



# BEESTON HALL SCHOOL

## SUPERVISION OF PUPILS POLICY

Teachers at Beeston Hall School have a duty of care to all pupils in the School. It is the School's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also our responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

<ul style="list-style-type: none"> <li>➤ Breakfast (until 8.00 am)</li> </ul>	<p>The Boarding team are responsible for the boarders, with a Houseparent or House Tutors in charge. Boarders have time to move from breakfast, the boarding house and music practice before registration. There is always a member of staff on duty in the Link at that time.</p>
<ul style="list-style-type: none"> <li>➤ Registration (8.15 am – 8.25 am)</li> </ul>	<p>Form tutors are responsible for the registration of children between these times. Form tutors should be available from 8:00am although on Monday morning there is a staff briefing at 08:05am.</p>
<ul style="list-style-type: none"> <li>➤ Lesson Time</li> </ul>	<p>Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency, teachers might: summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; call the School Office or a member of the teaching SMT. Pupils will be excused from lessons to go to the loo, attend a music or other 1:1 lessons.</p>
<p>Break and Lunch Time</p>	<p>All pupils are supervised by members of staff who undertake break duty (on a rota basis). The member of staff on duty will make sure all of the children go into lessons when the bell rings.</p> <p>EYFS children and Year 1 children will be supervised by 2 members of staff on a rota basis– one based inside the classroom monitoring the snack bar and one based in the outdoor area. One member of staff will be paediatric first aid trained. Year 2 children will be allowed to access the same areas to play as the rest of the school and are made aware by the Class Teacher of where they can go to find help if they need it. They will be supervised by the members of staff on duty. Any incidents which occur during break time involving Y2 children will be reported by the duty member of staff to the child's class teacher.</p>

	<p>All pupils are supervised by members of staff, who undertake lunch duty on a rota basis.</p> <p>All Staff are expected to sit with the pupils and supervise them at this time. All pupils are then supervised by members of staff outside and around the school until 1:55pm when lunch break ends and pupils return to their classrooms.</p> <p><u>Pre-Prep</u></p> <p>Teachers will escort their classes to the dining hall after washing their hands. At the end of lunch, the teachers will escort the children back to their classrooms to take the afternoon register. EYFS children and Year 1 children will be supervised by 2 members of staff on a rota basis – one based inside the classroom monitoring the snack bar and one based in the outdoor area. One member of staff will be paediatric first aid trained. Year 2 children will be allowed to access the same areas to play as the rest of the school and are made aware by the Class Teacher of where they can go to find help if they need it. They will be supervised by the members of staff on duty. Any incidents which occur during break time involving Y2 children will be reported by the duty member of staff to the child’s class teacher.</p>
End of school	<p>3.30pm Pre-Prep – All Pre-Prep children have story time in the Reception classroom at 3.15pm. The children who are going home at 3.30pm line up with their things at the door. Parents wait for their children in the outside playground or under the canopy if it is raining. The member of staff signing out will make eye contact with the parent before allowing the child to go into the playground to meet their parent(s). The member of staff signing out will tick next to the child’s name to sign them out.</p> <p>3.30-4.30pm – Pre-Prep activities. There will be one member of staff running the activity who will be responsible for supervising the children at this time. If there are any EYFS children staying for a club, then a further member of staff will remain to support the activity. One of the members of staff will have paediatric first aid training. At 4.30pm the children will line up at the door whilst parents wait in the playground. The member of staff signing out will make eye contact with the parents before releasing the children and ticking their name on the sign out sheet. Any Pre-Prep children who are on the bus will be escorted to the office by a member of Pre-Prep staff and wait with them until they have been met by the bus driver or chaperone.</p> <p>4.30-5pm – If any of the Year 2 children are staying for Junior activities the parents would have made their child’s class teacher aware at drop off in the morning or by phoning the school office. The Pre-Prep staff would arrange for a member of staff to supervise the children and ensure they had had a drink and afternoon</p>

	<p>snack. The member of staff would accompany the child/children to the Link for the Junior Activity register. At the end of the activity the child will return to the Pre-Prep to collect their things and Pre-Prep member of staff would accompany them to the Link to sign out.</p> <p>4.30 pm -5.45 pm EYFS and Y1 – If children are staying until 5.45 pm there is a ‘siblings club’ with a snack, story or quiet activity. If the child/children are in the EYFS, then the member of staff supervising the child/children should be paediatric first aid trained. The parents will collect them from the Year 3 classroom and the member of staff on duty will sign them out.</p> <p>4.30pm The Day Children are signed out by a member of staff on duty on a rota basis.</p> <p>5.45 pm The Day Children are signed out by a member of staff on duty on a rota basis.</p>
▶ Activities & Games	Those doing an activity or games are under the supervision of the member of staff in charge until its conclusion.
Pupils who are off Games	Pupils who are off games will be either: in a class room/library supervised by a member of staff, at the pitch side/sports hall, supervised by the teacher running the activity. The Director of Sport produces an off games staff rota every term.
Boarding time	Boarding hours are from 5.45 pm – 8.15am. More information can be found in the boarders’ handbook and on the activity programme termly.

### **Pupil Absence**

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the School Office, preferably copying in the form tutor, giving the reason and likely duration of the absence.

### **Visitors**

As part of the School’s requirement to protect the pupils in its care, ALL VISITORS to the School are expected to sign in and out at the School Office or the Coles Yard, where they will receive a badge which they are expected to wear for the duration of their visit. Fire procedures and Child Protection information are displayed on the back of visitor’s badges.

All staff should be prepared to question a stranger regarding what they are doing on the premises and to immediately report concerns to a member of the SLT.

### **Parent Helpers in the classroom**

Any parent helpers in the classroom or on trips will have a DBS check in place which will be on record in the school office. No parent helper will be left unsupervised whilst working with children. They must

sign in and out at the school office and wear a visitor badge. Class Teachers will make parent helpers aware of any medical needs within the class and also fire and safeguarding procedures.

No parent helper may bring their mobile phone into the Pre-Prep classroom. They must leave it either in the School Office or in their vehicle. The class teacher will make the parent helper aware of this when they discuss safeguarding procedures with them.

### **Supervision of Pupils on Trips**

See policy 14d – School Journeys

### **Staff Duties**

Staff expectations and commitments are outlined in the staff handbook. All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of supervision.

Staff on duty must be outside immediately at the beginning of break time. It is essential that supervision at break time is pro-active. The children must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty might also comfort children who, for whatever reason, might be sad or lonely.

Staff have specified areas of the school to patrol, however, all staff sign up to an ethos of collective responsibility. There is a comprehensive staff duty rota in place which all staff participate in.

### **Medical Support:**

There is a qualified Nurse or duty matron on duty in the medical centre during term time able to deal with accidents or to help if someone is taken ill. A number of the teaching staff and non-teaching staff are trained first aiders.

### **Pupil access to 'risky areas' of the Campus**

In the interests of safety, pupils are restricted to particular areas of the School site at certain times of the day. If pupils go 'out of bounds', they are placing themselves at some risk – a risk which is unacceptable to the teachers and House staff who have a duty to ensure the health and safety of pupils in the school's care. There are regular reminders in assemblies of where pupil's may/may not go.

### **Supervision of Boarders during journeys to and from the School**

In order to ensure safe transport to and from School the following procedures apply:

#### **Travel on Public Transport:**

##### **Train travel:**

Pupils who need to travel by train to or from the school will be accompanied by a member of staff. Their tickets will be arranged by the front office in advance.

**Taxis:**

Pupils only use pre-booked taxis from Sheringham Taxi's or Bernie's Taxi's from the School office: these companies have put all their drivers through DBS checks as required by Norfolk County Council.

**Travel in cars other than those driven by parents, guardians or by a pupil**

Specific written/email permission is required by the Head of Boarding for boarders and by the Form Tutor or Office for Day Children in advance from parents or guardians.

**Uncollected child**

See separate policy under regulation 14

**Reviewed by Fred de Falbe: January 12.01.2020**

**Monitored by Bob Hammond: 13.01.2020**

**Next Review: 6.01.2021**