



# Dair House School

## Pupil Supervision Policy



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Monitoring: Deputy Head    Updated: November 2018    Review: August 2019

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### Arrival and Departure

Pupils may arrive at school from 7.30am, and are expected to be collected by their parents/guardians by 6.00pm. Pupils are not allowed on site without supervision. At least two members of the staff (one of which is a member of the SMT) are always present on duty in order to supervise pupils whenever they are in the school.

### Non-teaching times

- *Morning drop-off*

In the morning from 8.15am until 8.30am, two members of staff will be on duty at the front of the school to welcome children at the two main entrance doors.

Key Stage 2 children enter via the Key Stage 2 entrance.

Key Stage 1 children and children in the EYFS enter via the blue gate at the end of the Reception classroom.

Parents of children in Key Stage 2 are encouraged to use the three drop-off spaces to the right of the main school building and allow their children to enter school with more independence.

- *Breakfast Club*

Pupils can arrive at school from 7.30am and have breakfast. This is supervised by one or more members of staff, depending on the number of children attending.

Parents should accompany their children to the Key Stage 2 entrance and press the doorbell. A member of staff will collect the child from the parent.

- *Break Duty*

Pupils from Nursery to Year 6 have morning break from 10.20am to 10.40am. This is supervised by at least two staff for the EYFS and three for combined Key Stage 1 and Key Stage 2.

- *Lunch-time Duty - Nursery/Reception*

12.30pm -1.00pm - Nursery and Reception: enclosed patio area. Two members of staff will be on duty.

1.00pm: The hanging bell is rung and Reception and Nursery children line up outside their respective doors on the patio to be greeted by their teachers.

- *Lunch-time Duty - Years 1 and 2*

12.30pm - 1.00pm- Years 1 and 2: the children play at the 'Big End'. Two members of staff will be on duty, they should always take the bell.

1.00pm: hand bell is rung for Years 1 and 2 to line up; to be accompanied to the patio entrance by staff on duty.

- *Lunch-time Duty - Years 3-6*

1.05pm- 1.35pm- Years 3 – 6: the children play at the 'Big End'. Two members of staff (this will be the 'serving lunch' staff member until 1.05pm, thereafter 'lunch play' rota member) will be on duty, they should always take the bell.

1.35pm: hand bell to be rung twice (first ring - stand still, second ring - pupils to line up by class on hard play area). The members of staff will accompany Years 3 – 6 pupils to outdoor cloakroom. One duty person will stay until last pupil has left the changing rooms.

- *After School Care Club*

A member of staff oversees the After School Care Club which finishes at 6.00pm. (Two members of staff oversee the After School Club until 5.30pm).

- *Plays/Concerts*

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.

## **Sports events**

**When a member of staff is supervising an away fixture or swimming off-site, a mobile phone must be taken.** Teachers supervise pupils on both home and away matches.

Swimming on Fridays is supervised by members of staff from Dair House School, swimming teachers and Lifeguards at Montem Sports Centre and Beechwood School.

## **Registration**

We take a register of pupils at the start of the morning and afternoon sessions.

Parents are responsible for notifying the school if their child is absent for any reason. The school will always try to contact the parent if a child fails to arrive at school or is late without an explanation.

In the EYFS we operate identical registration procedures as in Years 1 to 6.

## **End of the school day**

All pupils at Dair House School are released directly into the care of a parent or other adult whose name has been notified to us by the parent. When parents inform the school of changes to collection arrangements during the school day, these are written on the whiteboard at the Key Stage 2 entrance for Years 3 to 6, and communicated verbally by the School Office for EYFS/Key Stage 1.

Staff will only release pupils to people for whom we have received notification from the parents about.

## **Medical Support**

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the Medical Room.

## **Supervision of 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 schools 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".

## **EYFS Pupils**

Children in the EYFS are usually within sight of staff and always within sight or hearing. The arrangements for the supervision of EYFS pupils in the Nursery Department of the School are set out in our policy, "Information for Parents of EYFS Children".

## **Pupil/adult ratios in the EYFS**

Our Classroom Assistants and non-qualified teachers can be responsible for eight children. Our qualified nursery staff with the ETPS can be responsible for thirteen children. Qualified teachers can be responsible for thirty children.

## **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.