



## Whole School Pupil Supervision Policy (Including EYFS and Out of School Provision)

**This policy is to be read in conjunction with the School's Covid-19 Policy and Procedures Documents and Risk Assessments. The information enclosed applies, subject to adaptations and restrictions for Covid-19.**

### Policy Statement:

Cranford House School has put in place procedures and guidance for all staff regarding the proper supervision of pupils in School and on outings and trips. It is recognised that EYFS pupils require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

This policy is available to parents and all interested parties on the School website and in hard copy upon request from the main School Office. It is available to all staff in the Policies folder on the internal R: Drive. The policy is reviewed annually, and when events or legislation requires, by the Headmaster and the Governors. The next review date is April 2021.

This policy has regard to the 'Statutory Framework for the Early Years Foundation Stage' Safeguarding and Welfare Requirement: *Staff Qualification, Training, Support and Skills (3.28 Staff : Child Ratios: 'Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.'* And ISSR Paragraph 14: *'...the proprietor (must) ensure that pupils are properly supervised through appropriate deployment of school staff.'*

### Related Policies:

This policy should be read in conjunction with the following related policies:

- **'Whole School Outings and Trips Policy'**
- **'Whole School Outings and Trips Procedures'**
- **'Whole School Transport Policy'**
- **'Procedures in the Event of a Minibus Accident or Breakdown' (Appendix 9 of the 'Whole School Crisis Management Policy and Procedures')**
- **'Whole School Security, Access Control and Workplace Safety Policy'**
- **'Whole School Lone Working Policy'**
- **'Whole School Attendance Policy and Procedures'**

- **‘Whole School Missing Pupils Policy and Procedures’**
- **‘Before and After School Care Policy’**
- **‘Whole School Safeguarding and Child Protection Policy’**
- **‘Whole School Safe Recruitment’ Policy and Procedures’**
- **‘Induction of New Staff Policy and Procedures for NQTs’**
- **‘Staff Handbook’ (Latest Version)**
- **‘Whole School Policy for dealing with Trespassers’**

#### Procedures:

##### Arrival Prior to 8.30 am (Before School Care)\*:

The School runs a Breakfast Club from 7.30 am – 8.00 am (followed by Before School Care) for EYFS and Junior School pupils. There is also the option for parents to drop their children off at 8.00 am to Before School Care (BSC). Pupils will be supervised there until 8.30 am after which they will be taken to their class rooms for Registration. Parents who arrive on the day without prior booking can only leave their children if there is space available. A daily register is kept of attendance and a small charge is payable for Breakfast Club. Senior School Pupils who arrive between 7.30 am and 8.30 am should sign in at The Library where they are asked to study or read quietly\*. A member of SLT will be on site from 7.30 am every day. Some pupils arrive for activity clubs or PE practices at 7.30 am. The club provider or PE Staff will ensure a register of attendance is taken for each session.

##### Registration:

An electronic register is taken through 3Sys at the start of the day and again during the afternoon registration period. Parents are responsible for notifying the School Office by email or phone call or via the website if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this by 10.00 am at the latest. Pupils who are late for registration or miss it due to early morning clubs are asked to register in person in the School Office.

##### Medical Support:

The School Matron is on duty in the Sick Bay from 8.30 am until 5.30 pm every day. Matron is the principal provider of First Aid on the School site and is able to deal with any accidents or emergencies or to help a child or visitor who is taken ill. In addition to this, there is a regularly updated list of staff who are qualified First Aiders who are able to assist in the absence of the School Matron. These lists are available in Sick Bay, in the School Office and the Staff Room and in the **‘Whole School Medical and First Aid Policy and Procedures’** document in the Policies folder on the internal R: Drive. There is always at least one qualified paediatric First Aider on site whilst our EYFS children are in School. First Aid boxes are located in every section of the School, including the PE Office and on all minibuses; a list is kept in Sick Bay. These boxes are checked by Matron at the beginning of each term and replenished after use.

In the event pupils are taken to PE lessons on the back field, PE staff should ensure they have a School mobile phone with them in case they need assistance.

### **Supervision Whilst Travelling to and from School:**

Parents are responsible for ensuring that their children travel safely to and from School. Senior School pupils who live near to the School and wish to walk to and from the premises or to and from Moulsoford Prep School should have a letter of permission from their parents. A record of this permission is kept.

Pupils are not supervised by a member of staff when travelling on the School minibuses to and from School; with the exception of the driver. They are issued with a set of rules and expected to abide by them and behave responsibly at all times.

Senior School pupils on the route act as 'Bus Monitors' and assist the driver with younger pupils, they also have access to the driver's mobile phone should there be a need to call for assistance. Any complaints about poor behaviour are investigated and dealt with in a swift and efficient manner as soon as is practicable and sanctions are in place for incidents of poor conduct during these journeys. Pupils on the School buses are permitted to carry their mobile phones on the journey to and from School. Please see '**Whole School Transport Policy**' for further details.

### **Break and Lunch Times:**

All members of the teaching staff form part of the rota for Break and Lunch time supervision. Early Years and Key Stage 1 pupils have a 'family service' lunch with a member of staff on each table, allowing for adaptations for Covid-19 restrictions. Appropriately qualified staff are on duty during play times.

### **Collection of Pupils:**

#### **Early Collection:**

Pupils who have appointments in School time are collected from the School Office in Moulsoford House by their parents. The daily absence register is in the Fire Register, which is kept in the School Office.

#### **Collection at the End of the School Day\*:**

##### EYFS and Junior School Pupils (Years 1 & 2)\*:

Children are dismissed formally one-by-one as the parent or designated adult collects them from their classroom. Those who attend After School Care or activity clubs are collected or taken to the venue.

In the case of EYFS pupils, staff will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance. It is useful to provide us with a photograph and/or a secure code word if the individual is not known to the staff.

Parents are asked to provide a list of individuals with whom they are happy to allow their child to leave the premises if they intend to make ad hoc arrangements. This information is circulated to the Reception teachers, clubs providers and kept on file in the School Office. At times, EYFS staff are informed verbally on a daily basis if a pupil is to be collected by an adult who is known to the School and this information is logged on the classroom clipboard by the main door.

If a parent is late collecting, the pupil will be taken to After School Care if there is space, if not, they will be looked after by the teacher. The teachers keep a record of parents who are repeatedly late collecting their child(ren) and a decision to contact the parent to discuss this issue in person or in writing is made by the Headmaster.

#### Year 3 Upwards\*:

Children are dismissed formally from their last lesson of the day at the main School gate from where their parents collect them. Staff wait with children for a maximum of fifteen minutes after the official dismissal time.

If children have not been picked up by this time, they are taken to Homework Club where they are supervised by staff within the Junior School until collection. The School Office should be informed. If pupils are worried that their parents are late, the School Office staff will contact the parents concerned in order to reassure the pupil.

#### Senior School\*:

Pupils are dismissed from the front of Moulsoford House from 3.55 pm. There is a member of staff on duty from 3.55 pm until 4.10 pm standing outside with them. Children who are not collected by then should be sent to Homework Club and the School Office informed. If pupils are worried that their parents are late, the School Office staff will contact the parents concerned in order to reassure the pupil.

#### After School Care\*:

An After School Care session is provided for EYFS children and those in Years 1 and 2 from 3.45 pm until 4.15 pm and 4.15 pm until 5.30 pm. There are a limited number of places available which must be booked in advance through the School Office where possible, in order that we ensure that we comply with statutory requirements at all times (e.g. staffing ratios, sufficient space for every child etc.)

All bookings should be made no less than 24 hours in advance\* where possible. A register is kept every session and the School Office has a list of pupils who attend After School Care on each day.

#### Collection after Clubs/Activities\*:

Registers are kept at every session for each club through Evolve. The School Office has access to registers which list pupils attending clubs in EYFS and Junior and Senior Schools.

Staff who run clubs or activities after School until 5.30 pm must escort all pupils to the School gate. After Music and Drama rehearsals (e.g. for the School Show) one teacher must escort pupils to the School gate and stay with them until the Homework Supervisor arrives and the second teacher must stay in the rehearsal room to ensure everyone has departed.

At 5.30pm, **all** Year 3 pupils upwards attending Homework Club must wait with the Homework Club Supervisor until they are escorted to the School gate. Senior pupils must make their own way to the School gate and are dismissed formally by the Supervisor.

Staff running clubs/activities for Year 3 upwards are to escort pupils to the front of School for collection.

Children attending After School Care need to be ready to be collected by their parents. Older siblings are not allowed to collect younger brothers and sisters.

#### **Late Collection of Pupils after Clubs/Activities:**

If a pupil in the EYFS or Junior School (Years 1 and 2) was due to be collected at 4.15 pm, after the first session of the After School Care, and parents have not arrived, they will remain in After School Care if there is space available.

Parents are contacted if the child is not collected within ten minutes into the next session to ensure that there is not a problem. If there is not space, the pupil will be looked after by the teacher and parents contacted as soon as possible.

If the pupil attended an after school activity club and parents have not collected, the club provider will take them to After School Care to see if there is space for them to be supervised there. If not, they will be looked after by a teacher until the parent arrives.

If a child in the EYFS or Junior School (Years 1 and 2) was due to be collected from an activity club or from After School Care at 5.30 pm but parents have not arrived, they will be kept with a member of staff until collected. A member of SLT is on duty until 6.00 pm (or until the last child is collected) every day to ensure all pupils are collected safely.

Parents are asked to call the School Office to notify staff if they are going to be late collecting. In the event that a parent does not arrive within 10 minutes of the end of the care session and there has been no phone call to explain the delay, the School Office or member of staff running the session will contact the parents. See 'Uncollected Children' paragraph below. A member of SLT is on Late Duty every day to assist with this process.

#### **General Information:**

Parents of pupils in the Key Stage 2 and the Senior School should not ask their child to wait at the front gate to be collected if they are arriving before 5.30 pm. They must park and come to the School Office to ask a member of staff to call the Homework Club Supervisor to request that the pupil comes to the Office to meet their parent.

If parents are going to be late, they should ring the School Office before 5.30 pm. A message will be given to the Homework Supervisor(s) or the After School Care Supervisor. If necessary, the Headmaster or a member of SLT will stay with the child.

There is a staff rota to supervise Senior Homework Club and a timetable for staff manning the Junior Homework Club.

#### **Uncollected Children:**

If a child has not been collected from School, there has been no message from the parents and the parents cannot be contacted, the emergency contacts will be called.

During this time, the pupil will be safely looked after. If this process is not successful, the SLT member **must not take the pupil home with them nor should they offer pupils a lift home**. The Police should be telephoned and informed. Their guidance should then be followed.

### Supervision during Educational Visits and Trips:

The arrangements for supervision of pupils during trips and outings are described fully in our **'Whole School Outings and Trips Policy'** and **'Whole School Outings and Trips Procedures'**.

This also details our arrangements for the enhanced supervision of EYFS pupils during off-site activities and excursions. As with all Regulatory Policies, we review this once a year in order to satisfy ourselves that it is robust and effective.

### Supervision On-Site Outside of School Hours:

At least one member of the teaching staff is on duty to supervise pupils whenever they are in School outside normal School hours. For example, during holiday periods when Revision Sessions take place.

Pupils who arrive back from PE Fixtures after normal School hours are supervised by a member of the PE staff until parents arrive to collect. PE staff keep a register of pupils who are under their supervision during the time that they are in their care.

### Unsupervised Access by Pupils:

Pupils are not allowed into the Swimming Pool area without a qualified member of staff in charge. The area remains locked when not in use. Gymnastic and athletic equipment is stored away from pupil access when not in use and pupils are not allowed to use any equipment unsupervised. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity. Risk Assessments are prepared in advance of any such activities. Cranford House ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Labs and Prep Room and DT Room. Doors to these areas are kept locked at all times when not in use. The Food Tech Room has a coded door entry. Pupils are made aware that the Willow Theatre and the Computing Suites are not to be accessed without staff supervision. All flammables are kept securely locked in appropriate storage facilities. In addition to this, pupils do not have access to the Grounds, Reprographics Room, Maintenance, Catering and Caretaking areas of the School. (Please refer to the School's **'Security, Access Control and Workplace Safety Policy'** for more details).

### Security, Access Control and Workplace Safety:

Our Policies: **'Whole School Security, Access Control and Workplace Safety'** and **'Whole School Lone Working Policy'** set out the arrangements for the safety of the entire School and any physical security measures in place which prevent unsupervised access to or exit from the School premises.

### Staff Induction:

All new members of staff receive thorough 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. Safe Recruitment practices are followed at all times. Please refer to the School's **'Whole School Safe Recruitment Policy and Procedures'**, **'Staff Handbook'** and **'Induction of New Staff Policy and Procedures for NQTs'** for more information.

### Missing Pupils:

Registration is taken in Form and Class groups with the exception of afternoon registration for Pupils in Years 3 – 6 and Senior School pupils which is taken by the teacher in the first afternoon session. Senior School subject staff also take a register in lessons. If a pupil does not turn up for a lesson, every effort must be made to find out his/her location. Please see the **'Whole School Missing Pupil Policy and Procedures'** for details. Please also see **'Whole School Attendance Policy and Procedures'** for guidance in the event of a pupil not coming in to School and for unexplained absences.

S Treadwell April 2013

Reviewed: April 2019: Headmaster and Governors  
Reviewed: April 2020: Headmaster and Governors  
Review Due: April 2021 by Headmaster and Governors

### \*Covid-19 Restrictions:

- Breakfast Club for Nursery to Year 12 pupils will be held socially-distanced in two venues within School. Sign-up is restricted to a very small number during this time. Waiting lists will be in place.
- Before School Club will be operated in Year Group bubbles/groups and held in Year Groups classrooms during Government Covid-19 restrictions.
- After School Clubs and extra –curricular enrichment clubs run in the same manner.
- During Government Covid-19 Restrictions, all bookings for Breakfast, Before School and After School Clubs must be booked with at least 24 hours' notice due to restrictions in numbers accommodated.
- Drop-off and collection times during Government Covid-19 Restrictions for September 2020 are staggered as outlined below:

<b>Year Group</b>	<b>Drop-off Time and Location</b>	<b>Collection Time and Location</b>
Reception	8.50 am – Sixth Form	3.15 pm – Sixth Form
Year 1	8.50 am – Front Field	3.20 pm – Front Field
Year 2	8.45 am – Front Field	3.20 pm – Front Field
Year 3	8.40 am – Sixth Form	3.30 pm – Sixth Form
Year 4	8.40 am – Front Field	3.30 pm – Front Field
Year 5	8.30 am – Front Field	3.45 pm – Front Field
Year 6	8.30 am – Sixth Form	3.45 pm – Sixth Form
Year 7	8.20 am – Sixth Form	4.05 pm – Sixth Form
Year 8	8.20 am – Front Field	4.05 pm – Front Field
Year 9	8.15 am – Sixth Form	4.15 pm – Sixth Form
Year 10	8.15 am – Front Field	4.15 pm – Sixth Form
Year 11	8.10 am – Sixth Form	4.25 pm – Sixth Form
Year 12	8.10 am – Sixth Form	4.25 pm – Sixth Form