

Staff Responsible	Jo Kingston - Deputy Head (Pastoral)
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	February 2019
Date of Next Review	February 2020

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.



## AIMS

This policy aims to establish when, how and where the students at St Mary's School Gerrards Cross will be supervised. The policy does not include EYFS who have a separate policy.

## LEGAL REFERENCES

This policy operates within a wider national framework, which includes:

- Keeping Children Safe in Education 2016

## RELATED POLICY

This policy should be read in conjunction with:

- EYFS Supervision Policy
- Missing Child Policy
- Safeguarding Policy
- First Aid Policy

## STUDENT ARRIVAL AND DEPARTURE

Students may arrive at school from 8.00am unless attending Breakfast Club in which case they may take breakfast in the Dining Room from 7.45. All students in Prep Department should go to the Dining Room if arriving before 8.20 and students in Senior House students in Years 7-9 should go to the library and sign in the early arrivals book if arriving between 8.00 am and 8.25 am. Students in higher years may go to their classrooms, but they must sign in in the early arrivals book at reception.

If students arrive early for a club, music lesson, sports activity or Mandarin lesson, they must also sign in the appropriate early arrivals book, indicating which activity they have gone to.

In the Preparatory Department, departure times are staggered between 3.15 and 3.45pm. All Prep students are collected by parents/carers. Students from Years 1-6 may attend Busy Bees, after school care, until 5.30pm. Students are actively encouraged to participate in a variety of co-curricular clubs after school, at the end of which they are collected by their parents/carers. For Senior House students, lessons end at 3.50 pm, but students are actively encouraged to participate in a range of extra-curricular activities which run until 5 pm. They may also complete homework under supervision in the Senior House library until 6 pm, but must sign up for this in advance. All Senior House students staying on after school for an activity must sign in in the appropriate club and sign out with the member of staff on duty in supervised prep. (Full procedure attached as Appendix 1). For details regarding registration of Prep students attending before and after school activities, please see Appendix 3.

Students are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise students when they are in school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.

A breakfast club runs from 7.45 am for all students in Years 1 and above. This is supervised by a Teaching Assistant. The Early Birds session in Senior House is supervised by office staff.

The main duty times are:



Break duty -	10.15am - 10.35am
Lunchtime duty –	Preparatory Department 12.15/12.30pm - 1.35pm Senior House 1.00pm - 1.30pm/1.30pm -2.00pm

Supervised Prep in Senior House: 4.00pm - 6.00pm

Busy Bees in the Preparatory Department: 3.15pm - 5.30pm (supervised by a Teaching Assistant)

In Senior House, all form/deputy tutors taking registration at the end of the day remain on duty until all students have left the form room. In Prep class teachers dismiss students directly to their parents/carers.

A member of Senior House staff is on duty at the back gate each day until approximately 4.00pm. Any student not collected by this time will be sent into supervised prep.

Arrangements are made to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

Note that students should not wait in school between 4.00pm and the start of an event or trip unless specific arrangements have been made with the staff member concerned. Members of the PE Department supervise students on home and away matches/fixtures.

## YEARS 12 AND 13

Students from Years 12 and 13 may sign out and leave the premises for short periods at lunchtime or in the afternoon and with permission from the Sixth Form staff at other times. Students from other year groups are expected to remain on site throughout the school day.

In Sixth Form, students staying late to study must tick themselves in on the sheet displayed in the Sixth Form Common Room and then out again when they leave.

## REGISTRATION

We take a register of students at the start of the morning session and the end of the afternoon session in both Senior House and the Prep Department. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent of a child who fails to arrive at school without explanation.

In Senior House, if a student arrives significantly late to school (after 9 am), parents are expected to provide written explanation. In the Preparatory Department parents should report to the office with their child.

Any student leaving or returning to the school premises during normal school hours for a dental appointment etc must sign out in the appropriate book near the School Office.

## MEDICAL SUPPORT

There is a First Aider available from the Medical Room or the School Office during school hours. First aiders are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Teaching and non-teaching staff have undergone Basic First Aid training and are able to give emergency first aid. The names of the first aiders are published on first aid notices displayed



round the school. There are qualified paediatric first aiders on duty during normal school hours in the Preparatory Department. First aid boxes are in all potentially high risk areas, as well as in the School Office. Please see the First Aid Policy for more detailed information.

### SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school.

### SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our policy "Educational Visits". Our arrangements for the supervision of EYFS children on visits is described in our "Policy for Educational Visits by EYFS Children".

### UNSUPERVISED ACCESS BY STUDENTS

Students are not allowed in the Sports Hall, neither may they use gymnastic, athletic or climbing equipment, without supervision. Students may not use the stage or sound/lighting equipment in either the Senior or Oakdene Halls without supervision. In exceptional circumstances, training may be provided to desingated Sixth Form students.

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the science laboratories, and the Art rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Students do not have access to the Grounds Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

### SCHOOL INDUCTION

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



## APPENDIX ONE – AFTER SCHOOL ACTIVITIES PROCEDURE

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### AFTER-SCHOOL ACTIVITIES PROCEDURE

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#### Purpose:

To monitor and register the attendance of after-school clubs and activities, and protect all students in the case of an emergency.

#### Aim:

To be able to account for any student who remains after-school and locate them quickly. This procedure refers to all planned after-school clubs and activities, as well as additional revision sessions, catch-up sessions, or student meetings.

#### Club Registration:

- All after-school clubs will take a full register for all students who are present. This may include:
  - Regular members of the club
  - New members
  - Student helpers or leaders
  - Any student attending on a one-off basis.
- All clubs must register students prior to 4.15pm.
- The teacher in charge of that club is responsible for that register being delivered to the teacher in charge of After-School Prep, clearly identifying the club and location.
- Any club that is run by an external individual will also need to create a register.
- Any student who arrives at the club after 4.15pm must sign in at Reception on the sheet, previously completed.

#### Departing Clubs

- All students must sign out with the teacher in charge of After-School Prep when leaving a club. This will occur at the planned time, or if a student has to leave early.
- Having stayed beyond 4pm, no student should leave the school site, without signing out.

#### Parent Collection:

- Any student who has not been collected at the arranged time, must go to Prep so they can be supervised until they are collected. If necessary, contact should be made home.

#### Failure to Adhere:

- Any student who has not signed in, but was present at the club, will be given a warning, by the club leader.
- If they fail to sign in, twice at the same club, they will be given an Order Mark.



- Equally, if a student is found to have been warned from two or more separate Clubs, they too will be given an Order Mark.
- If a student fails to sign out at the end of a session, they will be reported to Mr Macken and giving a warning.
- If a student fails to sign out twice, they will be given an Order Mark.
- All members of staff and external leaders who run a club are responsible for maintaining an up-to-date register.
- It is important that all staff ensure registers are sent at 4:15pm. Your co-operation is appreciated.



## APPENDIX TWO – REGISTERING PREP STUDENTS

### Procedures for registering Prep students attending:

1. **Swimming**
2. **Co-Curricular Clubs**
3. **Music lessons**
4. **Mandarin**

#### Swimming

- Prep PE teacher takes a paper register of the students attending swimming when they arrive at the pool
- Students in the relevant year group who do not go swimming are registered electronically by the teacher who supervises them
- The class is registered electronically by the teacher who teaches them their first lesson on their return.

\*Paper registers are delivered to School Reception by Prep PE teacher on her return from the swimming pool.

#### Co-Curricular Clubs

- A paper register is taken by each leader of a co-curricular club
- Registered are retained by the club leader to be used in the event of a fire
- Students are only released to parents or another adult nominated by parents (school informed) when After School Clubs finish. Students who are not collected are taken to Busy Bees by the club leader.
- Completed registers are given termly to Prep Clubs Coordinator

#### Music Lessons

- Prep students attending early morning Music lessons (8.00 or 8.30am) are taken directly to the entrance to the Music department
- Music teachers must accompany Prep students to Reception after their lesson to sign them in and then take to their classrooms/lesson. Notices have been placed in the Music Practice rooms to remind Music teachers to do this.

#### Mandarin

- A member of Prep staff is designated to collect Prep students attending Mandarin in Senior House. They will be collected from Breakfast Club at 8.20 and taken to Mandarin.
- The member of Prep staff will leave a note at Reception with the Name and Year Group of the Prep students attending Mandarin