



WANDSWORTH PREPARATORY SCHOOL

Pupil Supervision Policy

This policy applies all pupils in the school, including in the EYFS

Created February 2013

Date of revision August 2020

Annual review Summer Term

David Williams Education Director

Jo Fife Headteacher

This policy should be read in conjunction with the school's Safeguarding Policy, Anti-Bullying Policy, Missing Child Policy and Behaviour Policy. It sets out the expectations for supervision of pupils at Wandsworth Prep School where we are committed to safeguarding and promoting the welfare of pupils' in our care. The Head Teacher is responsible for ensuring that appropriate levels of supervision are in place.

The Bellevue Governance Committee and the Head Teacher are required to ensure that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for both pupils and staff. All members of staff at Wandsworth Prep School have a duty of care for all pupils and this includes ensuring that pupils behave in an appropriate and in an acceptable way throughout the school day.

COVID-19 the DfE has issued non-statutory interim guidance to schools, colleges and other providers during the coronavirus outbreak. This guidance supports governing bodies, proprietors, senior leadership teams and staff in regard to supervision within schools under adapted conditions. The school will consider where policy and process may be conducted differently when compared to business as usual.

Aims

The aim of this policy is to maximize the safety of pupils whilst they are in our care. The purpose of this policy is to offer guidance to all staff about the expectations and levels of supervision of all pupils throughout the school term.

Pupil arrival

Pupils are not allowed on the school site without supervision

Pupils may arrive at school from 08.15 (08.00 for Breakfast Club or 08:00 for booster groups/1:1 tuition) and are expected to leave the site promptly at the end of their school day – no pupils should remain on site after 18.00.

As pupils arrive in the morning, they go straight into class where they are supervised by their class teacher or teaching assistant.

Registration

Registration takes place at 08.30 for all pupils at Wandsworth Prep School. The register is also taken at the start of the afternoon session. Parents are responsible for notifying the school by telephone or email, if their child is absent for any reason. The school will always contact the parent if their child fails to arrive at school without an explanation.

Pupil dismissal at the end of the day

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance

- Reception are dismissed from their classrooms by their class teacher at 15.30 each day.
- Years 1 and 2 are dismissed from their classrooms by their class teacher at 15.30 each day.
- Key Stage 2 are dismissed from their classrooms by their class teacher at 15.50 each day.

Teachers taking after school clubs dismiss the pupils when clubs finish. A timetable of club start and finish times is provided to parents as well as specific arrangements for pick-up.

Staff Duties

Duty rotas are in place for morning break, lunch time and wet days. These are sent to staff in advance of the new academic year and are displayed in the staff room.

The Head Teacher is on duty at the school gate from 08.15 each morning.

Morning break

- all members of staff in are involved in supervision at morning break. A duty rota is prepared each term by the Head of Upper School

Lunch break

- pupils are supervised by class teachers or teaching assistants whilst they eat their lunch. Members of staff are timetabled to supervise lunch time breaks.

The duty rotas ensure that all pupils are adequately supervised at all times.

Movement within the School

- At the end of morning break, classes are lined up by the duty teacher or teaching assistant and walk from the playground back to class.
- At the end of the school day, pupils are collected from their classroom

Medical Support

The school has also provided paediatric training for teachers and teaching assistants enabling them to administer first aid. The names of all staff able to administer first aid are displayed inside the staff room and school office. First aid boxes are located in the school office and in all classrooms.

Supervision during educational visits

The arrangements for the supervision of pupils, including EYFS, during educational visits outside school is described in our Educational Visits Policy.

