

COGNITA



**North Bridge House
Pre-Prep
Pupil Supervision Policy**

September 2018

1 Introduction

- 1.1 North Bridge House Pre-Prep takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
Year 1	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15:20
Year 2	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15:30

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to:

Year 1 Drop Off: Monday, Wednesday and Friday Parent/ responsible adult escorts child to to classroom and hands over to the Teacher / TA.

Year 1 Drop Off: Tuesday and Thursday Parent/ responsible adult escorts child to supervisors in playground. The bell is rung at 08:50 and children line up in register order on the playground. Children are collected by their class teacher or TA who escorts them to the classroom.

Year 2 Drop Off: Monday, Wednesday and Friday Parent/ responsible adult escorts child to supervisors in playground. The bell is rung at 08:50 and children line up in class order on the playground. Children are collected by their class teacher or TA who escorts them to the classroom.

Year 2 Drop Off: Tuesday and Thursday Parent/ responsible adult escorts child to to classroom and hands over to the Teacher / TA.

The front door and side gate is supervised by a member of NBH staff from 08:30 and doors are closed at 08:50. A member of staff in the playground has a walkie talkie in case of an emergency.

The register is taken by 09:00 and recorded on SIMs. This is checked and monitored by the School Secretary. The attendance number is recorded onto a white board. (eg: 19/20). This is updated throughout the day if need be.

Late Children Arrival:

Parent / responsible adult is identified at point of access by School Secretary and given access to premises as all doors are closed at 08:50.

Parent / responsible adult signs in date, child's name, class, late arrival time, signature and reason on Late/Early Leaving form. Parent/ responsible adult escorts child to classroom and hands-over to class staff before leaving the premises.

3.2 Before school, the following supervision arrangements are in place:

Breakfast Club Supervision

At North Bridge House Pre-Prep the day for children can begin at 07:45 for Breakfast Club (based at North Bridge House Nursery). The parent/ carer is identified by the Breakfast Club staff and then provided access to site. The parent/ carer signs in the child, class, date and signature on the Breakfast Club form.

Morning Walk Round to North Bridge House Pre-Prep from North Bridge House Nursery School Supervision:

Parent or staff member signs in child, date and signature on NBH Nursery Walk round to the Pre-Prep form. At 08:45 NBH staff members walk children to Pre-Prep and escort children to classrooms, handing-over to class staff. The register is handed to the School Secretary on arrival at the Pre-Prep school.

3.3 **For pupils arriving by bus:**

Shuttle Bus Children Supervision Two NBH Staff members collect the children from the shuttle bus on Nutley Terrace at 08:45. The staff members have a comprehensive register of the children who are arriving on the shuttle bus. The children are accounted for and then escorted round to the Pre-Prep by NBH staff. The register is handed to the school secretary and filed away for future reference.

4 Break Time Arrangements

4.1 During break, the following arrangements are in place:

Children are taken to the playground by the class teacher or Teaching Assistant and the members of staff are on the playground ready to supervise the children. There are always three members of staff on duty and one member of staff has a walkie talkie. At least two members of staff are first aid trained. At the end of the break time a bell is rung and children line up in their class lines and the class teacher or Teaching Assistant will collect their class. If it is a rainy day then children will be supervised in their classroom- one supervisor in each classroom.

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place:

Children are taken to the lunch room by the class teacher or Teaching Assistant. The children line up to collect their lunch and then directed to a table. At the end of lunch children line up in the lunch room and are taken out to the playground and handed over to the staff on duty.

5.2 During lunch, the following supervision arrangements are in place:

There are always two members of staff on duty in the lunch room to supervise the children.

Afternoon Registration:

Afternoon registration is taken at 13:00, 13:30 and 14:00 (depending on the timetable) and is recorded on SIMs. This is checked and monitored by the School Secretary.

6 End of School Day Arrangements

Afternoon Dismissal for Year 1: Parent/ responsible adult picks up child from individual class lines from the playground, using the side entrance between 15:20-15:40. Teacher/ TA hands-over child, shaking hands with the child and ensuring that the adult collecting is authorised to do so. The side entrance and front door is supervised by a member of NBH staff from 15:20. A member of staff at the side gate has a walkie talkie in case of an emergency.

Afternoon Dismissal for Year 2: Parent/ responsible adult picks up child from individual class lines from the playground, using the side entrance between 15:30-15:40. Teacher/ TA hands-over child shaking hands with the child and ensuring that the adult collecting is authorised to do so.

The side entrance and front door is supervised by a member of NBH staff from 15:20. A member of staff at the side gate has a walkie talkie in case of an emergency. The side entrance is closed at 15:50.

Late Room Supervision:

Class staff member takes Year 1 children to the late room, on the ground floor at 15:30, Year 2 at 15:40, hands-over to member of staff supervising and signs child in, including the date and class. When Parent/ responsible adult collects the child they must sign the child out, indicating the reason for late room attendance and the time of collection. The form used is the Late Room Log for both staff and Parent/ responsible adult.

Late Children Supervision:

If a child is in the late room and the parents have not notified the school that this will be happening, the School Secretary must be notified so that they can telephone the parents/ carer by 16:00 to investigate. The Head Teacher and Deputy Head Pastoral must also be made aware.

Tea Club Supervision:

At 16:00 the late room supervisor hands-over to Tea Club staff and gives them the Late Room Log. Tea Club takes place in a classroom on the ground floor. On arrival the Parent / responsible adult is identified and given access to the premises by the School Secretary or member of SLT. The Parent / responsible adult is required to sign and date the Late Room Log and NBH Tea Club form and the Tea Club staff member hands over child.

6.1 Pupils are expected to leave the premises by 15:50 unless they are attending an after school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

6.2 For pupils travelling by bus:
Shuttle Bus Children: Class staff member takes child to the 'Shuttle Room' on the ground floor at 15:30. At 15:40 two NBH staff members collect the children along with the Shuttle Bus list and mark the children against this list. The original list is given to the School Secretary to photocopy. The original is handed back to the NBH staff member responsible for the Shuttle Bus duty.

The children are escorted to Nutley Terrace by the two NBH staff (one member at the front of the line and one at the back of the line) and they hand-over the children to the coach driver and coach chaperone along with the list. Parent/ responsible adult picks up from the Prep school.

Early Pick-Ups for Appointments:

Parents are required to inform the School Secretary in advance if a child is leaving early to request authorisation from the Head Teacher. Parent/ responsible adult signs in date, child's name, class, early pick up time, signature and reason for collection on Late/Early Leaving form. School Secretary then calls the class teacher and the child is brought to the reception area and handed over to parent/ responsible adult.

7 Non-Collection Arrangements at End of Formal School Day

If a pupil has not been collected and is in the late room and the parents have not notified the school that this will be happening, the School Secretary must be notified so that they can telephone the parents/ carer by 16:00 to enquire.

- 7.1 The following procedure will be followed when a pupil is not collected:
The School Secretary must be notified as soon as possible so that they can telephone the parents/ carer by 16:00 to enquire. The child will attend Tea Club until the parent/ carer arrives. When parent/ carer arrives they are required to sign and date the Late Room Log and NBH Tea Club form and Tea Club supervisor hands over child.

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.

After School Club Supervision: After School Club teacher collects their clubs registers (x2) from the School Secretary/ Head's PA.

Class staff take children to the club by 15:40 (following the end of the day dismissal) and hand the children over.

The Club teacher takes registers (x2) at 15:40.

One copy of the register is returned to the School Secretary.

One copy of the register is retained by the club leader.

When club ends, the club teacher hands-over the child to the parent/ responsible adult, shaking hands with the child and ensuring that the adult collecting is authorised to do so.

As each child is dismissed they are marked off on the register.

If parent/ responsible adult is late the children are handed-over to the member of staff supervising Tea Club.

The club leader returns the second register to the School Secretary and informs of any children that have been left in Tea Club to await collection.

Tea Club Supervision 16:00 – 17:45:

Late room supervisor hands children over to Tea Club staff member and hands them the Late Room Log.

Tea Club takes place in a classroom on the ground floor.

When parent/ carer arrives they are required to sign and date the Late Room Log and NBH Tea Club form and tea club supervisor hands over child.

- 8.2 No pupil should leave without the authorisation of the adult leading the activity

9 Travel to and from School on Buses

- 9.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are supervised by chaperones when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.

- 9.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

10 Leaving the Site during the School Day

- 10.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Children will not be allowed to leave the premises unless supervised by an authorised adult. Permission from the Headteacher must be requested in advance unless the child is sick.

Sick Children/ Accidents Arrangements:

When pupils are taken ill during the school day the school will, if required and usually after discussions with the Class Teacher and/ or trained First Aider where appropriate, contact the parents/ carers whether at home or at work in order that the pupil can be collected. Information about contacts is kept on the school's electronic system. The Parent/ carer is informed by telephone by the School Secretary. When the parent/ carer arrives, the class teacher is informed by the School Secretary and a staff member will bring the child to the reception area on the ground floor, the parent/ carer signs the child out using the Late/ Early leaving form.

11 Supervision Duties

- 11.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 11.2 All classes will be supervised by the relevant teacher and in certain subjects, for example Art, French, Games, Gym and Music; the teacher may be supported by a teaching assistant.

12 Supervision during PE Lessons, including Changing Arrangements

- 12.1 PE lessons are supervised by members of the teaching staff. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

13 Medical Support

- 13.1 There is a qualified first aider on duty from 08:00 to 18:00 every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to their Class Teacher, Teaching Assistant, Specialist Teacher or the Play time supervisors.

14 Supervision in Remote Locations

- 14.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the maintenance, catering and caretaking areas of the school

North Bridge House Pre-Prep Pupil Supervision Policy

Ownership and consultation	
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Head Teacher
NBH Nursery and Pre-Prep