



WISBECH GRAMMAR SCHOOL

Supervision of Pupils Policy (A12)

| | |
|----------------|---|
| Scope: | Prep School |
| Release date: | November 2023 |
| Author: | Assistant Deputy Head Prep School |
| Reviewer: | Senior Deputy Head Prep School |
| Approval body: | Board of Directors <i>(Ratified at EdComm Meeting)</i> |
| Review date: | October 2024 |

Linked documents

This Policy should be read in conjunction with:

- WGS Prep School Behaviour Policy (A4)
- First Aid Policy (A7)
- Health and Safety Policy (A9)
- Trips and Educational Visits Policy

Availability

This Policy may be viewed on the School website and a printed copy is available on request from the School office/Pupil Services Team.

Summary of update

| | |
|--------------|---|
| October 2023 | Break Times - Areas of play for the pupils has been changed |
|--------------|---|

Introduction

Above all other considerations the safety and well-being of the pupils must be an over-riding consideration. All members of staff are responsible on a day-to-day basis for ensuring that pupils in the school are safe.

Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom, the Senior Deputy Head Prep School, or another appropriate adult should be summoned.

Staffing during the School Day

Before school

Breakfast Club - Pupils are met at the entrance to the tunnel by the member of staff on duty. The member of staff on duty will accompany the pupils to Skelton Hall and return with them at 0820.

At least one member of the Senior Team will be on duty in the car park from 0810. There are always two members of the Prep School staff on duty from 0800 in the triangle playground. These staff will be posted in the school playgrounds and will take responsibility for supervising the pupils who arrive before 0840 except for those attending the Breakfast Club.

Children keep their belongings with them and take them to the cloakrooms when all classes enter the building.

In the event of inclement weather all pupils will go to their classrooms and are supervised there until the beginning of lessons.

Pupils who travel to school by bus will make their way to the Triangle playground, accompanied by members of the senior classes of the Grammar School.

Break times

A rota system is employed to ensure effective supervision of the playground areas. Kindergarten play within their allocated area, Reception play within their allocated area, Prep One within the Triangle playground, Prep 2 and Prep 3 play within the Pirate ship playground and Prep 4 - Prep 6 pupils on the other 2 play areas.

There will be a minimum of two Teaching Assistants plus two teachers on duty during morning and afternoon breaks. First Aid can be given either directly on the playground (when dealing with near miss or minor incidents), or by the designated First Aider who is required to remain on duty in the staff room throughout break. There are first aid supplies available in small packs to be taken outside, and the main location for supplies is in the medical room of the Prep School. Morning break takes place from 1025 – 1045 and afternoon break is from 1405 – 1425.

Lunch times

Teaching Assistants and Teachers are on a duty rota responsible for the children during the lunchtime break. They also supervise the pupils in the Skelton Hall, in addition to the serving and general kitchen staff who are responsible for setting out and clearing away the plates and cutlery and assisting the younger pupils with cutting up food and carrying their trays. The Teachers and Teaching Assistants accompany pupils to Skelton Hall. When the pupils have finished their lunch they are escorted outside to the playground by the Teaching Assistants and Teachers. The duty staff remain on duty until 1240 when the Class Teachers escort the pupils back to their classrooms in time for afternoon lessons.

Clubs

Pupils are able to participate in the daily clubs programme which runs from the end of afternoon school at 1530. Clubs finish at 1610, except for a few which may run slightly longer to enable the children to take full advantage of the activity.

Staff supervise pupils attending the clubs in the designated area relating to the activity. For such activities that take place off school premises the relevant risk assessment forms need to be completed by the member of staff running the club, and permission obtained before the club takes place. Some clubs need to be limited in numbers owing to safety factors, such as Tennis and Science Club.

Bus pupils

Any pupils who travel home by bus are released from the club they are taking part in at 1600 when they are released to the staff members on duty. A register of pupils travelling each day will be taken. A member of staff is assigned to each of the three bus stops and will accompany the children to the different bus stops (Harecroft Road, Jarvis Carpark and Skelton Hall). The members of staff escorting them will ensure that the children are on the correct bus and that they are wearing seatbelts and seated at the front of the buses before they leave. Staff will remain at the bus stop until all the coaches/minibuses have departed.

End of the Day

At the end of the teaching day most pupils will remain at school to take part in the Clubs programme. Any pupils going straight home at 1530 will be accompanied to the carpark to waiting parents/carers. Following the end of Clubs at 1610 pupils will be accompanied to the carpark to waiting parents/carers. Those pupils staying for Late Club will be dismissed to parents/carers from Pupil Services prior to 1730. A member of the Prep School Leadership Team will remain in school until the last pupil has been collected.

Accidents and Injuries

There is a separate policy, (A7) First Aid Policy, in place giving guidance for staff dealing with accidents and injuries, and a record is kept of all such occurrences. Parents are informed in the case of any head injury, and in addition they are notified when the first aider dealing with the injury feels any level of concern. All staff are trained in First Aid procedures, and there is always at least one member of staff on the premises who holds a current certificate in specialised training in paediatric first aid.

Trips and Educational Visits

A separate policy is in place dealing with these events. Ratio guidelines for adult: child supervision are always adhered to, with the majority of trips having more staff than the recommended number. Any member of staff taking children off school premises must take the school mobile phone with them and be always contactable. In addition, the InTouch system is used to keep parents informed of any alterations to arrangements.