

Supervision of Children Policy: **The Whole School Policy including EYFS and Boarding**

Hall Grove has responsibility to act in loco parentis for all pupils at times when they are resident at school. It is of paramount importance that the school maintains vigilance over pupils at all times and the staff are fully aware that procedures must be followed to ensure this. There is an expectation that the school will supervise pupils on school premises for a reasonable period before and after school to safeguard the pupils' health and safety.

This policy should be read in line with the Risk Assessment Policy, Off-Site Activities Policy, Safeguarding Policy and Discipline, Behaviour, Sanctions and Rewards Policy.

1. EARLY MORNING ACTIVITIES

There are a number of early morning activities at Hall Grove, some beginning at 0730. Staff running these activities will be responsible for the children in their activities until the school day officially begins at 0815. This affects children in Year 2 and above.

2. EARLY YEARS and YEAR 1 /2

2.1 Overview of supervision for Early Years and Year 1 / 2 children during the day

Time of day/ activity	Adults supervising (EYFS ensure there is a QTS teacher or 2 adults with Level 3 qualification in all areas of supervision).
Arrival 08.15	Class teacher/teaching assistants
Playtime 10.30	Teacher assistants/Class teachers
Lunchtime 12.00-13.15	Rota of Class teachers and assistants, drawn up each year
End of day dismissal	Class teacher
After school activities Pre-School – Year 2	360 (Pre-School- Year 4) - 360 Sports Education staff School Clubs - (Reception- Year 2) class teachers/teaching assistants at Afternoon Tea, then club providers or 360 Sports Education staff during club time.

2.2 The Start of the Day

School starts at 0830 in Year 1 and 2 and 0900 in Pre-School and Reception, but children often arrive at any time from 0815. Parents are able to leave their children in their classroom where staff should be there to greet them, take messages etc. A friendly 'Good Morning...' set the tone for each child and his/her parents sets the tone for the day and makes the children feel welcome and accepted. From the beginning of the academic year in Year 1 children are encouraged to walk into the classroom independently. Children should come into the classroom and settle quietly to a planned activity. For safety reasons they are not allowed outside once they have arrived in the morning.

2.3 At the end of the day

School finishes at 1230 or 1500 for Pre-School, 1510 for Reception, 1530 for Year 1 and 1540 for Year 2. The class teacher ensures each child is met by an adult, either parent or childminder on the drive. Children should be dismissed with a firm handshake and a "Good Night, John" or "Good Bye, Mary", to which the reply should be: "Good-bye Miss Jones" (juniors) spoken politely. Boys are requested to touch the peak of their school cap as they shake hands firmly, eye contact to be maintained. Permission from the parent must be given to allow older siblings to collect children. Children who do not have an appropriate adult there to meet them should

remain with the teacher. If not collected, children will be transferred to the care of 360 Sports Education from 1530 for EYFS and 1600 for Years 1 and 2. Permission from the child's carer must be sought if they are to be collected by someone different. Children in Pre-School or Reception with siblings in Year 1 or 2 have the option to stay in the classroom with a teaching assistant until the end of their sibling's day.

3. YEARS 3 AND 4

3.1 Pupil Arrival

- Children are expected to arrive in school between 0815 and 0830 when they are to go straight to their classrooms.
- Any children arriving at school before 0815 must go to the Admiral Room where they will be supervised until 0815.
- Children, who attend music rehearsals, must tell their teacher to ensure that the register is completed accurately.
- Class teachers are to be in their classrooms from 0815 to ensure supervision.
- Parents may wish to speak to classroom teachers at this time but should be encouraged to make appointments after school.
- Any children arriving at school after 0840 must head straight to assembly and report to their class teacher immediately afterwards to ensure that the register is completed accurately.
- Any child arriving after 0900 is to report directly to the school office to be recorded in the register.

3.2 Pupil Collection

School finishes at 1600 for Year 3, 1610 for Year 4.

- Any child being collected before the end of the school day must be collected from the school office and signed out.
- Children attending clubs wait with staff until the club commences.
- Children should wear their blazers and caps/hats at collection time.
- Children should be dismissed formally at the end of each day with a firm handshake and a "Good Night, John" or "Good Bye, Mary", to which the reply should be: "Good Night Sir/ Mrs James" (seniors) or simply "Good-bye Miss Jones" (juniors) spoken politely. Boys are requested to touch the peak of their school cap as they shake hands firmly, eye contact to be maintained. In the morning they should greet teachers with a polite "Good Morning Sir/Mrs James".
- It is the form teacher's responsibility to ensure that children are out promptly at the correct time.
- The class teacher or member of staff responsible for the class should ensure that each child is met by an adult, either parent or child-minder on the drive. Children who do not have an appropriate adult there to meet them should inform the teacher and remain with the teacher to ensure that no child is left unattended at this time.
- The school will contact the parent of any child not picked up and staff will take them to 360 at 1630 where they will be supervised until collected.

Children must not leave school unattended.

4. YEARS 5-8

Pupil Collection, Supervision and Registration

- 4.1 In the morning, children register with their form teachers in their form room. Children register with staff in the dining room at lunchtime who then enter the register onto iSAMS. If children are leaving for a sports match, registers are taken by the supervising staff and then entered onto

iSAMS. PT and School Nurses check the registers at 0910 and again by 2.30pm every day. Form tutors/front office staff make a note of any appointments or other absence information in iSAMS. Any children who arrive at school after 0900 MUST register with the front office before going to lessons.

4.2 School finishes at 1640 for Year 5, 1710 for Year 6, and 1730 for Year 7 and Year 8.

- Any child being collected before the end of the school day must be collected from the school office and signed out.
- Children should wear their blazers and caps/hats (Year 5/6) at collection time.
- Children should be dismissed formally at the end of each day with a firm handshake and a “Good Night, John” or “Good Bye, Mary”, to which the reply should be: “Good Night Sir/ Mrs James” (seniors) or simply “Good-bye Miss Jones” (juniors) spoken politely. Boys are requested to touch the peak of their school cap as they shake hands firmly, eye contact to be maintained. In the morning they should greet teachers with a polite “Good Morning Sir/Mrs James”.
- The teacher who teaches the last lesson of the day is responsible for ensuring that children are out promptly at the correct time.
- The member of staff on duty should ensure that each child is met by an adult, either parent or childminder on the drive. Children who do not have an appropriate adult there to meet them should inform the teacher and remain with the teacher to ensure that no child is left unattended at this time. If not collected by 1650 (Year 5), 1730 (Year 6) and 1745 (Years 7 and 8), children will be transferred to Supervised Prep (see below for information). The member of staff on duty MUST not leave the drive until all children have gone home or transferred to Supervised Prep.

5. AFTER SCHOOL CARE

5.1 360 (Pre-School to Year 4)

We offer an after-school care service staffed by 360 Sports Education. Parents are required to book their children in advance into 360 online. 360 runs from 1530 until 1800. The children are offered a range of play and recreational activities both indoor and outdoor, weather permitting. Children not collected by 1800 remain with a 360 staff member who will ensure they are handed over to the Boarding Staff.

5.2 Supervised Prep (Years 5 to 8)

In addition to the clubs provided, children may be booked into Supervised Prep. Year 5 children attending Clubs will have Supervised Prep until 5pm when they will have Afternoon Tea before their Clubs commence. Years 5 to 8 may also be booked into Supervised Prep from 1715 to 1815. Those attending will have Afternoon Tea first at 1700. Any child not collected at their usual pick up time will also be taken to Supervised Prep to await collection.

5.3 Supper

Children may also be booked into for Supper with the Boarders. Supper is from 1815 until 1845.

5.4 Extended Day (Years 6 to 8)

Children in Years 6 to 8 may be booked into the Extended Day programme which runs from 1845 until 2000 on Monday to Thursday evenings. It is intended to offer a boarding experience without the need to sleep at school. Children take part in a combination of Clubs, Supervised Prep and academic activities, and will have Supper with the Boarders. Children are supervised by staff throughout. Collection times are flexible between 1900 and 2000.

Children must not leave the school unattended.

5.5 If a child is not collected

The class teacher or member of staff responsible for the dismissal of the class should ensure that each child is met by an adult on the drive. Permission from the parent must be given to allow others, including siblings, to collect children. Children who do not have an appropriate adult there to meet them should remain with the teacher on duty until the times specified above when they will be taken to either 360 Sports Education or Supervised Prep depending on their year group. If collection has not taken place by 1800, children being looked after by 360 Sports Education will be transferred to Supervised Prep under the care of the Boarding staff. If collection, or communication with a child's parent/s is still not made by 1930, or later at the discretion of the Headmaster, then Children's Social Care Services will be contacted on **0300 200 1006**.

6 VISITORS TO SCHOOL

Please also see the Visitors Policy.

All visitors must sign in at the Front Office and be given a red visitor badge to wear around the neck. Staff should approach and offer assistance to any person seen in school not wearing a visitor badge. The few visitors without DBS checks are not given unsupervised contact with children.

7 SAFETY IN THE SCHOOL GROUNDS AND SCHOOL BOUNDS (including EYFS and Boarding)

- 7.1** One of the main attractions of Hall Grove is the open nature of its grounds. Research shows that imaginative free play is essential for child development, providing an additional source of exercise and contributing to health, happiness and general well-being. The number of accidents during play are relatively small in number and relate mostly to collisions, trips and falls. The PE staff are careful to regulate informal ball games and do not allow the use of a hard cricket ball or use of hockey sticks unless there is direct supervision.
- 7.2** The school site is extensive and is relatively open. There is always the possibility of a child absconding or of an intruder entering. Both these eventualities are covered by emergency procedures. Some protection is provided by the fenced woodland frontage and by the automatic barrier on the driveway. Over recent years a number of additional safety measures have been put into effect:
- School drive – designated road crossings; fence to protect playing fields; protected and lighted footpaths; one way circulation at peak times; clear signage; designated parking. Increased CCTV coverage on the drive.
 - Trees – regular inspection by qualified arboriculturalist.
 - Supervision – staff deployed to ensure effective supervision, children not allowed on lower field, in woods or in the farm buildings or enclosures, for free play.
 - The climbing tree – may only be used when there is a staff member who is prepared to take responsibility for its use.
 - Open water – swimming pool area fenced and is a no-go area other than for supervised swimming lessons (special rules for use apply). Boating lake, only used under strict supervision (special rules apply).

- Play time for the Pre-Prep children is supervised in a more controlled manner, and special rules apply for the Under 5's where 'free play' will always be within a small fenced enclosure.

8 BREAK TIME GUIDELINES

- 8.1 Break times provide pupils with an opportunity for relaxation, recreation and socialising after work periods. Ideally, pupils enjoy playing informal versions of the School's sports, inventing their own games or talking together. Normally, they take their breaks out of doors, allowing physical energy to be used.

The School's Health and Safety Policy states that

- 'the Employer and the Senior Management will, as far as is reasonably practicable take all possible steps to minimise risk of injury to people or property'
- and requires that all Staff
- 'should take all reasonable steps to promote the safety of the pupils in their care'.

To follow these aims it is necessary that the Headmaster (the Employer) or his appointed staff

- carry out regular Risk Assessment on all areas accessible for break time use and
- ensure that there are sufficient staff entrusted with supervision duties at any given time.

Staff on duty must patrol their supervised areas so that they can

- see any new hazards (partly broken branches etc.) and
- prevent or stop any play which may be dangerous or frightening
- ensure that all pupils are suitably dressed for current conditions.

- 8.2 Pupils are regularly notified of out-of-bounds areas and are kept up-to-date as and when these areas might change in Assemblies or at any other time. It may be necessary for staff on duty to remind pupils of these areas through the course of the year e.g. as seasons change or due to temporary works areas.

Areas available for play are:

- the playing fields, within the clearly defined railed, hedged or fenced boundaries but excluding the areas notified from time to time as Out of Bounds
- the double netball courts
- the single tennis court
- the courtyards around the School, excluding paths to the log cabins. No outdoor ball games or running within school from the school side of the drive, with the exception of table tennis. The school edge of the drive is the boundary past which no outside ball games/running games may be played
- School Driveway, if supervision is in place
- Pre-Prep areas to the south-west of the main buildings.

Out of Bounds Areas:

- all areas outside playing fields (limited by fence)
- neighbouring properties of Field House
- Garden Cottage and Badgers' Cottage
- New Astro (other than when supervised)
- cricket nets (other than when supervised)
- woodland and lake areas (other than when accompanied)
- swimming pool area (other than when supervised)

- school driveway (other than when supervision is in place)
- Pre-Prep courtyard (during Pre-Prep hours, 0815-1530) – no access via any of the three entrances
- Walled Garden
- The farm buildings and enclosures
- any area in which construction, development or maintenance is happening

8.3 Wet Break

Should it be raining at break time the members of staff on duty are responsible for deciding whether it is too wet to venture out or whether an indoor play would be more appropriate. For indoor break, children will either be sent to their form room where they will be supervised by their form tutor or to New Hall where they will be supervised by duty staff. Activities and equipment provided for wet playtimes are decided upon by the class teachers of the rooms being used.

8.4 Pre-Prep Playtimes

The Reception classes have their first break in the Pre-Prep garden with two members of staff on duty, one is always from the EYFS. Pre-School outdoor activity is built into the morning and supervised by EYFS staff. Pre-School and Reception children always have at least one member of EYFS staff alongside other Pre-Prep staff members on duty.

At break time Years 1 and 2 play in the Pre Prep Under the Trees area or on the single tennis court or netball courts if it is too wet. There are always be two members of staff on duty with the children.

Lunch playtimes rotate around different play areas of the school, e.g. Pre-Prep Under the Trees area, the wooden low climbing area, the upper field, the single tennis court or the netball courts. Break Duty rotas are compiled annually and displayed in the staffroom. All Pre-Prep staff on duty are asked to carry a phone so that they have easy contact with the school should the need arise. The staff on duty must stay vigilant at all times. Moving round and talking to the children best achieves this. If someone is unable to do their duty at a particular time, it is their responsibility to arrange cover with the Section Leader.

Playtime takes place outside in all weather except thunderstorms. On these occasions the staff on duty supervise the children inside.

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