

COGNITA



North Bridge House

Preparatory School

Pupil Supervision Policy

September 2018

1 Introduction

- 1.1 North Bridge House 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.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
Year 3 - 5	8.30am - 3.50pm
Year 6 girls	8.30am – 3.50pm
Year 6 Boys	8.30am – 4:00pm
Year 7 and 8	8.30am – 4:00pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to go to their form rooms. Years 3-4 go to the Playground.
- 3.2 Before school, the following supervision arrangements are in place: The children are supervised along the public pavement and escorted into the school playground. Children who do not use the coach are dropped off by their parents and are then escorted into the playground by staff.

4 Break Time Arrangements

- 4.1 During break, the following supervision arrangements are in place: Staff will escort the pupils to the playground or park break line and wait until duty staff attend.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: Pupils are supervised by staff in the Chapel and Gym throughout lunch.
- 5.2 During lunch, the following supervision arrangements are in place: Year 3-5 and Year 7-8 eat in the Chapel. Year 6 Boys and Girls will eat in the Gym at their allocated time.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4pm 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, They should be in the Chapel by 3.50pm. The register is taken and staff will lead the students to the coach in a line of pairs.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by 4.10pm, they should report to reception.
- 7.2 The following procedure will be followed when a pupil is not collected: Receptionist to call home or contact guardian.

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.

Pupil Supervision Policy

- 8.2 No pupil should leave without the authorisation of the adult leading the activity
- 8.3 The following procedure will be followed when a pupil is not collected: Report to Reception and contact made with Guardian.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.3 The following procedure will be followed when a pupil is not collected: The following procedure will be followed when a pupil is not collected: Report to Reception and contact made with Guardian.

10 Travel to and from School on Buses

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff 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.
- 10.2 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.

11 Leaving the Site during the School Day

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

12 Supervision Duties

- 12.1 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.

13 Supervision Duties

- 13.1 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.
- 13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

14 Supervision during PE Lessons, including Changing Arrangements

- 14.1 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.

15 Medical Support

- 15.1 There is a qualified welfare officer on duty from 8.20am to 4.30pm 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 the school nurse.

Pupil Supervision Policy

16 Supervision in Remote Locations

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

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	01.09.2018
Review date	April 2019 for implementation in September 2019

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards