DURLSTON

Policy 1.12

Durlston School Supervision Policy

(Including EYFS pupils)

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Durlston School 1.12 School Supervision Policy.

1. Aims of the Durlston school with regard to supervision:

1.1The teacher has a duty of care to the children, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively, the Head has certain responsibilities.

1.2 These include:

- Formulating the overall aims and objectives of the school and policies
- Ensuring that teachers at the school receive the information they need.
- Ensuring the maintenance of good order and discipline at all times during the school day (including playtimes).
- Making arrangements for the security and effective supervision of pupils.

2. Negligence

2.1 If a claim of negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists and that adequate care was being exercised at the time of the incident. **High standards of supervision must be maintained at all times**.

2.2 *Any injury to a pupil would not in itself be grounds for a successful action against a member of staff or the school*. It is necessary to show that there has been negligence by the school, which has resulted in the injury sustained by the pupil. Governors are responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

3. Supervision of pupils in out-of-school care:

3.1 Where provision is solely before/after-school care for children, the following staff-to-child ratios are in place:

- 1:10 for children in Reception,
- 1:30 for children from Year 1 to Year 11,
- 1:8 for children aged 3 - 4 who are in the Kindergarten or Reception,
- 1:4 for children aged 2 who are in the Kindergarten

3.2 Daily registers are taken for before and after school care to ensure ratios and ages of children are monitored and where needed staff members are added to the duty rota to ensure the safety and welfare of the children.

4. Supervision Before School

4.1 All Pupils arriving early are supervised by Staff in Morning Club from 07.45. Some pupils may be supervised in morning clubs, e.g. LAMDA, cricket, tennis. All Class teachers and tutors are in their classrooms from 08.20 each morning and registers are taken at the normal registration time for their section of the school.

5. Supervision after School

5.1 Durlston offers after-school clubs and activities run by Durlston Staff. Pupils are either in after-school activities, or they have been collected by parents.

5.2 Any child not collected and without information from parent/carer or emergency contact person, will remain with a member of staff.

6. The Start of the School Day

6.1 Pre-Prep (Kindergarten - Year 2)

6.1.1 Pupils may arrive at school between 07.45 and 08.20 for Morning Club. This takes place in the Pre-Prep Hall until 08.30. Pupils are then escorted to their classrooms. The front doors are opened at 08.30 and the Head of Pre-Prep and class teachers welcome children into school.

6.1.2 Registration - Registration takes place at 09.00 and 13.10 for all pupils. 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 in the event of an unauthorised absence.

6.2 Middle School (Years 3 - 6) and Seniors (Years 7 - 11)

6.2.1 Pupils may arrive from 07.45 for Morning Club in the Dining Hall. Any pupil arriving from 07.45 to 08.20 should go to this club. They will be dismissed by the member of staff on duty and then go to their form room. Pupils arriving from 08.20 should go directly to form rooms.

6.2.2 Registration - Registration takes place at 08.30 and 13.50 for all pupils. 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 in the event of an unauthorised absence.

6.2 Children arriving at school by car may be dropped off at the main car park in the designated zone where members of staff on duty receive them and direct them to their classrooms.

7. Absence

7.1 The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. Parents complete the relevant form on the Parent Portal to register a pupil's absence. The school will contact parents when children are absent from school without notification. For organised planned absence – eg family events etc, a request must be made by the parent direct to the Head.

8. Lesson Time

8.1 Children should be under supervision at all times during the school day. Pupils in the Seniors are allowed to be briefly unsupervised providing a member of staff knows where they are. Teachers should not leave a class unsupervised at any time unless there is an emergency. From time to time it may be desirable that children are allowed to exercise some personal responsibility.

9. Leaving the School Site

9.1 Children should not be allowed off site during school hours unless there is clear evidence of a request, in writing, from the parents or guardian, and they leave the school site with a nominated responsible adult.

9.2 Car Park

9.2.1 The car park is supervised by the duty staff from 16.15 until 16.30.

9.2.2 Pupils should not be signed out until the member of staff due in the car park is there.

9.2.3 The car park is supervised by the duty staff from 17.20 until all the pupils have departed. Pupils should not be signed out until the member of staff due in the car park is there. In the event of a child not being collected by 17.45 the duty staff should contact the parents. If a pupil has not been collected by 18.00 a member of the SLT will supervise.

10. Illness

10.1 When children are taken ill during the school day a member of staff will contact the parents or guardian whether at home or at work. Information about contacts is kept on Hubmis and in the school office.

11. Visitors

11.1 All visitors to the school are expected to sign in and out at the main office and wear a visitor's badge. All staff should check any person without a badge on the premises and report any concerns to the office. Visitors to Durlston are supervised at all times.

12. New Members of Staff

12.1 New members of staff are supervised at all times, until their full DBS is received. In the interim period, a full risk assessment is undertaken to cover individual members of staff.

13. Supervision at Breaktime

13.1 A duty rota for break time supervision is available on the Staff Intranet page.
In order to provide appropriate supervision at adequate levels risk assessments are undertaken taking into account the geography of the site and the numbers of pupils playing in various areas.

13.2 Duty staff should actively patrol the area they are responsible for and be vigilant for pupils' activity to detect in so far as possible any individual or group action which might:

- Be considered intimidating
- Give rise to injury
- Cause damage

13.3 All children requiring first aid will be accompanied to Main Reception.

13.4 The following areas of the Middle School and Senior site are supervised at breaktimes and lunchtimes

- Astro
- Netball Courts (outside of the Sports Hall)
- Area in front of the Art Department/ Music School
- Pitch behind the Music School (summer time only)
- Year 10 and 11 Common Room
- Library (supervised by the librarian)
- Music School (supervised by Music Staff)
- The Reef (Middle Prep pupils allowed in this area only if they have asked permission)
- Art/D.T. (supervised by Head of Art/Head of D.T.)

13.5 Out of Bound areas

- Inside the school apart from wet weather and unless with permission from, and supervised by, a

member of staff.

- Car parks.
- Behind astro near pond.
- Behind the Hayward Centre and around the Chapel.
- Any other areas of the grounds not mentioned in the above

13.6 Pre Prep (Kindergarten - Year 2) supervision

13.6.1 There is a clear handover of responsibility between parent/carer and teacher at the beginning and end of each day. Children in EYFS are signed in and out at the beginning and end of each day. Time of arrival and departure are noted, along with details of the person dropping off and collecting.

13.6.2 A register is taken in Morning Club and again for those attending After School Care Club (ASCC). Children are signed out of ASCC by the supervising staff.

13.6.3 A duty teacher is available in Pre-Prep until the last child has left the building.

13.7 The following areas of the Pre-Prep are supervised at breaktimes and lunchtimes

13.7.1 The Pre-Prep playground is available for children to use during morning and lunch playtimes and is supervised by staff on a duty rota. Children may sometimes use the front (tarmac) playground for additional playtime activities as organised by the duty staff.

13.7.2 The Kindergarten outdoor area is accessible throughout the day due to the freeflow nature of the provision. This is supervised by staff as per the daily plan for Kindergarten.

13.8 Out of bound areas

- The Secret Gardens without supervision

14. Bad Weather

14.1 Whenever possible breaks must be outdoors; however, there will be times when bad weather will prevent this. Staff will decide whether outside conditions merit a break being declared indoors. Indoor breaks are conducted in classrooms in the Pre-Prep and Middle School. Senior School pupils go to Tutor rooms where they are supervised by Prefects while duty staff rotate.