



The Haberdashers' Aske's Boys' School
Nurturing Excellence

Supervision Policy

Policy Type	Non-Regulatory
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1 Related Information

1.1 Supporting Documents

The following related information is referred to in this policy:

Educational Visits Policy
Missing Child Policy

1.2 Terminology

parents include one or both parents, a legal guardian, or education guardian.

the School means The Haberdashers' Aske's Boys' School.

student or **students** means any student or students in the School at any age.

2 Aim

All Schools are required to have guidance and procedures for the proper supervision of students by staff in School and on visits that are available to and understood by all members of staff. The School takes its responsibility to supervise students very seriously and all reasonable measures are taken to ensure proper supervision is in place whilst we are responsible for students.

3 Staff Induction

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

4 Student Access

Students are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Students are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the theatre, the ceramic studio, CCF store 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.

Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

5 Supervision During Trips

The arrangements for the supervision of students during educational visits and trips out of Schools are described in the School's Educational Visits Policy and in the School's Missing Child Policy.

6 Senior School Arrangements

6.1 Students' Arrival and Departure

Students may arrive at School from 8.00am and are expected to go home by 5.30pm unless they are staying late for a function. Students are not allowed on site without supervision.

At least one member of the teaching staff is always present on duty in order to supervise students whenever they are in the School outside normal School hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. The aim of the Duty Teacher system is to ensure that students are safe in the School and its grounds and to supervise behaviour.

The main duty times are:

- before School
- break duty
- lunch-time duty
- after-School duty (4.00pm – 5.30pm) – the library is the location of the Duty Teacher.

Teachers have guidance sheets for each duty and the opportunity to feedback after the duty.

Arrangements are made to ensure students 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 students on both home and away matches.

Students from all year groups are expected to remain on site throughout the School day. Year 13 students may sign out of School at 3.20pm if they do not have classes.

Sixth form prefects do undertake some duties at lunchtime and break but there is always a member of staff readily available and in overall charge.

6.2 Registration

Students use the electronic registration system (Live Register) to sign in and out of School at the beginning and the end of the day. The School confirms this attendance by taking a register of students at the start of the morning and afternoon sessions. Unauthorised absence is followed up immediately by the School Office. Parents are responsible for notifying the School if their child is absent for any reason. Pastoral staff check reasons for absence.

6.3 During the School Day

No students in Years 1 to 11 must be left unsupervised in class at any time. In case of an emergency, a student will be sent to alert a second member of staff (for example, from a department office or support office).

6.4 Medical Support

There is a qualified nurse on duty in the Medical Centre throughout the School day who is available 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 First Aiders are published on iSAMS and in first aid notices that are displayed around the School. First aid boxes are in all potentially high risk areas, as well as in the School Office. The School Nurse regularly checks and replenishes the first aid boxes.

6.5 Supervision whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School. Students are not supervised by a member of staff when travelling on the School coaches; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. A Caretaker is on duty to supervise when the School coaches arrive and depart.

7 Preparatory School Arrangements

7.1 Students' Arrival and Departure

Pupil supervision begins at 8.00am when the School buildings open. Students are expected to go home by 5.30pm unless they are staying late for a function and it has been agreed by the school in advance. Students are not allowed on site without supervision.

Students arriving between 8.00am and 8.30am will be supervised by staff in the Prep playground. Three staff are on duty on the playground from 8.00am to 8.30am. Registration is at 8.40am. All members of the teaching staff take a share of break and lunchtime supervisory duties. The aim of the Duty Teacher is to ensure that students are safe in the school and to supervise behaviour by circulating on the playground and interacting with the pupils. The main duty times are: Before School/Break/Lunch/After School. Any student remaining on site after 3.15pm must be under the care of a member of staff who will be either: supervising the activity/on duty/or supervising ASCF.

There are four members of staff on duty every day from 3.15pm to 4.00pm and a member of the PLT (Preparatory Leadership Team) available until 5.30pm or until the last boy has gone home.

7.2 Registration

We take a register of students at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. Form teachers and the Prep Office will check reasons for absence and update the registers accordingly. If a student is absent without notification, the School Office will make contact with the parents to ascertain the reason for the absence each morning and if necessary, afternoon. The Deputy Head Pastoral has oversight of absences. Please refer to absence policy.

7.3 Wet Arrival Arrangements

If it is unsuitable for the pupils to be outside due to wet weather, pupils will go straight to their classrooms. During all breaks, the Duty Teachers cover the downstairs and upstairs corridors to supervise pupils.

7.4 Break time and Lunchtime

7.4.1 Break time

Three Staff are on duty in the playground area (10.45am to 11.05am). No student should be inside during morning break unless supervised by a member of staff. Boys remain in their designated areas. Staff are deployed accordingly, regularly roaming around the playground so that all boys are being supervised, at all times. Boys enter and exit the school using their designated entrances/exits.

7.4.2 Lunchtime

Lunches are staggered, to allow pupils to manoeuvre through the dining hall quickly. Three members of staff are on duty in the Bates Dining Hall whilst pupils eat their lunch. The first two members of staff start their duty with Y3/4 whilst the third member of staff should join the lunch hall duty once their Y5/6 lesson once their lesson has finished. All staff on duty will remain in the dining hall until all boys have left.

At approximately 12.05pm, the designated member of staff supervises the boys on the playground as they return from lunch. All students go outside with members of staff apart from those in clubs supervised by teachers.

Sports training or clubs such as chess, commence at 11.50am and are supervised by the members of staff taking the sessions. Students taking part have a packed lunch or go to the dining room to collect a grab and go option.

The only students inside the School building between 12.05pm and 12.50pm should be:

- Students attending a supervised club run by an adult.
- Students doing catch-up with their form teacher in their classroom.
- Students in the Library supervised by a Library volunteer.
- Students going to the toilet.

If students leave the playground to go the Senior School (i.e. The Music School/Medical Centre), they must 'check out' with the Prep Office so that all pupils are accounted for at all times.

7.5 After School Care Facility (ASCF) and Early Club

The After School Care Facility where students are fully supervised, runs until 5.30pm Monday to Thursday and until 4.15pm on Friday. This facility is available for all students. Parents book onto this using an online form and are charged accordingly. Pupils who attend until 4.00pm, are not charged and take part in supervised study and homework sessions. From 4.00pm – 5.30pm, pupils are supervised in the playground, library, or Prep Hall. All pupils staying beyond 4.00pm are charged and receive a snack.

Pupils can attend early club from 7.30am. Pupils receive breakfast and are supervised until 8.00pm, at which point they make their way to the Prep School for morning supervision.

7.6 Departure Procedures

- There are four staff on after school departure duty. One member of staff should go to the coach park to ensure all the boys are on the correct coach. One member of staff should assist the boys in crossing the road to pitch 5. The remaining two members of staff should go to

pitch 5 and bring any boys back to the prep at 3.40pm. At this stage, the boys can call their parents at Prep reception to see how long they will be. All pupils are supervised at the Prep School until their parents arrive.

7.7 Students Travelling Home by Coach

If a coach problem arises and the student has not arrived at his destination, the School Secretary will pass on the problem immediately to the Transport Manager. If the issue is initially raised by a member of Prep School staff, they should inform the Transport Manager directly. The following actions should then take place.

1. The Transport Manger or Duty Caretaker will try to contact the Coach Company, who will then contact the driver by mobile phone.
2. Inform a member of PLT.
3. Member of staff or Transport Manager calls the Parents back to keep them informed about what is happening/reassure them everything is being done.
4. Ask the obvious - could he have gone home by car or coach with someone else, could he be at the ASCF, a match/activity/music lesson? etc.
5. Advise the Parents to go back to the coach stop and wait for the next coach, the Parents must ring back immediately if and when their son is located.
6. Wait by the telephone with on-going problem until it is resolved. Staff to use an alternative telephone to leave the staffroom telephone free.
7. If all avenues have been explored a member of the PLT or Transport Manager will telephone the police for advice.
8. The Duty Teacher is responsible for the situation, unless the Head of Prep School or another member of the PLT takes over the responsibility.

8 Pre-Prep School Arrangements

8.1 Students' Arrival and Departure

Parents are responsible for ensuring that their children travel safely to and from School. Students may arrive at the Pre-Prep School from 8.20am, the school day ends at 3.15pm. Students are not allowed on-site without supervision. All members of staff are expected to take their fair share of break and lunchtime supervisory duties. The aim of the Duty Teacher is to ensure students are safe in the grounds and in School and to supervise behaviour.

8.2 Students Arrival – Morning Procedure

8.2.1 Students arriving by car

Parents arrive by car and wait along the left side of Hazel Road. Two Teaching Assistants plus the Caretaker are present at the front entrance of the Pre-Prep from 8.20am. A member of staff is on duty on the playground/glade from 8.20am.

Students are not to be collected from parents' cars before 8.20am. The Caretaker mans the front gate. Parents remain in their cars and drive up to the front entrance. A TA collects the student from the car and directs him to the Caretaker. The Caretaker directs the student down the path to the playground. Once cars have gone, a TA remains at the front gate until the Shuttle Bus arrives. The Caretaker remains at the front gate until 9.00am when all students should have arrived at School.

8.3 Students' Departure – Afternoon Procedure

8.3.1 Students departing on the shuttle bus

At 3.10pm TAs take the students on the shuttle bus register to the Pre-Prep reception area where they will be met by the shuttle bus driver and chaperone. The shuttle bus chaperone takes the register and a headcount is taken once aboard the shuttle bus. The students are then driven to the designated stop in the North Drive Car Park at the Butterfly Lane site. From here parents collect their children. The students attending After School Care will be met by the After School Care TA from the Prep School who will then walk the students over to the Prep School. The After School Care TA will also collect any students from the shuttle bus who have not yet been collected by their parent/guardian and will take them to Prep Reception. The Prep Receptionist will then make calls to locate the Parents and will inform the Head of Pre-Prep School.

8.3.2 Students collected by their Parents/Guardians from the Pre-Prep School

At the end of the school day, a TA opens the gates into the playground to enable parents to collect students from their classrooms.

Year 1 and 2 parents wait in the playground outside the classrooms. The class teacher dismisses each student as he is handed over to the collecting adult. Students are not handed over to any other adult without prior written permission. In the case of an emergency pickup, written notice has been received at the School Office by email.

Any student who has not been collected is then taken to sit outside the office whilst the Pre-Prep Secretary makes the relevant phone calls to locate the parents collecting the student. A member of staff is to wait with the student until he has been collected.

8.4 Registration

Electronic registration is taken by the Class Teacher by 9.00am and again at the start of the afternoon session (1pm in Year 1) and (1.15pm in Year 2). Parents are responsible for notifying the School if their child is absent for any reason. If a student is absent without notification, the Pre-Prep Secretary will make contact with the parents to ascertain the reason for the absence by 9.30am.

8.5 During the School Day

No students in Years 1 or 2 must be left unsupervised in class at any time. In case of an emergency, a student will be sent to alert a second member of staff.

8.6 Medical Support

The three TAs and the School Secretary are qualified First Aiders. They are available to administer first aid, to deal with any accidents and emergencies, or to help if someone is taken ill. First Aid boxes are kept in the staff room and each classroom which is checked and replenished regularly by the TAs Secretary.

8.7 Playground Supervision before School/Morning Break and Lunchtime

8.7.1 Before School

A member of staff will be on duty in the playground/glade from 8.20am to 8.50am. If it is raining, teachers will supervise their own class in their classroom.

8.7.2 Morning break

Morning break is from 10.15am to 10.30am each day. TAs are on duty in the playground/glade at break times.

8.8 Wet Break Time Procedure

8.8.1 Year 1

The students remain in their own classroom with their TA. The students eat their snack and have a drink of water.

8.8.2 Year 2

The dividing door between the Year 2 classrooms is opened by the Year 2 TA. The students eat their snack and have a drink of water.

8.9 Lunchtime

Lunchtime is staggered Year 1 – 12.00pm to 1.00pm, Year 2 – 12.15pm to 1.15pm.

8.10 Lunchtime Procedure

After eating, students are supervised on the playground/glade by TAs and a lunchtime assistant. School equipment is available for the students to play with: small bats and balls, skipping ropes, chalkboards etc. This equipment is used in groups and supervised by the TAs.

8.11 Lunchtime Procedure – Wet Weather

8.11.1 Year 1

A TA will accompany Class 1SS and 1NP to a Year 1 classroom once they have finished eating their lunch. The remaining students will stay with a TA or the lunchtime assistant until they have finished eating and they will then return to their classroom. Students will play board games, lego etc.

8.11.2 Year 2

From 12.15pm to 12.30pm all Year 2's stay in their own classroom and read or draw with the Year 2 TA. After lunch the Year 2 TA will bring the majority of students back to the Year 2 classrooms. Each class remains in their own classroom. The dividing doors will be opened and students will play board games, lego etc.

8.12 Early Club at The Pre-Prep

Early Club at the Pre-Prep runs from 8.00am-8.20am. Year 2 children are supervised in a Year 2 classroom by a TA. Year 1 children are supervised in a Year 1 classroom by a TA.

8.13 After School Care Facility (ASCF) At the Pre-Prep

After School Care Facility (ASCF) At the Pre-Prep runs from 3.15pm – 4pm. Year 2 children are supervised in a Year 2 classroom by a TA. Year 1 children are supervised in a Year 1 classroom by a TA.

Students booked into ASCF at the Prep School until 5.30pm will be transported to the Prep School via the shuttle bus at the end of the school day.