

SUPERVISION OF PUPILS POLICY

This policy applies to all pupils including those in the EYFS setting.

Rationale

All pupils at Christ Church Cathedral School can expect to receive full time appropriately supervised education commensurate with their age and stage of development.

EYFS Nursery and Pre-prep

Pupils should be supervised both individually and collectively at all times during the school day from when they are handed into the care of the school by parents or carers until they are handed back to the care of parents or carers.

Pupils in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the EYFS Framework 2014. There will be a member of staff with appropriate Paediatric First Aid training available to pupils in EYFS at all times. This will be a member of staff who is with the EYFS pupils. Details of all staff with Paediatric First Aid qualifications are available in the School.

Supervision of pupils in EYFS and Pre-Prep will include the following:

- During lesson times. Pupils will never be left unattended in the classroom.
- Between lesson times. Where pupils are receiving specialist teaching within the classroom, the teacher of the previous lesson should not leave before the next teacher arrives. A teaching assistant may, where appropriate, provide the necessary supervision between lessons.
- Moving to specialist teaching rooms. Pupils will always be supervised as they are escorted to and from specialist teaching rooms.
- Attending individual music or other 1:1 or small group sessions. Pupils will be escorted to and from these lessons either by a teaching assistant or the specialist teacher.
- Break times. Pupils will be escorted to and from the playground by a member of staff. Whilst in the playground, pupils will be supervised as set out below and in accordance with the Pre-Prep playground guidelines.
- Lunch times. Pupils will be escorted to and from the dining room and members of staff will sit with and supervise the pupils whilst eating lunch.
- Changing. They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy and EYFS Policy.
- Toilet use during lesson times. Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return to the toilets safely. The means by which this is done may vary according to the location of the pupils within the school. If pupils are within their own classrooms, it is reasonable to expect pupils to go to and return from the toilet unsupervised (though in the case of very young pupils an element of supervision may be appropriate). If pupils are within a specialist lesson, they may need to be escorted to the toilet by a member of staff. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance.

THE NURSERY STAFF

Head of Nursery (Nursery full time)

Nursery Teacher (Nursery full time)

Nursery Teacher (Nursery part time)

The spread of these is arranged by the Head of Nursery, who is mindful of the requisite staff/pupil ratios and of the differing numbers attending for varying sessions.

8:15 – 9:00	Nursery staff greet the children as they arrive. They settle in with a free choice of quiet activities either indoors or outdoors.
9:00 – 11: 40	Morning session. Individual staff responsibilities directed by the Head of Nursery. These allow for a 10 minute coffee-break for both full time members of staff. Organisation may include: indoor and outdoor activities, PE in the hall, drinks for all the children, help with using the toilet, and personal hygiene.
11.40 – 12.15	Lunch in Dining Room. Two of the three staff serve Nursery tables and eat their lunch with the children. The three staff rotate on a daily basis, giving each one week in three when they have half an hour break at lunch time.
12:15 – 1:30	Activities arranged as above, with each member of staff who has been in the dining hall having a 20 minute break.
1:30	One or two members of staff (depending on the number involved) accompany those children leaving at this time to the 'Key Hole' and hand them over to the adult collecting them.
1:30 – 3:00	Activities as above for the remaining children. (On Friday this may include a visit to the County Library.)
3:00	The remaining children are taken to the 'Key Hole' for collection as above.

RECEPTION, FORM 1 AND FORM 2 STAFF

The classes are staffed by:

Head of Pre-Prep/ Reception Teacher	(Full time)
Form 2 Teacher	(Full time)
Form 1 Teacher	(Full time)
Teaching Assistants	(Full time)

8:15 – 9:00	Form teachers and other staff greet the children as they arrive. They settle in with a free choice of quiet activities. Staff listens to readers.
9:00 – 11:40	Morning session. Focus for this part of the day being Literacy and Numeracy activities. Listen to readers, at this time a Gap Student will arrive to aid listening to readers. Within this time is morning break teaching staff will have a 20 minute break.
10:00- 10:20	Break time is mainly supervised by Classroom Assistant and Gap student. One member of Teaching Staff to be on call in case of emergencies. People involved in break time cover have 20 minute break after wards.
10:15- 10:40	Assembly staff take turns to lead assembly.
11:40 – 12:15	Lunch in Dining Room. All staff are expected to serve on a table as Prep-Prep has family dining.
12:15 – 12:45	Lunch break in playground supervised by Classroom Assistants and Gap Students. Member of Teaching Staff to remain readily available.
12:45-1:15	Story time in Pre-prep, staff take it in turns other staff to have non-contact time. (Rota as shown on timetable)
1:15-3:15	Afternoon session focus Humanities, Science and Arts
2:10-2:25	Afternoon break supervised by Matron/Classroom Assistant and/or Gap students Member of Teaching Staff to remain readily available.

Home Time

3:20 Reception 3.25 Form 1 3.30 Form 2	Children are dismissed by their Form Teachers and handed to parents on a one to one basis bidding Good Afternoon with hand shake.
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Pupils in Prep School

These pupils can expect to have some level of independence around the school appropriate to their age.

- During lesson times. Pupils will be supervised at all times during a lesson.
- Between lesson times. Where pupils are receiving specialist teaching within the classroom, it is reasonable and necessary for one teacher to leave at the end of a lesson and for teachers to move swiftly between lessons ensure they arrive promptly for their next lesson. If a teacher has not arrived within 5 minutes of the start of a lesson, two pupils should go to the office and inform office staff who will ensure a teacher goes to the classroom immediately.
- Moving to specialist teaching rooms. Pupils will generally move around the school unsupervised between specialist lessons but all staff will remain aware of the need to monitor behaviour and be aware of health and safety in the corridors.
- Attending individual music or other 1:1 or small group sessions. Pupils will generally be expected to make their own way to and from these lessons. Pupils must inform teacher that they are going.
- Break times. Pupils will leave lessons once dismissed and will make their own way out to break. Whilst in the playground, pupils will be supervised as set out below.
- Lunch times. Pupils will have greater independence in the dining room than younger pupils but will be supervised by staff whilst queuing for lunch and eating.
- Changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy.
- Toilet use during lesson times. Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance.

For Pupils in Forms 7 and 8

In certain circumstances, small groups may be separated out to work independently (eg in the Reference library or ICT Room) and without direct supervision as long as a teacher retains direct responsibility for each pupil and each pupil knows where the teacher responsible is.

Pupils who are off games

There is a supervised session in a classroom or if weather permits, boys come over to the games field normally with some work or a book to read.

Trips and visits

All pupils will be supervised at all times during all trips and visits and the level of supervision will be commensurate with the age of the pupils and the nature of the trip or visit, details of which will have been noted on the risk assessment form. See Trips Policy (Section B)

Break duties

Pupils will be fully supervised during break times as follows:

- Pupils in Pre-Prep will only be allowed out when led by a member of staff.
- Pupils in Y3-8 will only be allowed out to break when dismissed from class
- Staff on duty must be outside promptly and remain on duty throughout the break or until relieved by another member of staff.
- In Pre-Prep there will be two members of staff on duty.
- In Y3-8 there will generally be two members of staff on duty, one in the main playground and one in the junior playground area
- Supervision during break times will be active with staff members circulating around their area of responsibility.
- If a staff member notices a potential health and safety risk, they are responsible for ensuring pupils are moved from that area immediately and that is reported to the appropriate person eg Health and Safety Officer, grounds department.
- If a pupil is injured and the injury is minor, another pupil should be sent with the injured pupil to matron.
- If a pupil sustains a major injury, the member of staff should remain with the pupil and summon assistance from matron.
- If a member of staff is ill or has an unplanned last minute absence, the Director of Studies must be notified and will arrange cover for the duty.

Wet break times

When there is a wet break, form rooms will be open. Pupils should remain in their form rooms and undertake activities as advised by their form teachers. Prefects have been allocated individual Forms and will supervise them during wet breaks. The two duty staff will circulate to ensure a strong presence and level of supervision is upheld.

After School Care

The After School Club, which is for boys at Pre-Prep, runs from 3.30 pm to 5.30 pm and must finish on time. The staff concerned are put in an awkward situation after that time: they may well have commitments elsewhere but, of course, we will never leave a child unsupervised. Parents should not take advantage of them by arriving late. Notification that a boy is required to go to After School Club must be made, either in writing in advance or by telephone before midday except in the case of an emergency. In the case of Reception pupils parents are asked to give notice of their requirements on a Friday for the forthcoming week.

There is a member of staff detailed for the duty each day who takes boys for a snack at 3.30 then looks after them in the designated Pre-Prep classroom, from which they may be collected. They are supervised, where necessary, by a Gap student

The fee for the Club is £5.50 per hour or part thereof. A leeway of ten minutes or so to reflect traffic difficulties, for example, is allowed with regard to collection time. A 'late' charge of £10.00 will have to be levied for those who arrive after 5.30 pm.

Boys in Prep staying after school go to the ICT room or Beecham after Games or Club until Snack at 4.30 in the Dining Room. Thereafter they join the Homework session (generally in Beecham) and may be collected from there. The session runs from 5.00–6.00 pm.

PREFECTS

Whenever prefects are on duty, there will be a member of staff in close proximity who is in overall control in case the prefects require assistance. If in doubt, prefects should always call upon the member of staff to help.

Reviewed by SMT 19th April 2021