

Pupil Supervision

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Reviewed	Spring 2023
Name of owner/author	STL/GKB
Approval by	Executive Leadership Team
Target Audience	Whole School Community/Public
Where available	Website, Handbook
Review Date	Spring 2024

1 Policy Statement

Ewell Castle School has put in place procedures and guidance for all staff regarding the proper supervision of pupils in the School and on outings and trips. It is, in addition, recognised that younger children (particularly Early Years and Foundation Stage (EYFS) pupils) require additional levels of supervision and protection both on-site and off-site.

2 Preparatory School (Nursery, Reception and Years 1 to 6)

2.1 Early Years

Children will be accompanied to school by parent/carer and remain the responsibility of their parent/carer until 8.30am. If they arrive before 8.30am, parents will wait with children in the playground unless they are taking their child to Early Morning Care. The side gate will be opened at 7.30am by a member of staff on duty for the children coming to Early Morning Care. Children are not permitted to play on the trim trail before or after school.

- Nursery pupils will be taken by parent/carer into Nursery.
- Reception/Year 1/Year 2 pupils will line up to meet Form Staff on the playground.

At 8.40am, the side gate to the playground will be closed by the member of staff on duty. If pupils arrive late, parents should ring the front door bell and be met by a member of staff, who will escort the child to class or to assembly in the Nursery building. Registration will take place prior to any assembly and no later than 8:50, late pupils will be registered by the Preparatory School Administrative Assistant.

The side gate will be opened at 12 noon by a member of staff for morning Nursery pupils to be collected, at 1.00pm for the lunchtime pupils to leave and at 3.25 pm for the end of school. In between these times the side gate will be closed (and secured by the quick release lever) The main gates to the car park will be kept closed during the school day.

If Staff are concerned about the absence of any pupil from school, the Preparatory School Administrative Assistant is to be notified and will ring parents. Any pupils arriving late due to a medical appointment, for example, should ring the front door bell. The pupil should be registered by the Pre-Preparatory School Administrative Assistant on arrival.

During the school day, pupils are always supervised in class, at play and at lunch. Pupils play within locked grounds.

At 3.30 pm school finishes and Form Staff take pupils to the playground to meet parents. Staff are to ensure that pupils registered for the crèche or a club go to their chosen activity. Any pupil not collected at this time will go to the crèche facility to await collection.

Between 4:15 and 4:30 pm (as published to parents depending on club choice) Staff in charge of an activity take children to meet parents in the playground. If a child has not been collected, the member of staff in charge will take them to After School Care. If there is any problem making contact with parents/carer, the member of staff in charge will inform the Deputy Head of the Preparatory School, or member of staff on late duty and cover will be arranged, probably through the crèche, until contact and arrangements can be made with parents for the child to be collected. Pupils at After School clubs and activities are not allowed to return to the classrooms, unless a teacher accompanies them.

If there is no response from the parents' or carers' contact numbers or the emergency numbers, when the premises are closing, the teacher in charge will let the Deputy Head/DSL/Head of Prep School know and they will contact the Social Care Emergency Duty team on 01483 517898. 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. The school will make a full written report of the incident.

2.2 Perp School - Glyn House

At the start of the day (before 8.15am), parents are responsible for their children's behaviour/safety in the entrance to the school grounds. The member of staff on duty will unlock the gates at 8:15 when pupils will enter. No child must be left unattended and parents are aware of their responsibility in this area. Front gates to the Prep school will be closed by the member of staff on duty at 8:30. If there are any problems, including lateness, parents should call the phone number on the gates to alert the Prep Admin Assistant who will open the gates for them. Pupils are aware that they are responsible for their own good behaviour within the school grounds. No ball games or racing games etc. are allowed before school that may cause injury to others.

From 8.15 am, a member of staff is on duty outside. Doors to the school are opened at 8:15am and the pupils put their bags in cloakrooms or lockers and move to their classrooms.

Form teachers take the register of pupils on entry to class and late arrivals report to the office. If a pupil has not arrived in school and there has been no message left, the Preparatory School Administrative Assistant will phone the parents.

During the school day, pupils are always supervised in class, at play and at lunch. Pupils play within locked grounds, unless there is transition to the senior school at the front of the building or in Glyn House Hall.

The doors (both front and side doors) to the school are closed at all times, the side gates are locked and are opened by a teacher when necessary; the pupil entrance has a coded lock. If for any reason the door closes behind the pupils and they are not with a member of staff, the pupils are aware that they should go to the front door and ring the doorbell.

At the end of the day, staff dismiss the pupils from the front of the school. Pupils are not allowed to wait by the gate for their parents or cross the road without permission. Written permission is required from parents for pupils to walk unaccompanied down to the village. Pupils are informed that if their parents are late they should wait with the teacher in charge before joining the supervised group waiting inside the building. A pupil should say goodbye to a member of staff before leaving.

If there is a change in the person who collects the child, the parents must inform the school in advance. If someone other than the expected person arrives to collect a child, they must be referred to the Prep School office to check arrangements.

All members of staff running after school activities are personally responsible for the children in their care and must refer all irregularities or difficulties over late pick up to a senior member of staff.

If a child has not been collected, the member of staff in charge will ring the parent / carer. If there is any problem making contact with parents/carers, the member of staff in charge will inform the Deputy Head/Head of Prep School and cover will be arranged, probably through After School Care until contact and arrangements can be made with parents for the child to be collected.

If there is no response from the parents' or carers' contact numbers or the emergency numbers, when the premises are closing, the Deputy Head/Head of Prep School may contact Surrey County Council's Children's Social Care team on 0300 4709100 (Monday to Friday 9.00 am to 5.00 pm) or the

emergency duty team on 01483 517898 outside those hours. 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. The school will make a full written report of the incident.

Pupils are not allowed to return to the classrooms following after school clubs and activities unless accompanied by a teacher.

3 Senior School

3.1 Pupils' Arrival and Departure

Pupils may arrive at school from 7.50 am for Breakfast Club (or from 07:30 if attending an arranged activity, such as fitness training) and are expected to leave school by 5.00 pm unless in a supervised activity extending beyond that time. Special arrangements will be made for pupils staying late for an evening function. Pupils are not allowed on site without supervision. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Staff members who coach school teams will supervise pupils on both home and away matches.

Pupils in Years 12 and 13 may leave the premises during lunch-time. Sign out/in procedures are in place. Pupils may not drive during the school day without specific permission from the Head of Sixth Form or the Head of the Senior School. Pupils from other year groups remain on site throughout the school day.

3.2 Registration

Registration is taken and recorded on the school MIS (iSAMS) in all lessons. The registrations undertaken by tutors at 8.30a.m. and by class teachers at the start of Period 6 (2.05p.m.) account for the school's minimum requirement. These registers in particular are monitored by Reception staff, Tutors and Heads of Year. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a pupil in Years 7 to 13 fails to arrive at school without an explanation.

3.3 Supervision whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are expected to conduct themselves in a manner that does not bring the school into disrepute.

3.4 Unsupervised Access to Facilities by Pupils

Pupils are not allowed to use the Sports Hall or athletic equipment without staff supervision. Pupils are expected to follow instructions given to them by teachers in respect of out of bounds areas (clearly described in the Pupil Handbook).

Pupils do not have unsupervised access to potentially dangerous areas (e.g. science laboratories, design technology rooms and cleaning cupboards). Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils must not access the grounds, maintenance, catering and caretaking areas of the school.

4 Supervision during Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Trips and Visits Policy.

5 Staff Induction

All new members of the teaching staff receive a 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.

6 Review and Development

6.1 Procedure

This document, together with the effectiveness of its procedures, will be reviewed annually by the Executive Leadership Team and as events or legislation change requires.

6.2 Links with other Documents

This policy should be read in conjunction with the following documents:

- First Aid and Accident Reporting Policy
- Missing and Uncollected Child Policy
- Children Missing Education Policy
- Education Trips and Visits Policy
- Handbook and Diary (Senior School) Safeguarding Policy
- Staff Handbook
- SEND Policy
- EYFS Supervision Policy