

Cumnor House School



Supervision of Pupils Policy 2016

The health, safety and welfare of the pupils in our care is our first concern. All staff at Cumnor House, teaching and non-teaching staff have a duty of care for the boys within the school, acting in loco parentis. No pupil may be left unattended.

All members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the building and grounds that should be regularly checked when on duty. Supervision instructions for specific activities, including road safety and school trips are included in the Educational Visits Policy and Staff Handbook.

At the start of the day

Boys are allowed into the playground from 7.45am and they are supervised by a member of teaching staff. The school gate is locked at 8.20am. Pupils arriving late must sign in at the main school office.

Registration

The register is taken at 8.20am by the form tutor and again at 1.30pm. Parents are responsible for notifying the school if their son is absent for any reason. The school will always contact the parent if a boy fails to arrive at school without an explanation.

Lesson Time

Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason and the boys should not be left unsupervised in classrooms at any time. In an emergency, teachers might summon a teacher from an adjacent classroom to supervise both classes while the incident is dealt with.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology room, the art room etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Lunch and Break Times

All pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Duty staff supervise the playground and dining hall throughout the duration of break time. The climbing frames are supervised at all times.

Wet Break Times

All pupils are supervised inside the building during wet weather. The staff also undertake a duty on a rota basis.

Sporting Activities

Full guidance for managing sports activities are outlined in the Staff Handbook and PE and Games Policy. Sports staff supervise pupils at home and away matches. All 'off games' boys join the 'off games' staff who are responsible for covering and will supervise these boys in a classroom.

Illness and Medical Support

A number of the teaching staff and non-teaching staff at Cumnor House are qualified First Aiders at work. They are named in the First Aid policy and are available throughout the day to deal with accidents and emergencies, or to help if someone is taken ill. If a boy is feeling ill, has a minor injury or is in need of medication or any other form of support the office staff will contact the parents. First Aid boxes are in all potential high risk areas and in the School Office. Further details may be found in our First Aid Policy.

Late Collections

If a child is not collected from school the child will be placed in the care of the After School Care Club. There is always a member of the SLT on late duty who will check that all children are collected by 6pm from the After School Care Club.

After School Clubs

Supervision arrangements of after school activities are the same as those in lesson time; in particular, pupils must not be left unattended at any time. Staff in charge of clubs will dismiss boys from the gate at the end of the session. If pupils are not collected then the late collection procedure is followed.

Late Duty

All SLT members have a rota and will stay on the premises each evening until all boys are collected.

Out of Hours Activities

Arrangements are made to make sure that children are supervised during concert rehearsals, or other events that bring pupils into school out of hours.

Outings

The arrangements for the supervision of pupils during educational trips and visits are detailed in 'Learning Outside the Classroom/Educational Visits Policy'.

Policy created: Sep 2016

Policy Review Date: Sep 2017

Absence Cover (Teachers)

When a teacher is absent, all their daily duties will be assigned to colleagues by the Deputy Head.

Visitors to the School

As part of the School's requirement to protect the pupils in its care, all visitors are expected to sign in and out of the school office, where they will receive a badge which they are expected to wear for the duration of their visit. All staff are advised to challenge strangers on the premises and to report concerns to the School Office.