
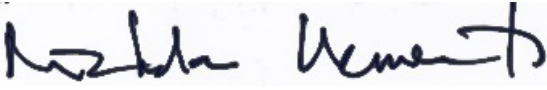


BRONTE SCHOOL



PUPIL SUPERVISION GUIDANCE

	Date	Signed
Date reviewed	Sept 2019	 (Mrs. Emma Wood, Headmistress)
Ratified by Proprietor	Sept 2019	 (Mr. Nicholas Clements, Proprietor)
Date of next review	SEPT 2021	

Introduction

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.

Contents of Guidance

These guidelines state the parameters for the effective supervision of pupils of all ages.

Pupils Arrival and Departure

Pupils may arrive at school from 8.00am and are expected to go home at 3.30pm unless they are in Kindergarten and only attending a morning session (when they should be collected at 12.00pm) or staying late for a club or After School Care. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils 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 main duty times are:

- Breakfast Club (7.30am – 8.00am)
- Early morning duty (8.00am - 8.40am)
- Break duty
- Lunch-time duty
- After School Care (3.30pm - 5.45pm)

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

Registration

Kindergarten - Year 6

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. In addition, we will only release a child at the end of his or her session/day into the care of a parent or other individual whose name has been notified to us in writing in advance.

Medical Support

There is a qualified nurse on duty in the Medical Centre between 8.45am and 3.30pm on Monday, Tuesday, Wednesday, Thursday and Friday 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 the intranet and in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our Kindergarten and Reception children are in 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). Please see the First Aid Policy and Supporting Children with Medical Needs Policy for further information.

Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not always supervised by a member of staff when travelling on the school buses or taxi service but are expected to behave responsibly. We would always investigate complaints about poor behaviour and a behaviour book is operated by both minibus drivers. A senior member of staff is on duty at the gate to supervise when the school buses and taxis arrive and depart.

The arrangements for the supervision of pupils during educational visits and trips out of school, including EYFS children, are described in our Off Site Visits/School Journeys Procedures.

Unsupervised Access by Pupils

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas such as the Boiler Room, the Kitchen or Medical Room. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

EYFS Pupils

The arrangements for the supervision of EYFS pupils in the Kindergarten and Reception areas of the school are set out in the Early Years Policy.

Security, Access Control and Workplace Safety

Our Health, Safety and Welfare Policy describes the arrangements for safety of the entire school.

Staff Induction

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