

## FINBOROUGH SCHOOL SUPERVISION OF PUPILS POLICY

All members of the teaching staff at Finborough have a responsibility to ensure full and appropriate supervision of all children in our care.

### **Supervision before and after school**

Pupils can arrive at school at 8am and can remain at school until 5:30pm (arrangement can also be made for later pick up where boarding staff will supervise).

Early care for EYFS takes place from 8am each day in their usual classrooms; parents bring children to the classes and hand over to staff.

For the Prep 1-2 and Prep 3-6 an 'Early Care' room is identified and pupils are taken to it, where they are handed over to staff.

In the Senior School pupils arriving to school before 8:30am go to the Library where they are supervised and have the opportunity to read or complete homework.

Registration and lessons across the school commence at 8:40am, at which time all pupils are supervised by their class / form teacher.

In EYFS parents can collect pupils at 3:30pm, 4:30pm or 5:30pm (earlier collection may be arranged for our youngest children). In all cases registers are kept of when children are to be collected and parents go direct to the children's usual class and sign them out.

Prep school pupils can be collected at 3:30pm, 4:30pm or 5:30pm. In all cases collection takes place in the Foyer and children are handed over to parents and late stay registers marked. At 3:30pm Prep School pupils engage in a range of enrichment activities, following which they can be collected by parents at 4:30pm or remain for tea until 5:30pm. Late Stay registers are marked as pupils are handed over to parents in the Foyer.

Senior School pupils are in compulsory lessons until 4:30pm, following which they can be collected by parents or remain for enrichment / study until 5:30pm and tea until 6:00pm. Late stay registers are kept and pupils are signed out for collection.

If a parent needs a child to remain at school after 6:00pm the children are handed over to boarding staff who supervise them until collection from the Boarding House.

### **SLT Duty**

Members of SLT are identified on a rota for duty each day. Their roles are specified as set out below:

- Be on site at 8am.
- Be in mobile contact throughout the day (8am – 6pm).
- Check that allotted member of staff supervises early care.
- Position yourself in the main car park to welcome pupils and parents.
- Check break / lunch duty staff are in place (patrol key areas during these times).
- Check late stay and study are supervised.
- Senior staff to supervise senior tea @ 5.30 and sign all leavers out.
- Check in with the Office (in person) at 6pm to see if pupils need to be transferred to boarding,
- If absent on your day of duty, it is essential that you swap / organise cover for all of the areas above (SLT Member)

### **Close Supervision**

All EYFS and Prep Pupils are subject to close supervision and are in sight and sound of an adult throughout the school day including unstructured 'play' time at break and lunch.

## **Lesson time**

No class will be left unsupervised during the school day.

If a child is unwell or requires medical attention during the day, arrangements must be made by the form teacher or member of staff on duty for them to go to the office (with a note from the member of staff) where the office will administer first aid and contact the parents/carers if necessary. Children who are unwell and/or awaiting collection must not be left alone.

All unaccompanied parent helpers must have been through the schools recruitment procedures, book in at the office and wear a visitors' badge.

All visitors must sign in at the school office and be accompanied by a member of staff at all times.

## **Games/PE**

Children must always be supervised when changing for and after games.

Children changing for swimming must not be left alone in the changing rooms. Staff supervising children changing for swimming must not be with children in a closed cubicle.

Children who are not doing games for any reason must be supervised either in the library or in one of the Prep classrooms.

## **Supervision in Unstructured Time (Break / Lunch)**

A duty supervision rota is drawn up for EYFS, Prep and Senior School and pupils are allowed to play / occupy identified and delineated areas (EY, Prep, Y7+8, Y9-10 and Y11-13)

Duty staff and sixth form prefects are requested to look out for and take action to prevent the following:

- Any indications of bullying of any nature
- Over boisterous behaviour that could pose a threat to health and safety or property
- Behaviour/play/games that are likely to cause pupils to become muddy or wet
- The use of inappropriate language

In addition staff and sixth form prefects are asked to be alert to any pupils that seem upset or lonely and to enquire about their well-being.

## **Supervision of Senior School Study**

Senior School pupils and parents can opt for supervised study between 4:30pm and 5:30pm. This is supervised in the Senior School Block (Years 7 – 9) and the Library (Years 10-11). Two members of staff are on duty and are supported by sixth form prefects in each room.

## **Sixth Form**

Our sixth form pupils are afforded more freedom around the site as befitting their age and responsibility. They are required to sign in and out of school as appropriate.

## **Supervision of Boarders**

At 5:30pm boarders care is taken over by boarding staff as they return to the Boarding Houses. They have tea from 5:50pm where they are supervised by boarding staff.

Each evening they are engaged in supervised activities including homework.

Boarders are supervised in the boarding houses and when engaging in activities around the school. When they leave the boarding house for a supervised activity they have to sign out.

Boarders are allowed to visit the homes of other pupils only with the permission of their parents and will in such cases be handed over and signed out and back into the care of our boarding staff.

Sixth Form Boarders are allowed to leave the site only with the permission of their parents and specific timescales have to be provided.

Our residential house tutors provide 24hr cover for the children. If a child should need the assistance of a member of staff overnight they can knock on the door to the staff accommodation.

In case of an emergency such as a fire the duty staff will ensure that all children are quickly evacuated out of their rooms and accounted for at the assembly point. To achieve safe and controlled emergency procedures there will be a night time fire alarm practice each term.

SC September 2018

Reason for Review/Amendments	Last review August 2016
Details of changes	<ul style="list-style-type: none"> <li>• Policy reviewed to ensure current legislation and practices are included.</li> <li>• Policy updated with changes to staffing and responsibilities.</li> </ul>
Date of next review	Annual review May 2017 (Boarding / Pastoral Governance)

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
H Svendsen-Cook	Headmaster's PA / Admissions	Document Administration (non-academic staff)		