



GIGGLESWICK SCHOOL

Prep School Supervision Policy

Lead Author(s)	Head of Prep School
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1 INTRODUCTION

Giggleswick Prep School is committed to provide, as far as is reasonably practicable, a safe environment for the pupils of the school. Part of creating that safe environment is the level of supervision that we provide during the school day. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

This policy also seeks to clarify the School's position on the supervision of pupils outside the school day.

2 HEALTH AND SAFETY

This policy is reviewed every year with input from staff and pupils.).

The whole school SLT review incident forms each week which is also used to inform the school as to whether there is a need for any changes to the policy.

Parents are responsible for ensuring that their children travel safely to and from school. Pupils traveling on coaches that are provided externally are not supervised by a member of school staff, but are expected to behave responsibly. Pupils travelling on school minibuses are under the responsibility of school drivers, but pupils are still expected to behave responsibly. Pupils that do not follow these expectations are reported to the Head and sanctions may be imposed.

Medical support is provided through the school's medical team during school hours if required, and many Prep School staff are appropriately First Aid trained to assist in minor injuries. For further information see the school's First Aid Policy which is available on the school's website. A list of Prep School First Aiders is provided for pupils in various locations in the Prep School.

Pupils do not have access to potentially high-risk areas such as science laboratories, the sports hall, Art/DT rooms which are locked when not in use. Pupils do not have access to maintenance and catering areas of the school. At the Prep School, pupils are escorted to all external classrooms, sports facilities and the Dining Hall by members of staff and supervised at all times.

Visitors to the site are always required to go to the School Office in line with our visitors' procedures (see Visitors Policy available on the school website). Safeguarding checks prior to visits are always undertaken for visiting speakers.

Additional supervision and safety measures are undertaken in advance of school trips and visits (see Educational Visits Policy available on the school website).

Pupils and parents must follow the designated pathways (red routes) from the car park to the school building. From 8am-8:20am, the playground will be accessible for school minibuses, and parents who wish to just drop-off pupils (rather than come into the building). This is supervised by staff each morning.

3 PREP SCHOOL DAY AND SUPERVISION/ROUTINE

It is the duty of **ALL** members of staff to ensure the safeguarding of pupils' is met.

ALL members of staff teaching lessons (including peripatetic music staff and Speech/Drama lessons) in rooms out of the Partridge Building will collect classes from the tower/classes and escort them to the classroom, as well as return them to the main building.

Any pupil in adjacent classrooms wishing to use the toilets **MUST** be accompanied by another pupil, although the teacher should try to ensure pupils have used the toilets BEFORE leaving the Partridge Building.

Supervisory duties during the daytime are split as equally as possible amongst the staff. Individual circumstances may be taken into account when sharing out the duties. All duties are currently organised by the Head of Prep School, and all queries should be directed to him.

Teachers who are unable to do their duty through school matches, school business or illness etc. need to submit a request for cover to the Head of Prep School.

All personal reasons for not being able to do a duty must result in a swap being made by the person concerned and will not be covered automatically. The Head of Prep School must be informed of any such swaps.

Duty requirements

Members of staff who are on duty must ensure that they take the responsibilities seriously and that the health and safety of the pupils and is paramount at all times.

3.1 Duty Routine

Pupils are not permitted to enter the building before 8:00am, unless a child of a form teacher.

8.00am – 8.40am: Start of day

Partridge Building/Form Rooms/Library – all form staff

Attendance registers to be completed by form staff – activities lists and lists of pupils finishing early to be collated and shared with the PA to the Head of Prep School.

PA to the Head of Prep School to contact parents of pupils who are absent if a message has not been received following the close of registers at 8:40am (see Attendance Policy).

10.40am – 11.00am: First Break

Children can only go onto the playground when those staff on the duty rota allows them to access it.

Two members of staff will be on duty to supervise the Partridge Building and patrol outdoors/playground, as well as organise snacks.

If it is deemed inadvisable for a child to be on the playground because of their behaviour or a medical reason, the Form Teacher will make the decision that the child stays inside the school building for the duration of breaktime, under the appropriate supervision of a member of staff

12.00pm – 12.55pm: Lunch Duty

Staff teaching Period 3 to escort pupils to the dining hall for lunch.

A member of staff is responsible for supervising and assisting Reception, Y1 and Y2 with lunch.

Two members of staff will be on duty for KS2 Lunch duty.

Lunch Duty (supervising an orderly lunch and leaving by 12.30pm to signal that the school may follow, the children will be dismissed by duty staff in two groups and escorted back by staff), then Partridge Building and patrol outdoors. One member of staff should eat their lunch first and be available to take the first set of children up to break at 12:20pm.

12:55pm: Afternoon lessons

Afternoon register to be completed by staff teaching Period 4J.

3:45pm: Afternoon break

Children can only go onto the playground when those staff on the duty rota allows them to access it.

Two members of staff will be on duty to supervise the Partridge Building and patrol outdoors/playground, as well as organise snacks.

If pupils are required to change for activities, this must be supervised staff.

4.00pm: End of R-Y2 day, Co-curriculum begins

Reception, Y1 and Y2 finish – collection by parents/carers from the tower and signed out, unless attending Activities.

Bell rings to signal the beginning of activities/co-curriculum– collection and supervision by staff leading each activity as per CAS timetable.

5:00pm: End of KS2 day, evening duty begins

Form staff/assigned staff to supervise collection by parents from the playground/tower – use signing out registers to ensure all pupils are accounted for. If a child is being collected by someone other than a parent, the school PA will inform staff. Parents must contact the school in advance if a different collection arrangement is organised. If this is not established, parents must phone the child's parents before hand over – see Collection Policy.

Evening Duty staff to register children staying beyond 5:20pm in the Reception Classroom (e.g. boarders, bus pupils or those finishing at 6pm).

A register is to be taken by 5.00pm by those on tea duty (2 staff per day). Any names not accounted for must be given to JRM/DF/TF before the member of staff leaves the building.

5:10pm: Tea duty

The staff on duty must walk the pupils to the dining hall for tea where they are responsible for supervising pupils in the queue and during tea which is served at 5:20pm. Boarders are taken to the boarding house enroute and then in the care and supervision of boarding staff. Pupils travelling home on the school bus will be escorted to the Hobson Room before 5:15pm by JRM/TF/duty staff to into the care of the Transport Co-ordinator/Drivers.

At 5:45pm pupils who are returning home at 6pm walk up to Prep School with the other member of staff. Boarding pupils remain in the dining hall and a handover takes place between Prep School staff and Catteral duty team/Housemistress.

6:00pm: End of day for all pupils

Duty Staff to ensure all day pupils are signed out, and to make phone calls to appropriate persons in the event of a non-collection. Arrangements to collect day pupils from Catteral will

be made if later than 6:15pm for signing out. Duty staff should ensure all doors and doors are closed before leaving.

Staff should:

- be on time for their duty.
- be vigilant at all times ensuring sensible behaviour both inside and outside.
- patrol actively and not stay in any one place for too long.
- ensure that pupils move back to their classrooms as soon as the bell rings to signal the end of break.
- report any incidents of misbehaviour etc. to the appropriate staff immediately, and record such incidents on iSAMS, or pastoral concerns on CPOMS.
- record any accidents that have occurred – record on the accident form via the online Staff Handbook
- be aware of pupils who need particular monitoring
- As per our Anti-bullying (including Child-on-Child abuse) procedures, look out for:
 - Children who are alone and isolated from their peer group
 - Children who seem reluctant to go out at break and lunch times, are late for school or are hanging back after school
 - Children who seem to be at the centre of a group/leading or directing the behaviour of others
 - Children who seem upset or distressed
 - Children who are regularly absent from school/complaining of ill health
 - Children who are avoiding activities with others or particular lessons
 - How children are interacting with one another and with staff – are they being kind/respectful, displaying appropriate physical behaviour, understanding consensual and non-consensual contact/touch.