

# Pupil Supervision Policy



# **1 Pupil Supervision Policy**

## **Pupils' Arrival and Departure**

Day pupils may arrive at school from 8.30am, and are expected to go home at 5.00pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties.

Boarders are supervised by houseparents outside these hours. Staff are on duty in all boarding houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

Arrangements are made to ensure pupils are supervised during other activities such as play rehearsals, music concerts or other events that bring small groups into school out of hours. A member of staff always supervises pupils involved in a sporting match either at home or away.

## **Registration**

We take a register of pupils at the start of the morning and in the afternoon. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. See Missing Child Policy.

We make sure that we know the whereabouts of all boarding pupils at all times. The houseparents keep records by operating a signing in and signing out system when boarders leave the school, and by registering attendance at various times e.g. breakfast, roll calls etc.

In the Early Years Foundation Stage, both in the Nursery Years and the Reception Year, a child is released 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.

## **Medical Support**

The arrangements for medical support are described in our First Aid and Health & Safety Policies.

There is a qualified nurse on duty in the Medical Centre from 8.30am to 5.00pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A large 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. The names of First Aiders are published.

We always make sure that a qualified paediatric first aider is on duty whilst our Nursery children are in school and our EYFS staff are Paediatric First Aid Trained.

A number of staff are trained in the use of the AED.

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

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses, but are expected to behave responsibly. Bus drivers are required to report any incidents. We would always investigate complaints about poor behaviour. Members of staff are on duty to supervise when the school buses depart. All pupils sign a Bus Passenger Behaviour Contract – See Appendix 1

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## **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 “EYFS Supervision Policy”.

## **Unsupervised Access by Pupils**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology workshop, etc. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the maintenance, catering and caretaking areas of the school.

## **EYFS Pupils**

The arrangements for the supervision of EYFS pupils in the Nursery Years of the school are set out in the “EYFS Supervision Policy”.

## **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, and is available in the staff handbook.

## APPENDIX 1:



### **BUS PASSENGER BEHAVIOUR CONTRACT CODE OF CONDUCT**

All pupils have a right to feel safe and secure whilst travelling on our School buses. To this end, pupils are considered to be subject to normal School Rules from the moment of their arrival at their bus collection point until their return.

In particular:

1. Pupils must remain seated, with their seat belt fastened, throughout the journey and must not move about the bus whilst it is in motion.
2. Pupils must treat all the bus passengers with respect and consideration. Bullying or intimidation of other passengers through whatever means, will not be tolerated.
3. Pupils must behave properly at all times, must respect the bus driver and the general public, and refrain from any behaviour which is likely to harm the good reputation of Lucton School. Nothing should be thrown out of windows or onto the floor. All litter should be taken with you or put in the bin provided.
4. Pupils must follow instructions from the Bus Driver / Bus Prefect / Sixth Formers whilst travelling on the bus.
5. Bags must be stored safely and in compliance with the driver's instructions.
6. Pupils should be in correct school uniform when travelling and should not board the bus in dirty or muddy games kit.
7. Pupils must take responsibility for their fellow passengers and should report any incident of misbehaviour to the Head of Prep or the Pastoral Deputy as soon as possible.

Lucton School provides bus services to transport pupils to and from the School as a service to parents and to reduce the number of parents who have to make the journey to school twice a day, or at the beginnings and ends of term. The same standards are expected when buses are used for trips and matches or by the boarders. It is not an automatic right that all pupils may use the School's buses. Pupils must comply with the Code of Conduct at all times.

The School reserves the right to withdraw use of the service from any pupil who fails to comply with the Code of Conduct.

*I agree to abide by the Code of Conduct and understand that failure to do so may result in my losing my place on the bus.*

Signed: ..... Date: .....

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