



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Supervision</b>
Date policy updated	21.01.2020
Date policy to be reviewed	21.12.2020
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A shaded area denotes a regulation to which all Schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## Related Policies

- Attendance
- Extreme Weather
- EYFS Toileting
- Lost Pupil

## Supervision of Pupils Policy Statement

The Governing Body and the Head of School are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

## Supervision Outside of Lesson Time (All Years)

A duty timetable is posted on all staff room notice boards at the start of each year and updated as necessary. It is essential that duties are carried out promptly. Amendments may be made by mutual agreement and the teacher in charge of duty rota informed. Should staff on duty require assistance they should report directly to the Assistant to the Deputy Heads (N -Y2 or Y3 - 6), Assistant Heads, the Deputy Heads of School or the Head of School.

## Nursery - Year 6

All pupils are supervised during lesson time unless they have a specific reason to leave the classroom such as visiting the School Nurse, Counsellor, cloakroom facilities etc. Pupils in Nursery - Year 2 are always accompanied by an adult if they need to see the School Nurse or Counsellor, but not to the toilet. Pupils must usually be within sight and hearing of staff and always within sight or hearing.

## Early Morning Duty 08.00 - 08.30

Nursery - Year 1 pupils have an 'Early Birds' club for these years groups only. This is supervised by members of staff in the Rose Theatre. Parents register their child with the member of staff on duty on arrival. Pupils are escorted to their classrooms at 8.25.

Year 2 - 6 pupils arriving early must register with the member of staff on duty in the playground on arrival and put on a red Early Birds tabard to indicate their attendance. Year 2 - 6 pupils are supervised in the Playground or in The Rose Theatre (in the event of poor weather). Year 2 pupils are escorted to their classrooms at 8.25 and at 8.30 Year 3 and 4 pupils are escorted to the front entrance of their building. Pupils in Year 6 and 5 are sent to their classrooms at 8.30.

### **Morning Break 10.10 - 10.30 Reception - Year 2**

Pupils are supervised by the members of staff on duty throughout the break time. Pupils need to request permission from the member of staff on duty before going to the toilets on the ground floor of Ogilvie House. If they need to see the School Nurse or Counsellor they are accompanied by a member of staff. A bell signifies the end of break time and pupil's line up in classes and are collected by their teacher or teaching assistant.

In the event of poor weather, pupils remain in their classrooms where they are supervised by members of staff.

### **Morning Break 10.55 - 11.15 Years 3 - 6**

Pupils are supervised by two members of staff on duty throughout the break time. Staff issue permission slips to allow pupils to go to the toilet, or see the School Nurse. A bell signifies the end of break time. Pupil's line up in classes and are collected by their teacher.

In the event of poor weather, pupils remain in their classrooms. Staff on duty patrol the classrooms to ensure sensible activities are taking place.

### **Lunch Nursery - Year 2**

Staff walk pupils over to the Dining Hall from their classrooms, supervise them sitting down, help to serve food, ensure the pupils eat well, clear tables and supervise the pupils walking back to the Junior playground. Teachers, lunchtime supervisors and teaching assistants are on duty in the Dining Hall whilst the pupils eat.

After having eaten their lunch, Reception - Year 2 pupils are supervised in the playground by lunchtime supervisors. A bell signifies the end of lunch time. Pupils line up in classes and are collected by their teacher or teaching assistant.

In the event of poor weather, Reception - Year 2 pupils return to their classrooms where they are supervised by members of staff. They may also have a story read to them in a larger group.

Nursery pupils have a supervised rest time in Woods House. During certain times in the year pupils can go into the Top Garden for supervised play.

### **Lunch Years 3 - 6**

Staff on duty walk pupils over to the dining hall from the playground or classrooms (in the event of wet weather), supervise queues and make sure that pupils select a balanced diet.

After having eaten their lunch, Year 3 - 6 pupils are supervised on the lawn, in the playground and in the 'MUGA' by lunchtime supervisors. A bell signifies the end of lunch time. Pupils line up in classes and are collected by their teacher.

In the event of poor weather, pupils return in their classrooms. Lunchtime supervisors patrol the classrooms to ensure sensible activities are taking place.

### **End of the Day for Nursery - Year 6**

At the end of the school day, Nursery -Year 6 pupils can either

- Be collected by an adult
- Attend the Junior Homework Room (15.35 - 16.10) in the main School building for Year 3 - 6 pupils. This is a service provided so that all pupils are supervised until the end of the Senior School day, so that parents can collect multiple pupils at the same time. Pupils register when they arrive, are supervised by staff on duty and are signed out by the adult collecting them. Nursery - Year 2 pupils attend the supervised Late Room in Woods House. Pupils register when they arrive, are supervised by staff on duty and are signed out by the adult collecting them.

- Attend after school extra-curricular activities, 15.30 - 16.05 for Year 1 - 2 and 15.35 - 16.15 for Year 3 - 6. A schedule of extra-curricular activities is available, on the School website and pupils select their activities at the start of each term. Staff running a club ensure that every pupil has gone home at the end with an adult or they are taken to the After-School Activity Club (ASAC) if they are registered to attend on that day or go to the Senior Homework Room if in Year 6
- Attend the After School Activity Club (ASAC) 15.30 - 18.00. The ASAC is held on the first floor of Woods House and involves a programme of planned activities. Every pupil is registered on arrival and supervised throughout by ASAC staff
- Senior Homework Room is available to Year 6 pupils from 16.10 - 18.00. Year 6 pupils can make their own way there (located in the Senior School Library - in the Main building) after an extra-curricular activity or once dismissed from the Junior Homework Room. Pupils register when they arrive, are supervised by staff on duty and sign themselves out when leaving

In the event of a **pupil not being collected** at the end of the school day/club/activity

The class teacher or coach should take them to the appropriate homework room if it is before 16.10, or to the ASAC after that time (if staffing ratios will allow). If there is no places in the ASAC the pupil should be taken to the member of staff on duty. The School Office should be informed of the location of the pupil

- If at the end of the ASAC a pupil has not been collected, then they must be taken to the Manager on Duty who will make every effort to contact the parents/emergency contacts and will wait with the pupil until they have been collected. Social Care will be contacted if there has been no response from the parents/emergency contacts of the pupil within 2 hours

#### **End of the Day Transfer for Nursery - Year 2**

Pupils being collected from school are escorted out of the main doors of the building by their teacher. All pupils should shake their teachers' hand before going to the adult collecting them. Any uncollected pupils will be taken to the Late Room.

Nursery - Year 2 pupils who are attending the Late Room are taken to the designated room at the end of the day by a member of staff.

Pupils in Years 1 - 2 who are going to extra-curricular activities assemble on the ground floor of Ogilvie House where they are registered by a member of staff who remains with them until they are collected by the club leaders.

Nursery - Year 2 pupils registered to attend the ASAC are taken to the designated room at the end of the day by a member of staff.

#### **End of the Day Transfer for Years 3 - 6**

Pupils being collected from school are escorted to the Tennis Court (Years 3 - 4) or the School Drive (Years 5 - 6) area by their teacher. At 15.40 any uncollected pupils are taken to the Junior Homework Room in the main school building.

Year 3 and Year 4 pupils are escorted to the Junior Homework Room, Year 5 and Year 6 make their own way and are registered by the member of staff on duty. Year 3 - 6 pupils attending extra-curricular activities should go directly to their activity, where they are registered by the activity leader.

#### **After School Gate Duty Nursery - Year 6**

A senior manager will lock the Clifton Park gates (located on the Reception - Year 2 playground) at 16.15.

#### **Pupils leaving School during the day**

All pupils are supervised during lesson time unless they have a specific reason to leave the classroom such as visiting the School Nurse, Counsellor, cloakroom facilities etc. If a pupil has to leave during the school day, parents must inform the School, in advance, by email to [absence@cliftonhigh.bristol.sch.uk](mailto:absence@cliftonhigh.bristol.sch.uk), copying in the class teacher/form tutor. All pupils must sign out in the School Office and sign back in if they return to school.

### **Seniors Early Morning 08.00 - 08.40**

Pupils in School before 8.00 am should not be in form rooms but must wait in the Dining Hall. From 8.00 pupils can be in form rooms. Pupils who are going to miss registration due to FAST/EAL/ELD lessons or sports clubs must sign the registration sheet in the school entrance hall.

### **Seniors Morning Break 10.55 - 11.10**

Three members of staff are on duty during morning break. One supervises in the Dining Room and ensures that pupils leave promptly for period three. One tours School Green buildings checking form rooms, cloakrooms and corridors. One supervises the outside play area. All pupils are encouraged to be outside during break when the weather is fine.

### **Seniors Lunchtime**

#### **13.00 – 14.05**

One member of staff is on duty in the Dining Room ensuring that the dining queue is orderly and pupils go in to lunch in rota order. Once lunch is finished they do a general patrol. One tours School Green buildings checking that no pupils are in form rooms, cloakrooms and corridors. One supervises the outside play area. Computer rooms are for work only. If the weather is wet, Pupils in Year 7 – 10 are allowed in the Main Hall, supervise by the outside duty teacher and Leadership. Pupils in Year 11 -13 are allowed in their common rooms

### **After School Gate Duty 16.05**

Lessons finish at 16.05 and it is expected that within 15 minutes of this time, pupils will go home with an adult, go home by themselves, with a friend or catch a bus. There are two members of staff on duty at the main gates at 16.05. One member of staff collects a high visibility jacket and the gate keys from the school office and one member of staff goes straight to the gate to ensure that pupils leave in a sensible manner and are wearing the correct School Uniform. The duty staff remain until all buses have arrived; one staff member locks both sets of gates at 16.30 and returns the keys and the jacket to the school office, the other ensures any pupils remaining in any school building or by the school gates at 16.30 goes to the Senior Homework Room.

### **Senior Homework Room 16.15 - 18.00**

A member of staff is on duty for Senior Homework Room in the Senior School Library. Pupils sign themselves in and then sign out when they leave, which should be by 18.00. The supervising member of staff will not leave the premises until the final pupil has been picked up. The member of staff on duty has a mobile telephone for parents to call if they know they are going to be late, the number can be found on the School website, our parents, wrap around care. If any pupil has not been collected by 18.00 they must be taken to the Manager on Duty who will make every effort to contact the parents/emergency contacts and will wait with the pupil until they have been collected.

Social Care will be contacted if there has been no response from the parents/emergency contacts of the pupil within 2 hours.

### **Signing in and out for Sixth Form Students**

The Sixth Form students can be off the school premises at lunch times but must sign in and out using the sheets in the School Office.

### **Seniors signing in and out during Public Examinations**

During public and Autumn Examinations Pupils in Year 11 - 13 are not expected to be in school unless they have an examination. Pupils wishing to come to school to study in the library, must sign in and out on the sheets in the School Office. Pupils attending school for examinations are registered at the start by a member of staff.