



STREATHAM & CLAPHAM HIGH SCHOOL

POLICY FOR THE SUPERVISION OF PUPILS

Person(s) responsible for this policy	Second Master, Deputy Head Mistress, Deputy Head Prep		
Last review by	R Hinton, G Cross	Review date	September 2019
Date of next review	September 2020		

Senior School

The School Office

The office is open from 8.15 am till 5.00 pm. Outside of these times the phone will be on answerphone. Parents who need to contact somebody in school should phone the office, which is open until 5.00 pm.

Pupils' Arrival

The school gates are opened at 7.00 am but pupils are not expected to arrive before 7.30 am unless they have a morning practice. Pupils are supervised in the dining room from 7.30 am. If pupils arrive before this time, they should wait in the dining room. The bell will ring at 8.10 am and pupils should go to their lockers to prepare for morning lessons and registration.

Pupils Attending Before and After School Co-Curricular Activities, including off-site fixtures

Pupils who are involved in co-curricular activities in school should arrive at the specified time and entrance. They are under the supervision of the teacher taking the activity who will have a list of the pupils registered for the activity. The Club Captains or the teacher in charge will maintain the registers and the teacher will keep copies of the attendance records. In the event that an activity has to be cancelled on the morning the supervision arrangements above should be followed.

The timings and collection arrangements for co-curricular activities are specified in the sign up / permission letter sent to parents. Pupils are given the facility to inform parents of any last-minute changes e.g. cancellation of fixtures and the school will communicate with parents via text message and email using the school communication system. If a parent is late collecting their daughter either the member of staff running the activity or the school office will supervise the pupil until the parent can collect their daughter. The school will attempt to make contact with the parent(s) to determine an estimated time of collection. If the parent is unable to collect their daughter the school will discuss with the parent appropriate arrangements for their daughter to travel home.

If an activity takes place off site, it will be organised with staff ratios appropriate for the ages of the pupils and transport will be provided by an approved external coach provider or by using the school minibus/Galaxy. If using school transport, a female member of staff or chaperone will always be present in addition to the driver.

During the School Day

Registration

We take a register of pupils at the start of the morning and at the end of the day. Parents are responsible for notifying the school if their child is absent for any reason by 9.00 am; any pupils not accounted for by this time will be subject to a call or text message to the parents to confirm their absence.

If pupils are late arriving to school they should sign in at Reception before joining their classes, unless Assembly is taking place in which case they go the Ellis Hall.

Attendance should be taken at the start of every lesson using SIMS. If a pupil is marked as present prior to the lesson, the member of staff should inform the school office who will check whether the pupil has signed out to attend an appointment or if they are with a peripatetic teacher. If neither of these is the case, the office will inform a member of the SLT immediately who will coordinate a search of the school.

In Class and moving around the Building

Pupils wishing to leave a lesson for any reason must ask permission; if they need to see medical staff the teacher will sign their planner. Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson. In certain medical situations girls may be allowed to leave the classroom at will; staff are aware of particular arrangements.

Schedules for peripatetic lessons will be published each term. Any external staff that supervises peripatetic lessons or co-curricular activities will have undergone appropriate checks as detailed in the safer recruiting policy and are expected to follow the school's code of conduct for staff. Lessons will be conducted in designated areas of the school in rooms where pupils and staff are visible to the normal movement of people around the school.

Break Time and Lunch Time

All members of the teaching staff take their share of break and lunchtime supervisory duties according to a rota that covers all areas of the school and is prepared by the Director of Studies.

At lunchtime staff are on duty patrolling the premises. Lunchtime supervisors supervise the dining room. After eating lunch U3 will have compulsory lunchtime activities, which are supervised by a teacher, L6 student or member of the support staff. Activities and clubs are provided for other year groups and are run by members of the teaching and support staff.

The main duty times are:

- Pupils arriving before 8.10 am are supervised in the Madeleine Dring Hall or by the member of staff running the co-curricular activity
- Break duty 10.40 am – 11.05 am
- Lunchtime duty 12.55 pm – 2.05 pm
- After 4 pm, pupils attending clubs are supervised by the staff running sessions, any other pupils who remain on site are supervised in the library until 5.30 pm. SLT supervise the departure of pupils at the end of the school day.

First Aid

Qualified first aiders and a school nurse can be contacted at Reception between 8.15 am and 4.00 pm. First aiders will be available for clubs as appropriate.

First aid boxes are in all potentially high-risk areas, as well as in the medical room.

Pupils' Departure

Pupils are expected to leave the premises at 4.00 pm, unless they are attending Homework Club or a co-curricular activity.

If pupils are not collected as expected, we will attempt to contact the parents and if we cannot do this we will use our best judgement as to whether to keep the child in school or allow them to leave.

Pupils who are Not Collected

Pupils should leave the school premises by 5.30 pm unless they are in a supervised school activity. The school site closes at 6.30 pm and activity staff should wait with girls if they are to be collected after this time. Staff should inform the premises team if they are on site beyond 6.30 pm.

Supervision Whilst Travelling To And From School

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

Pupils Registered for the School Minibus

Parents can register their daughters for a place on the school minibus/Galaxy people carrier. The premises team drives the vehicles and a member of the Sixth Form provides additional supervision. Pupils who are registered to take the minibus service to school will be dropped off at the school in Abbotswood Road. Pupils using the service to go home are responsible for meeting at the minibus on time – departure will not be delayed and pupils arriving too late will be expected to organise their own journey home, with the assistance of the office staff if necessary.

Supervision During Educational Visits

Pupils are supervised by school staff and sometimes with the addition of volunteers. All trips are risk assessed and pupils who misbehave whilst on a trip may be prevented from joining future trips if appropriate.

Further details are found in the “Educational Visits policy”.

Areas Pupils May Not Access

Pupils are not allowed into the sports hall without an adult being present. They are not allowed to use gymnastic, athletic or climbing equipment without supervision. Similarly, they may not use specialist science, art or DT equipment without permission. Pupils are expected to follow all reasonable instructions given to them by school staff.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the boiler rooms, and the kitchens. Clear signs are displayed where pupils may not enter a room and where possible doors to these areas are kept locked when not in use. All flammables are kept securely locked in appropriate storage facilities.

Security and Access Control

All staff sign in and out when entering or leaving the premises. Visitors are requested to sign in and out at Reception; contractors will be accompanied if necessary. All outside doors to the premises are protected by numerical codes and pupils are responsible for keeping this information secure. Entry to the building is via Main Reception only with intercom connection.

Staff Induction

All new members of school staff with relevant responsibilities receive induction into the school’s expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times.

Staff Absence

Lessons are covered using cover supervisors or members of staff who have a non-contact period. A list will be emailed to staff and posted in the staff room by 8 am each day. Where the absence is planned, staff should make arrangements to swap break time or lunchtime duty with another colleague. Where the absence is unexpected, any supervision duty will be covered from within the daily rota and SLT.

Prep School

The School Office

The office is open from 8.15am - 4.15pm. Outside of these times the phone will be on answerphone. Parents needing to contact somebody in school should phone the ASC direct line (0203 123 9177) which operates from 3.20pm until the last ASC child leaves (5.55pm) or the Senior School office which is open until 5.30pm.

Pupils' Arrival

The school gates are opened at 8am and pupils from Year 1 upwards may wait in the playground at the back of the school with their parents or with the LSA on duty. If the weather is inclement children will be supervised in the assembly hall. Pupils in the Early Years Foundation Stage (Nursery and Reception) may not be left unattended by a parent/carer and should be taken to their classroom at 8.30 am via the Nursery courtyard.

Pupils Registered for Before School Co-curricular Activities

Pupils who are involved in an early morning club in school should arrive at the specified time and entrance. They are under the supervision of the teacher/coach taking the club who will have a register. In the event that the club has had to be cancelled on the morning the pupils will wait in the dining room with the Breakfast Club organiser until the playground supervisor arrives at 8am.

During the School Day

Registration

A register is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school before 9am if their child is absent for any reason. After this time, a member of the office will phone the parents to find out why the child is not in school. We operate identical registration procedures to the rest of the school for pupils in the Early Years Foundation Stage (EYFS).

Parents are requested to sign the child in or out at the office if they arrive after registration or before the end of the session/day.

Early Years Foundation Stage Pupils

The adult to pupil ratio is specified by the Early Years Foundation Stage Regulations and the school complies with these at all times both during teaching sessions and at lunch and playtimes.

In Class and Moving around the Building

Pupils are grouped in classes with their own form teacher. Pupils will generally be under the direct supervision of an adult. However, the level of supervision depends on the age of the pupil, the numbers of pupils and the activity. There are times when children may be sent to take a message or move from one part of the building to another. Staff will have assessed the level of supervision that is appropriate.

Break time and Lunchtime

All members of the staff take their share of break and lunchtime supervisory duties according to a rota.

At morning break the children from Nursery/Reception use the EYFS playground and Years 1-6 go outside to the playground unless the weather is inclement. If it is inclement, Nursery and Reception pupils stay in EYFS classrooms and Years 1-3 go to either the assembly hall/sports hall (depending on the day) and Years 4-6 go to the top floor classrooms.

At lunchtime staff are on duty in the dining room and in the playground. Children are called to lunch at different times and then are expected to go outside to play. Nursery/Reception children use the EYFS playground, and Years 1-6 go outside to the playground. If the weather is inclement, Nursery and Reception pupils stay in the EYFS classrooms and Years 1- 3 are supervised in the assembly hall/sports hall and Years 4-6 are in classrooms on the top floor. Staff supervise the top floor classrooms.

Nursery children are supervised in the building, and in their outdoor area by the nursery team throughout the day maintaining the appropriate ratios.

Reception children are supervised at break time and lunchtime by a combination of the Reception team and by other teachers to maintain the appropriate ratios.

The main duty times are:

- Early morning duty 8.00 am – 8.25 am
- Break duty 10.50 am – 11.15 am (N to Y6)
- Lunch-time duty 11.45am – 1.25 pm (EYFS)
- Lunch-time duty 12.15pm-1.20pm (Years 1-6)

First Aid

There are teaching and non-teaching staff who are qualified first aiders, as well as a part-time school nurse. They are available throughout the day to administer first aid, deal with any accidents or emergencies and help if someone is taken ill. During the usual school day pupils report to the nurse's office. If she is not available, then they report to the office and first aiders will then be called. After school, pupils should report to ASC.

There is always a qualified paediatric first aider available when the pupils in the Early Years Foundation Stage (EYFS) are on site.

First aid boxes are in all potentially high-risk areas, as well as in the medical room. (The School Nurse regularly checks and replenishes the first aid boxes.)

Pupils' Departure

Pupils are expected to be collected at the specified time by a child's parent or one of the adults notified to school.

If there is some confusion as to who is collecting a child the school will attempt to contact the parents. If they cannot be contacted, the member of staff should speak to the Head of Prep or Deputy Head.

If parents feel that their child is mature enough to leave the school premises on their own (this is likely to be only for pupils in Year 5 and above) they should send a letter to the Head of the Prep. School giving their permission for their child to leave the school premises unaccompanied.

Nursery pupils.

Pupils who are part time will be collected after lunch at 1pm from the school office and collection at 3.20pm for full time pupils from the Early Years door into the nursery playground.

Reception pupils should be collected from the Early Years door into the nursery playground at 3.20pm.

Pupils in Years 1-6 (Lowers and Upper school) should be collected from the playground at the back of the school.

Pupils in the EYFS and KS1 who have a sister who finishes at 3.30 pm or 3.45 pm can be supervised in sisters waiting club (in the dining hall) until pupils in Years 3-6 finish time to ease collection arrangements.

If the weather is inclement, all girls should be collected from the nursery playground.

Pupils Registered for After School Care

After School Care runs from 3.20pm until 5.55pm. Pupils must be registered for ASC and a fee is payable. Correct ratios are adhered to. Pupils are based in the ASC room although they use the nursery playground and ground floor toilets.

Their teacher takes pupils in the Early Years Foundation Stage to ASC. Other pupils make their way to the room at dismissal. The ASC supervisor has a list of pupils who are registered to attend. Pupils should be collected from the dining room door into the nursery playground at 3.30pm.

Pupils may be collected at any time by ringing the ASC bell by the double doors into the nursery playground. The ASC supervisor will record the pupils have left.

Pupils Registered for After School Co-curricular Activities

The timings and collection arrangements for co-curricular activities are specified in the sign up/permission letter sent to parents.

Pupils in Reception and Year 1 will be taken to their co-curricular activity. Pupils in Year 2 and above will make their way to the co-curricular activity at dismissal.

The co-curricular activity supervisor will have a list of pupils registered and who is allowed to collect them.

Pupils Who Are Not Collected on Time:

The end of the session or day

Pupils who are not collected on time will be taken to the office after 10 minutes and parents will be contacted. If there is a place in ASC pupils may be sent there after 10 minutes and parents may be charged for the supervision. If not they will sit outside the administration offices under the supervision of the class teacher or office staff until the parent arrives.

It is a welfare concern if pupils are regularly not collected on time and staff will raise this matter with parents and inform the Head of Prep.

After a Club

If pupils are not collected on time after a school club the teacher will call the parents. If the pupil is in a club run by an external organisation they will take the child to ASC and the supervisor will call the parents.

If there is a place in ASC pupils will be sent there and parents will be charged for the supervision. If there is no place they will sit outside the administration offices under the supervision of the teacher/club organiser.

If pupils are regularly not collected on time the school reserves the right to prohibit a pupil from attending co-curricular activities.

Pupils who are Not Collected

The school closes at 6 pm and if we have been unable to contact parents or the emergency contact we will contact Children and Young People's Services.

Supervision Whilst Travelling To and From School

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

Pupils Registered for the Coach or Minibus

Parents can register their daughters for a place on the school minibus/Galaxy people carrier. The premises team drives the vehicles and a member of the Sixth Form provides additional supervision. Pupils who are registered to take the minibus service to school will be dropped off outside the school in Wavertree Road and are escorted into school by senior school helpers or by the coach driver. Pupils who are registered to take the minibus service home will meet in the dining room and a member of staff will take the register to check that all are present and will then accompany them onto the coach via the back door. The member of staff will ensure all are seated and will record the time the coach leaves.

Supervision during Educational Visits

Pupils are supervised by school staff and sometimes with the addition of volunteers. The level of supervision will depend on the age of the pupils, the activity they are involved in, the number of pupils and the location of the activity. All trips are risk assessed.

Further details are found in the "Educational Visits policy" which also applies to children in the EYFS.

Areas Pupils May Not Access

Pupils are not allowed out to the playground or into the sports hall without an adult being present. They are not allowed to use gymnastic, athletic or climbing equipment without supervision. Similarly they may not

use specialist Science, Art or DT equipment without permission. Pupils are expected to follow all reasonable instructions given to them by school staff.

Pupils are not allowed to be in any room without an adult present.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories, the boiler rooms, the kitchens. Clear signs are displayed where pupils may not enter a room and where possible doors to these areas are kept locked when not in use. All flammables are kept securely locked in appropriate storage facilities.

Security and Access Control

All staff should sign in and out when entering or leaving the premises. Visitors are signed in or out by school staff and contractors will be accompanied when children are in the building. The doors to the building are manned at the beginning and end of day when pupils are arriving or being dismissed and are then closed so the only access is through the office or back door both of which have door codes which are periodically changed.

Staff Induction

All new members of school staff with relevant responsibilities receive induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times.