

# 12a

**St Paul's Cathedral School**

**Supervision of Pupils Policy (A12)  
(including EYFS)  
(October 2021)  
(See separate COVID Rules)**

# AIMS & PRINCIPLES

***St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.***

*The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.*

*Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.*

## **Aim**

The school aims to ensure that the site is a safe place for everyone in the community. This includes ensuring that pupils are supervised appropriately before, during and after the school day.

This policy refers to day pupils and choristers (boarders) during the school day. Choristers are supervised at other times as outlined in the Boarding Handbook.

## **Duty of Care**

All staff have a duty of care to all pupils in the school. It is the Headmaster's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headmaster's responsibility to ensure that there is effective supervision of the school and that the school is secure.

## **Supervision During the Extended School Day**

**Arrival at school** (8.10 (8.00am on Tuesdays and Thursdays) - 8.30 am) – The nurse on duty will be present at the front door to register pupils from Years 3 – 8 as they arrive. Pupils are then required to remain on the gallery, unless they have a rehearsal or music lesson to attend, until 8.30am. After this time they may play out in the main playground under supervision by a member of staff.

Arrangements for Pre-Prep pupils (including those in the EYFS) are outlined below in appendix I.

**Lesson Times** - Designated teachers are responsible for the supervision of pupils as directed on their time tables. No class should be left unsupervised for any reason. In cases of emergency there is a yellow card in each classroom which a member of staff will ask a pupil to take to the office to alert them to the situation.

**Morning and Afternoon Break** – No pupil may enter the playground areas until the designated member of staff on duty is present. The designated duty staff are then responsible for the children until they return to class after break.

**Lunch Time** – A designated member of staff will be on duty in the dining room to ensure that the lunch queue operates smoothly. Other staff will be on duty in the playground areas during the course of lunch breaks and will be responsible for pupils until the end of their break.

**Wet Breaks** - Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised by members of staff in rooms which are designated on the duty rota.

**School Collection Time** – Pupils in Years 3 – 6 are collected by their parents or carers from the main playground at 3.40pm unless they are staying for after school activities. They will be handed over to their parents by the member of staff who taught them for the last lesson of the day. Any pupils who are not collected by 4.00pm will

be told to go to Day Prep which is supervised by a member of staff. When their parents arrive, the office or a the supervisor for ClubsComplete will notify the member of staff who will send the pupil to the office where their parent will be waiting. Years 7 & 8 can go home alone, with parental permission, from the front door. Pupils from Year 6 may travel home alone but only with written parental permission. A record is kept of all permissions granted to for pupils to leave unaccompanied.

Arrangements for Pre-Prep pupils (including those in the EYFS) are outlined below in appendix I.

**After-School Clubs and Late Stay** (4.00 - 5.00 pm/6.00 p.m.) – Pupils staying for after school clubs will be supervised in the playground from 3.40pm – 4.00pm after which they will be either registered in the playground, or go to the room in which their club is held to be registered. At the end of the Club, pupils will either be taken to the front door by the member of staff responsible for them to be collected by their parents, or taken to the Late Stay rooms. At 6.00 p.m. those pupils remaining for Late Stay will be handed over to parents at the front door. Clubs and Late Stay is managed by ClubsComplete onsite.

### **Uncollected Child**

In the event that a pupil is not collected by an authorised adult at the end of the day/club, we will ensure that the pupil is cared for safely by an experienced member of staff who is known to the pupil. The member of staff will make all reasonable attempts to contact with the pupil's parents or carer and will stay with them until they are collected. If parents or carers are delayed for a long time, the pupil may be supervised with the choristers (boarders) until parents arrive.

Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

### **Lost Children**

There are clear steps to take in the event of a missing child. See appendix 2

Revised November 2016

Revised February 2020

Revised October 2020

Revised October 2021

## **Appendix I**

### **St Paul's Cathedral School Policy for the dropping off and collection of children in Pre-Prep**

#### **Dropping Off: EYFS, Years 1 and 2**

Pre-Prep children should arrive at school via the front door of the school, and a member of the Pre-Prep staff will arrive there at 8.30am to welcome Pre-Prep pupils in. The door will remain open and staffed until 8.50am. Children will be welcomed and registered as they arrive. Parents must hand over their child to the registering member of staff. Children should then make their way to the Pre-Prep corridor, where they should hang their belongings onto their pegs and go straight into their classroom. Parents are asked to drop off their children without entering the school building.

If children arrive after this time, they should sign in with the front office.

#### **Collection: EYFS, Years 1 and 2**

Children are dismissed from the front door of the school at the following times:

- Reception at 3.20pm
- Year 1 at 3.25pm
- Year 2 at 3.30pm

Children are handed over to their carer by their form teacher. If a child is being collected by anyone other than their regular carer, parents **MUST** notify the class teacher or front office by email. If a child is not collected at the designated time, the child will be taken by their form teacher to the Office.

The Office staff will phone the parent/carer to make enquiries. If the child is still at school after 4pm, then a member of Office staff will contact the main parent/carer to make arrangements for the child to be collected.

All EYFS parents/carers are required to send in photographic evidence of adults, aside from main carers, who have permission to pick up their child.

#### **Clubs for Years 1 and 2**

Key Stage One children may attend an after-school club on a Monday, Tuesday or Thursday. At 3.30pm they will be given a snack and will play under supervision until their club begins at 3.45pm.

Children should be collected directly from their club by their parent/carer at 4.45pm from the main school entrance. If they have not been collected, then the member of staff hosting the club will phone to investigate the hold up. The child will wait in the school office until 5pm for collection. A member of staff will wait with the child until they are collected.

## **Appendix 2 (12b)**

### **Steps to be taken if a child is presumed missing**

1. The teacher on duty should alert one of the Deputy Heads or Headmaster. An initial search of the school will be carried out.
2. If it is clear the child has left the premises, the Headmaster or the person deputising for him will contact the child's parents and after consultation with the parents, alert the police.
3. A contact number will be given. A member of staff will be at that number until the child is accounted for.
4. A record of the absence and its outcome will be entered in the incident book.

May 2015

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