

RYDES HILL PREPARATORY SCHOOL & NURSERY

P32 (ISI 14A) – PUPIL SUPERVISION POLICY



RYDES HILL

PREPARATORY SCHOOL & NURSERY

CHILDREN'S MISSION STATEMENT

Think deeply, live wisely, love generously

MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

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| Written By : | Sarah Norville | 17 th September 2020 |
| Reviewed By : | Sarah Norville | 11 th September 2024 |
| Approved By : | SLT | 17 th September 2024 |
| Governor Review By : | Not required | |

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| Appendix A – Recommended Staff to Pupil Ratios | Error! Bookmark not defined. |

Revision History

| Revision | Paragraph Number | Revision |
|----------------|------------------|---|
| July 2011 | | Original document |
| August 2012 | | Update |
| August 2013 | | Update |
| August 2014 | | Update |
| August 2015 | | Update |
| May 2016 | | Update |
| May 2017 | | Update |
| September 2018 | | Update |
| September 2019 | | Update |
| September 2020 | | Update |
| July 2021 | | Update |
| September 2024 | 15 | Additional paragraph Removal of references to the COVID pandemic Removal of sections on the mini bus service References to 'Prep club' removed throughout Removal of paragraph about 'toilet girdles' Removal of appendix A (Pupil ratios) |

Abbreviations, Acronyms and Definitions

| Abbreviation / Acronym | Definition |
|------------------------|------------------------------|
| EYFS | Early Years Foundation Stage |

Aim / Objective / Statement of Intent

1. All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. This policy provides a summary of the process by which this obligation is fulfilled. This policy also covers EYFS. Further details are available to staff in our Staff Handbook, Early Years Policy & Handbook, P14 Missing Child Policy and Procedure for when a child is not collected on time and P38 Health & Safety Policy.

Pupils' arrival and departure

2. Pupils may arrive at school from 7.30am (for a pre-booked Breakfast Club) and are expected to go home by 6.00pm at the latest when the "Stay & Play" facility finishes – 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 staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties when required.
3. The main duty times are:
 - Breakfast Club (7.30am – 8.00am)
 - Early morning duty (8.00am – 8.20am)
 - Break duty (10.30am – 10.50am)
 - Lunch-time duty (12.15pm – 1.30pm)
 - After-school duty (3.15pm – 6:00pm)
4. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

Registration

5. Children arriving for Breakfast Club (7.30am – 8.00am) must go straight to the Dining Hall and sign in immediately or be signed in by their parents. Children attending 'Early Birds' (8.00am – 8.20am) go directly to the tennis courts. Nursery children are ticked off on the register as they arrive. All other children are supervised on the playground.
6. During wet weather, children attending 'Early Birds' (8:00am – 8:20am) should go directly to the Friends Hall where they will be supervised by staff.
7. We take a formal register of pupils when they get into class at the start of the morning

and afternoon sessions. Children attending Stay & Play and other school staff run after school clubs, are signed in and out by the staff member in charge. Children attending after school clubs not run by the School but held on the school premises, (such as ballet classes) will be sent to these clubs by School staff and registered by the person running the club. Should any pupil fail to arrive at the club, the person running the club is responsible for ascertaining the whereabouts of the pupil.

8. 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.

Medical Support

9. There is always a qualified First Aider available on site to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A 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 the First Aiders are available from the School Office. We always make sure that a qualified Paediatric First Aider is on duty whilst our EYFS children are in school, including during “Breakfast Club”, “Early Birds” and “Stay & Play”. This also applies during our All Year-Round provision.
10. First aid boxes are in all potentially high-risk areas, as well as in the School Office. (School Secretary/First Aider in the School Office, regularly checks and replenishes the first aid boxes). Parents decide whether the EpiPen required by their child remains with their child at all times or is stored in the medical cupboard in the School office. All teaching staff have also received Paediatric Anaphylaxis Training.

Supervision whilst travelling to and from school

11. Parents are responsible for ensuring that their children travel safely to and from school.
12. Parents of children in Higher Prep and Form One may opt for their child to walk to and from school alone. They need to inform the school in writing that this is taking place and what the arrangements are. Children who walk to or from school without adult supervision need to leave their house keys and mobile phone at the school office when they arrive in the morning and collect it when they leave.

Supervision during Educational Visits

13. The arrangements for the supervision of pupils during educational visits and trips out of school are described in our policy “P12 Educational Visits including Visits by EYFS Children”. Details of current recommended staff to pupil ratios can be found in Appendix A.

Unsupervised access by pupils

14. Pupils are not allowed to use the adventure playground, gymnastic or athletic equipment, without supervision. Pupils are expected to follow reasonable instructions given to them by teachers, non-teaching staff or qualified leaders in adventurous activities. Pupils attending extra-curricular activities are supervised by the staff leading these activities. Occasionally, parent volunteers may accompany staff on these trips in order to help support the staff with tasks such as distributing lunch, timing of races etc. Volunteers will not be left alone with children.
15. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, etc. All flammables are kept securely locked in appropriate storage facilities.
16. Pupils attending events organised by the Friends of Rydes Hill School (FRHPS) are the responsibility of their parents.

Staff Induction

17. All new members of the teaching staff, Stay & Play staff and lunchtime supervisors, receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. (See Appendix A) Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside lesson times.