KING EDWARD'S SCHOOL
POLICY DOCUMENT

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SUPERVISION POLICY

Introduction
This policy sets out the measures which King Edward's School implements to ensure that pupils are adequately supervised and controlled while on school premises, so as to ensure their safety and prevent them from harm. In the context of this policy, 'Supervision' means having adequate numbers of staff and adult volunteers present in areas where pupils may come to harm, particularly when they are not in class, or are off site on regular school events. 'Harm' means physical harm caused by accidents, misbehaviour, inappropriate play, leaving school grounds without permission, or entering areas deemed 'out of bounds'.

This policy complements guidance governing pupil supervision on educational visits, but does not cover those events, as these are assessed on a case by case basis and covered by a separate policy.

Policy
Since most children attending King Edward's School are considered to be under the age of social responsibility, it falls on the School to put such measures in place so as to prevent them from harm arising out of their own actions. This responsibility is set out under the Health & Safety at Work Act 1974. The guidance on supervision in primary and secondary education differs significantly, and this policy will detail the arrangements for each school separately.

The Governing Body has appointed the Headmaster to act in a managerial capacity for the three schools with respect to Health and Safety. The Headmaster (and through him the Heads for the Junior School and Pre-Prep), is responsible for ensuring adequate supervision and maintaining relevant policies and procedures to this effect. The Headmaster will delegate certain organisational functions for supervision to other staff members, such as the Senior Deputy Head and other Senior Staff across the three sections of the School. Such functions will include staff duty rotas, and arrangements for sickness and absence cover.

General Principles: the school day (before and after school)
For the purposes of this policy, the term 'Children', or "pupil" refers to anyone in full time education at KES, some of whom may be older than18 years of age.

The official school day for the Senior School begins with Registration at 0840 and continues until the end of the period 5 at 1600. The school routinely provides supervision of pupils on school grounds between the hours of 0800 in the morning and 1800 in the evening.

The Senior School site is open from 0730 each morning for staff and ancillary workers, but does not accept pupils onto site until 0800 unless those pupils are accompanied and supervised by parents, or unless special arrangements have been made for early arrival (for example prior to a school excursion or for early morning training or rehearsal).

The school remains open for after school activities until 1800 hours, and pupils may remain on site during this period provided they remain in the company of a Teacher, a Supervisory Assistant or responsible adult, until collected by a parent or guardian. Sixth Form pupils may use the Holbeche Sixth Form Centre unsupervised for private study during this time.

Special arrangements may be put in place to cover sporting fixtures and special events (such as play rehearsals) under which pupils may remain in school later than 1800.

At the end of certain school terms, the school day will finish at 1230 and supervision will continue until 1300 hours. Parents will be notified in advance via the School Calendar when these early finishes are planned.

PART (1): ARRANGEMENTS FOR THE SENIOR SCHOOL

Access Restrictions Before & After School

Pupils arriving at school in the morning should access the site on foot through the Middle Entrance, from North Road, by bike via the Lower, Middle or Top Entrances, or be dropped off in the Lower Entrance parking bays by the Rutherford Sports Centre and B/Q Teaching blocks, if arriving by car. Senior School parents are not permitted to drive their cars into the Middle or Upper Entrances to drop off, or collect pupils, unless they have been given specific and prior permission to do so.
Pupils arriving on foot should not use the vehicle entrance into the Lower Car Park. Sixth Form pupils may enter via the pedestrian entrance between Nethersole and The Wessex Building. Pupils of other ages may only use this entrance when accompanied by an adult.

The official school day ends at 4pm. Any pupil remaining on site after this time must be in the designated supervised after school rooms or attending a club or activity. The library is the designated supervised area for pupils in Year 7 to 11. Senior School pupils must not linger in form rooms, by the lockers, on the netball courts or on The Meadow. The Astroturf gates are locked when not in use under supervision. All staff have a responsibility to move pupils on to a designated place of supervision.

Pupils who are travelling home using school arranged transport are supervised before, and registered on, embarkation.

Pupils who are staying on site after the end of the school day may not leave the premises and return.

Pupils must sign in and out of designated after school care.

Supervision ratios during these before and after school periods should be 'reasonable' and arrived at, and adjusted, on a risk assessed basis.

General Principles – the school day (registration and lesson time)

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification.

Children (other than some Sixth Form pupils on occasion, and pupils on formal study leave) should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian, and approval has been given by the School.

Children should not be sent off site on a personal errand on behalf of a member of staff.

When children are taken ill during the school day the School will contact the parents or guardian whether at home or at work.

No class of pupils should be left unsupervised for any reason. In the case of an emergency, the Curriculum Manager, Attendance Officer or School Office should be informed, and arrangements will be made to cover the class with another member of staff. Teachers should send a trusted child to Reception or a staff room to request assistance if necessary.

Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

General Principles – Visitors

During the school day, before 4pm, all visitors to the North Road site must sign in at Main Reception in Nethersole or at the Junior School Reception. This includes parents of KES pupils who are coming on site before 4pm to meet with staff of their own children. If parents need to drop anything off for their child during the school day, they must do this at Main Reception or the Junior School Reception.

Visitors to the Pre-Prep School, Weston Lane must sign in at the Pre-Prep Reception. Visitors are given a red KES lanyard to enable the identification of those visitors who should always be accompanied. The exception to this is parents and carers arriving to watch assemblies, performances and sport events. Due to the large number of parents in attendance, they are supervised by staff in the dining room and then led by a member of staff into the school hall or outdoors to watch the sporting event. The children are supervised by their teachers and teaching assistants at all times.

The exception to this are adults who are coming to drop off/collect children from the Junior School. They may walk across the North Road site via the main pedestrian routes but must not enter any buildings, other than via the Senior of Junior School Receptions.

Adult visitors, including KES parents, may also come onsite to watch/support pupils in sports fixtures and tournaments without the need to sign in. Arrangements for parent refreshments and access to adult visitor facilities will be in the Wessex Building, unless otherwise notified.

After 4pm and at weekends, adults with parental responsibility and other relatives/friends may come on site without signing in to watch sports fixtures or attend events such as parents' evenings, nearly new uniform sales, plays and music performances, but these visitors should only be found in areas relating to those activities (eg: by the Astro or in the Wroughton Theatre).

All King Edward's staff, third party providers and adult volunteers involved in regulated activity with pupils are expected to wear a blue or green KES lanyard and name card when onsite so that it is easy to identify those adults who have completed the required safer recruitment processes. There will be times when staff may need to remove their lanyards (eg: when playing sport or for other health & safety related issues) after which the lanyard is put back on as soon as possible.

When colleagues see an adult who is onsite before 4pm during the week but is not wearing a lanyard and is not obviously on their way to watch a School match or is picking up or dropping off a Junior School pupil, or where a visitor is wearing a red lanyard but is not escorted by a KES member of staff or Sixth Form Tour Guide, they are advised to approach them and politely escort them to Reception. Where colleagues do not feel comfortable doing this alone, they should approach another member of staff for support with this.

General Principles –the school day (break and lunchtimes)
Wherever possible, and for their own health and wellbeing, pupils will be encouraged to go outside for fresh air and exercise at break times. Where they remain inside, pupils will be supervised in the main teaching blocks which house their Form Rooms, in accordance with the Open Door Policy, or in the Holbeche Centre.

Lunch and break time school patrols by support and/or teaching staff ensure supervision of pupils, both inside and outside all school buildings, and duties by staff should be proactive: classrooms doors must be opened and groups of pupils making a noise or mess challenged. Staff are required to be particularly vigilant if pupils are gathering in areas of the school which are out of bounds, or where they may come to harm.

Grounds patrol includes the locker area, the Astro, The Meadow and the netball/tennis court area. Staff duty patrols should be active and visible. Staff should challenge rough play and silliness, particularly on the banks, and littering.

Sickness and Medical Emergency in the Senior and Junior School
Both Schools have access to the School Nurses and the Health Care Assistant, who are based in the Health and Wellbeing Centre in the Rutherford Sports Centre on the North Road site. Additionally, a number of staff are trained to administer First Aid at Work and in the Pre-Prep School, at Weston Lane, at least one member of staff on site will have Paediatric First Aid Training. Staff with First Aid training are only equipped to deal with the immediate effects of minor accidents and illnesses. In an emergency staff should call 999.

If a child has an accident that requires immediate hospital treatment, an ambulance will be summoned and the child will be accompanied to hospital by a member of staff (usually from the Health and Wellbeing Centre).

The school will contact the parent or carer immediately and will require them take full responsibility for the child as soon as possible. No medical treatment may be administered to a child in hospital (other than that required to preserve life) without parental permission – staff are not legally authorised to grant permission in such cases. The staff member will remain at hospital with the child until the parent, or a nominated carer can arrive.

Parents are legally responsible for the welfare and safety of their child, and they will be required to collect the child from school as soon as possible if they suffer an injury or illness which is not serious enough to warrant immediate transfer to hospital. This will also apply if (in the opinion of the Lead Nurse and/or a senior member of staff) a child is too ill to continue in lessons, or there is a risk of passing a serious infection on to other children in class. This may also apply where (in the opinion of the Lead Nurse and/or a senior member of staff) having a child in school is not in the best interests of their mental health and well-being, or that of other pupils. Parents would normally collect their child from the Health and Wellbeing Centre or the Junior School Reception, unless advised otherwise.

If parents cannot collect a child from school within a reasonable time (typically within one hour) they should be asked to nominate a trusted adult or family member to attend school to collect the child in their absence. The school expects parents and nominated carers to place the welfare of the child first. We cannot accept responsibility in cases where parents may be unwilling to attend school in a reasonable time (for example citing work commitments).

Parents who work in professions, or locations, where it may not be possible to get to the school within a reasonable period of time should provide the school with the name and telephone number of one or more responsible adults to act in their absence (for example other family members or trusted friends).

If the School cannot contact the parent, or any of the alternative emergency contacts, we will act *in loco parentis* and care for the child until contact is established. In such circumstances we may choose to refer the child to the local hospital A&E department under the supervision of a member of staff if we suspect that there are injuries which need to be seen by a doctor.

Parental Responsibility for Supervision

This school policy makes it clear that the parent or legal guardian is responsible for the supervision and safeguarding of their child before (or after) the times specified in this policy.

Parents dropping their child off at school before 8am, or collecting them after 6pm , do so at their own risk and the Senior School cannot accept responsibility for care or supervision outside of these times.

The limits of responsibility for supervision of pupils within the specified hours extend to the perimeter of the School grounds. Pupils who leave the safety of the school after school

hours to walk home, use public transport, or await collection by parents are deemed to be under the supervision of parents.

The school provides a supervised crossing from North Road to the Middle Entrance. The hours of the crossing attendant are 8.00am-8.45am and 3.45pm-4.30pm. Parents at both the Junior School and Senior School are responsible for their child's safety on the approach to school and while crossing roads.

Arrangements for General Supervision
The Senior School provides supervised access to the Astroturf before school where possible and oversees the netball courts immediately after school until the school coach services depart. Pupils staying behind for sports fixtures will remain in the Sports Centre, on the Astroturf, or at the Winter Pavilion, Bathampton, under the supervision of the teacher in charge until they are collected by parents or, for older pupils, make their own way home.

The person responsible for arranging supervision in school when pupils are out of class is the Deputy Head (Pastoral). The Deputy Head (Pastoral) will, in association with the Curriculum Manager, compile a Staff Duty List which will be co-ordinated with the Staff Cover List when individual staff members with supervisory responsibility are absent.

The Senior School Staff Duty List is published on the VLE and provides supervisory cover by teachers, in addition to the playground supervisors, on a duty rota before school, during morning break, at lunchtime and after school.

Staff on buildings/grounds duties may be reassigned on a day-by-day basis by the Curriculum Manager or the Senior Leadership member in charge of the Roaming Duty Team that day, to take account of staff absence, weather, etc. Details of the requirements and expectations associated with each duty can be found on the VLE.

Arrangements for Sports Supervision
The arrangements for sports supervision will differ from general supervision in school owing to the remote nature of the sports fields, and the need for pupils to attend sports fixtures out of hours and at weekends. Specific arrangements for sports supervision will be detailed in the various risk assessments, schemes of work and instructions for parents, but the following arrangements will be used unless otherwise stated.

Groups of pupils leaving the school site for the sports playing fields will be under the supervision of a member of staff, or other responsible person, and will remain so until their return to school, or they travel home direct from the fixture/training venue.

Responsible persons supervising sports activities at the playing fields will have a means of communication with them at all times, and will not leave pupils unattended in an emergency.

Unless specifically stated in writing and agreed with parents, the collection point for pupils attending after school sports activities on the Bathampton playing fields will be in the car park adjacent to the pavilion.

To ensure the safety and smooth operation of after-school co-curricular activities that are taking place at the school site, we have implemented the following policy regarding the collection of pupils:

- **Before 6:30 PM**: Parents are required to park off-site and pupils will walk to meet them at an agreed pick-up point.
- **After 6:30 PM**: If the activity finishes after 6:30 PM, parents are permitted to drive onto the school site and pick up from the Lower Entrance.

Members of the Senior School Sixth Form will be considered 'Responsible Persons' for certain sports supervisory duties, for example, if suitably vetted, coaching younger pupils during lunch time sports activities.

Weekend sports fixtures involving pupils will be supervised according to ratios and risk assessments, where possible supervision will always involve a member of staff. The staff member may be assisted by one or more volunteer helper who are approved by the School as green lanyard holders and have been suitably vetted through safe recruitment procedures, including the Disclosure and Barring Scheme (DBS), to ensure that they are permitted to work with children in regulated activity.

Pupils being brought directly to sports fixtures away from school will remain under the supervision of parents or guardians until the agreed start time and at an assembly point agreed in advance. Collection will be at an agreed time and an agreed place and pupils will not be released from the care of sports supervisors at other times or places.

Areas Considered 'Out of Bounds' for Supervisory Purposes
The Senior School has designated certain areas out of bounds to pupils in certain year groups for purposes of safety and supervision.

For all pupils, the following areas are Out of Bounds at all times during school hours except where the school relaxes certain restrictions, for example where Sixth Form pupils, who are placed in a position of trust and given some degree of personal freedom, as befits their age and level of responsibility.

1. The grass area of school to the front of Q Block, between the Middle Entrance and the Lower Entrance.

2. The Parade Ground and the grass area bounded by it, the coach turning area and the gardens of the houses in St Christopher's Close.

3. Top Entrance drive through to the Junior School and round to the Design Technology department.

4. Storage and Boiler Rooms, and all preparative and chemical stock rooms marked with 'No Entry' signs.

5. Any area outside the school perimeter, or boundary walls/ fence.

6. Any area within the Kitchen, or Food Storage & Food Preparation areas.

7. The Staff Rooms and staff toilets. Pupils may be permitted to use the Staff Room in B block, under supervision, in exceptional circumstances outside normal school hours, for example during weekend drama rehearsals or CCF/DofE training courses.

8. Any laboratory, or workshop area when teaching staff are not present.

9. Any classroom out of lesson times which is not designated as a Form room, unless a member of staff is present.

10. The Sports Hall, unless pupils have specific permission to be there for assembly, an examination, or a match or practice.

11. The Wroughton Theatre and the Wessex Building, unless pupils have specific permission to be there and are under supervision, for example for an assembly, a play, an examination, a rehearsal, studying or are purchasing, collecting or eating food.

In addition to nominated out of bounds areas, patrol supervisors should maintain safety within school premises by discouraging pupils from gathering in areas which may result in injury to themselves or others. These areas will include:

- Any part of a staircase or landing.
- Around fire exits and behind doors along main communication routes
- Within toilet blocks

People Considered 'Responsible Persons' for Supervision
All adults, including members of staff, cover staff, contractors and adult volunteers within all three sections of the School, are required to have completed appropriate safe recruitment and induction procedures before being considered as 'Responsible Persons' for the purposes of safety and supervision. For those to be engaged in such regulated activity, this includes being vetted for child protection purposes. This includes kitchen and catering staff, technicians and supervisory assistants. Adults may only be involved in regulated activity when they are current blue or green lanyard holders, or if under the supervision of a green or blue lanyard holder following the approval of a visitor risk assessment by the Designated Safeguarding Lead.

Cleaning staff and maintenance staff (unless they have specific responsibilities within their job descriptions or these are normal working expectations, for example driving pupils in minibuses) should not be considered as 'Supervisory', particularly in the early morning, and after school, since their duties are such that they cannot effectively monitor any children left in their care.

Sixth Form pupils are granted positions of trust in certain circumstances and may be considered 'Responsible Persons' when escorting groups of pupils around the school (e.g. prefect or mentor duties) and will also assist in certain sports activities under the direction of the Sports Teacher or Specialist Sports Coach.

Parents of children in school should only be considered Responsible Persons for the supervision of other children (for example on school trips and special events), if they are current green or blue lanyard holders, who have been vetted by the school for child protection purposes and have been approved by the Bursar and/or DSL.

To be read alongside the Off-Site Activities Guidance: On occasion, and only with the permission of the Headmaster or his deputy, a non-teacher may accompany a school trip or other off-site activity. This may be a member of the support staff, a parent, or a spouse or partner of a member of staff. They must have completed the appropriate safe recruitment process and be a current green or blue lanyard holder, and their supervisory and safeguarding responsibilities must be clearly outlined to them in advance of the activity.

Emergency Procedures

In the event that a pupil is stranded at school owing to the failure of a parent to collect the child at the normal time, the pupil will remain at school in the care of a member of staff until such time as the school can contact the parents for instructions, or a family member or trusted adult arrives to pick up the child.

The School may, if it is impossible for a family member to collect the child, opt to provide private hire transport for the pupil to their home address, or to an alternative address nominated by the parent at the time. This arrangement will only be approved in exceptional circumstances and the school will recover reasonable costs and expenses from the parents for the service. In such circumstances the School uses taxi companies with drivers who have been appropriately vetted.

If a number of pupils become stranded at school (for example in the case of extreme weather), the school will implement the Emergency Planning Procedure and staff will set up a holding area within the school where pupils can be supervised and cared for until the situation improves.

To be read alongside the School's Safeguarding and Child Protection Policy:

Of all circumstances this is the one which carries the greatest risk. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- *Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.*
- *Running a private detention under similar circumstances.*
- *Calling a child to an office for disciplinary or administrative reasons.*
- *Offering a lift home to a stranded child at the end of the day or after an extra-curricular activity.*
- *Visiting the toilets as part of a duty responsibility.*

All of these are circumstances that many of us operate in daily and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving

other colleagues and support staff easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Designated Safeguarding Leads: Senior Deputy Head or Deputy Head (Pastoral) in the Senior School; the Head, Deputy Head and Assistant Head in the Junior School; the Head and Deputy Head in the Pre-Prep; as appropriate.

In addition, there are circumstances where individual children may give cause for concern, for example; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown. Staff can reasonably expect to be advised of any special arrangements in this respect.

This means adults should:

- Avoid meetings with pupils in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one-to-one situations.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Always report to a senior colleague any situation where a child becomes distressed or angry.
- Consider the needs and circumstances of the child/children involved.

PART (2): ARRANGEMENTS FOR THE JUNIOR SCHOOL

Extent of Supervision

The school day for the King Edward's Junior School begins formerly with Registration at 8.35am and continues until the end of the last period at 4pm. The school will provide supervision of pupils on school grounds between the hours of 8am in the morning and 6pm. From 8am – 8.15am pupils are supervised in the dining hall, and from 8.15am-8.35am supervised outdoor play is possible. After-school provision runs until 6pm. The Junior School site is open from 7.30am each morning for staff and ancillary workers, and remains open until approximately 7pm for cleaning and caretaking activities.

Access Restrictions Before & After School

Because of the age of the pupils attending the school (which may be in the age range 7 years to 11 years), and the close proximity of the Senior School, parents bring pupils directly into the school using the covered way to the right of the Middle Entrance. A supervised crossing patrol is provided from North Road to the Middle Entrance. The hours of the crossing attendant are 8am-9am and 3.45pm-4.30pm. A member of staff will check at the main entrance between 4pm and 4.30pm to ensure that all children have been met. Any remaining will be brought back to the Junior School and booked into After-School Club.

Those pupils being brought on to site by car must be dropped off in the Lower Car Park. Parents are not permitted to drive their cars into the Middle or Upper Car Park to drop off, or collect pupils. Parents can drive on to the school site after 5.20pm to collect their child/children directly from the Junior School.

Once at the Junior School, children are handed over into the care of staff, who may be teaching staff, teaching assistants or playground supervisors. Once children are handed over to the school by parents, they may, depending on age group and weather conditions, be taken into their classrooms, taken into the library, or allowed into secure outdoor play areas.

The Junior School has three access doors, the two rear doors which are used by staff and children to enter the school, and the front reception door, which is the only access point for visitors. All doors are permanently secured by code locks and automated door closing systems.

All children are collected from the Junior School or the Middle Entrance by parents, between 4pm and 6pm (from after school club). After school pick up is from the Junior School for children attending after-school club. All pupils who attend after school club are registered and signed for on departure. Pupils in Years 3 and 4 using the school buses will be escorted to their transport by a member of staff at the end of the school day. Pupils in Years 5 and 6 can request this assistance. Pupils are handed over to the driver by the member of staff. Older pupils may make their own way to the buses after being dismissed. Any pupils who do not get on their bus for any reason, return to school.

Wet break procedures
Children will be supervised in their classrooms where they will engage in some indoor games/ activities. The science lab, ICT suite, DT and Art rooms are out of bounds. If the science lab is a form base, children can use room 1 during wet breaks.
Year 6 children support the younger children with their indoor play and activities, when and where appropriate.

Parental Responsibility for Supervision

Junior School children and infants are deemed by King Edward's School to be under their parents' supervision, until within the school building, and until in the company of a member of staff. This school policy makes it clear that the parent or legal guardian is responsible for the supervision and safeguarding of their child before (or after) the times specified in this policy. Parents arriving with their child at school before the start of the school day must remain with their child until wrap around care starts at 8am

The responsibility of the school for children arriving or leaving begins and ends at the Junior School building entrance.

Arrangements for General Supervision
All children will be supervised by a member of staff while in school. The school will ensure that children are adequately supervised during break times and at lunch time, and may hand over some supervisory responsibilities from teaching staff, to support staff and supervisors during these times.

Arrangements for Sports Supervision
Children at the Junior School will remain under the direct supervision of the Sports Teachers at all times when taking part in Games or Physical Education. Such activities are most often conducted on the astroturf within the school's perimeter. Where children are taken off site for activities (for example to the sports fields at Bathampton), they will be supervised by a minimum of two members of staff.

People Considered 'Responsible Persons' for Supervision
The school employs only suitably vetted adults to take responsibility for Junior School children. This will include members of the Catering Staff, Teachers, and Supervisors. Caretaking and Cleaning staff should NOT be considered as supervisors, since their duties are such that they cannot effectively monitor any children left in their care. This will be made clear to parents who may consider that any adult staff member on site will assume responsibility for their child out of normal hours. Where the school employs external supervision in the form of coaches for clubs, they will be thoroughly vetted for child protection purposes and will be subject to monitoring and risk assessment.

Parent Helpers
Where a parent offers their assistance to help supervise an event, such as a field trip, the school must ensure that the safety of other children is taken into primary consideration.

Parent helpers should not be left alone with children, particularly other people's children, and should themselves be supervised by a member of staff. The school will ensure that any person with regular child contact is vetted through the Green Lanyard process before they are allowed access to pupils.

Emergency Procedures
The school will have appropriate Emergency Procedures in place to deal with such events as school closure and extreme weather. In the event that a pupil is stranded at school owing to the failure of a parent to collect the child at the normal time, the pupil will remain at school in the care of a member of staff until such time as the school can contact the parents for instructions, or a family member arrives to pick up the child.

If a number of pupils become stranded at school (for example in the case of extreme weather), the school will implement the Emergency Planning Procedure and staff will be co-opted to set up a holding area within the school where pupils can be supervised and cared for until the situation improves.

PART (3): ARRANGEMENTS FOR THE PRE-PREP

Arrangements for General Supervision

All children will be supervised by a member of staff while in school. For Nursery and Reception classes the general rule is that there will be a minimum of two members of staff in attendance, since young children may need to be accompanied out of class to the toilets.

The school will ensure that children are adequately supervised during break times and at lunch time, and may hand over some supervisory responsibilities from teaching staff, to support staff during these times.

Arrangements for Sports Supervision

Children at the Pre-Prep will remain under the direct supervision of teachers and teaching assistants at all times when taking part in Games or Physical Education. Such activities are most often conducted on the play area within the school's security perimeter. Where children are taken off site for activities (for example to the park), appropriate staff to pupil ratios will be in adhered to.

The guidelines for the ratio of adults to children are:

- **Nursery is 1:3**
- **Reception is 1:4**
- **Year 1/Year 2 is 1:6**

Parents will be told where their child will be when not on the school premises and of any safety measures required.
When a member of staff or visiting peripatetic teacher is supervising children in a remote location a mobile phone will be used.

Arrival

Children arrive any time between 8am and 8.50am when the bell is rung to start the school day. Arrangements are as follows:

8am–8.30am Before School Club takes place in Teddy's Lodge (two members of staff always present).children are registered as they arrive.

8.30am–8.50am The Head meets and greet the parents and children at the main gate from the car park.

- Reception, Year 1 and Year 2 children are encouraged to say goodbye to their parents/carer at the black gates next to the Head teacher
- Children take their belongings to the cloakrooms, and then return to the playground (two members of staff on duty).
- Parents give any messages to the Head teacher (or in her absence, the person on the main black gate) who passes it on to the relevant member of staff.

- Nursery children enter through the black gate to the left of the dining room supervised by Nursery staff
- Before School Care children and staff member join others in the main playground at 8:30am
- Nursery children from Before School Care go into the Nursery with members of the nursery staff.

8.30am –8.50am Before School staff supervise the playground. A member of staff records the arrival of the children.

Teachers/TAs to be in the playground before the bell is rung. When the bell is rung, children stand still until told to line up. Reception children occasionally take part in movement for learning in the playground.

When this is finished, the children are sent to their cloakrooms.

The Nursery doors are also open at this time.

Members of staff meet Reception, Y1 & Y2 as they leave the playground taking them into the cloakrooms and then to classrooms for Registration.

The names of the designated gate/playground staff for all breaks are on a rota displayed in the staffroom.

Wet break procedures

Start of the day (8.50am)
'Wet Play' sign to be placed on double black gate by the Art Room. Children enter through the main black gate where they proceed to their cloakroom and then onto the classroom where their teacher and teaching assistant will be waiting for them. Nursery children are taken by parents straight to the Nursery.

Mid-morning break (10.40am -11am)
Nursery organise their own breaks and supervision (rota displayed on board in Nursery).
Y1, Y2 and Reception take part in physical activities in the hall supervised by the two members of staff who are on duty.

Lunchtimes 12.20pm -12.45pm (Nursery) & 12.50pm -1.30pm(Reception, Year 1 and Year 2)
Nursery organise their own breaks (rota displayed on the staff notice board in Nursery)
Reception are supervised by a member of staff who is on lunchtime duty, in own area
Y1 is supervised by a member of staff who is on lunchtime duty, in own classroom
Y2 is supervised by their teachers

Registration
Registration is done on 'SIMS' and sent to the office where it is printed out in case of a fire. Registration takes place at 9am and 1.30pm.

It is very important that each teacher is aware of how many children are in their care throughout the day.

Snack-time
Children are supervised by a member of staff when they stop for a drink of milk/water and a piece of fruit at approximately 1015 and go into Assembly at 10.25am, children walk to the hall accompanied by a member of staff who ensures they enter in a quiet orderly manner. The expectation is that there will be silence in the hall at the start of an Assembly.

Playtime
Playtime takes place from 10.40am– 11.00am. Two members of staff are on duty (see duty timetable). It is the responsibility of the Deputy Head to cover any absent staff who should be on duty. It is expected that staff will swap duties with colleagues if they know they are going to be absent on their duty day.

Lunchtimes
All children and staff eat together in our separate Dining Room. Nursery go in at approx. 11:35 am and Reception follow at approximately 11:40am. The second sitting starts at approximately 12:20pm with Year 1 and Year 2. Staff monitor the behaviour of the children, noise level, amount of food that is being eaten by each child and table manners. Children take turns at being the 'bistro buddy' helping to clear the plates and serve their table.

The children leave the dining room, accompanied by an adult, when their table is finished and cleared away and go into the playground. Staff may leave the playground once the members of staff on lunchtime duty are there (rota is displayed in the staff room).

There are various Clubs at lunchtimes and class teachers must ensure children are aware of where they should be and, if appropriate, what they should be wearing.

The children are sent to their cloakrooms from the playground at the end of lunch break which is 1.30pm. Staff should be there to meet them.

End of the day arrangements

3.15pm for Nursery and Reception
3.30pm for Year 1 and Year 2

Nursery parents collect their children from the black gate to the left of the dining room

Reception parents collect their children from the top of the fire steps in the carpark that lead down to the reception classroom.

Y1 parents meet their children from the main front door and wait in the carpark.

Year 2 parents pick their children up from the main black gate next to Teddy's Lodge

Parents must inform the school if their child is to be collected by someone other than themselves. If this does not take place a child will not be released from school until the parent is contacted. For an extra layer of security, , each family is given a password to say when collecting their child, anyone different collecting their child should have the password passed to them by the child's primary carers.

BUS SERVICE

There is a bus service from North Road (Junior and Senior School) for Pre-Prep children at 8:30am. The children are chaperoned on the bus. The Headteacher, or a senior colleague, greets the children at the Pre-Prep and leads them through the carpark to the playground or directly into the nursery. At 3:30pm two chaperones collect the children who are departing on the bus for North Road and leads them safely on to the bus at the front of the school. The chaperone passes each child to their parents at North Road at approx. 4:00pm.

Clubs 3.30pm - 4.15pm or 4.30pm

Every teacher runs an After-School Club and chooses what they would like to do, making sure that we offer a range of activities for each year band.

These Clubs take place on various days and lists are displayed in the year band areas of who is doing what on which day. Class teachers must ensure that the children going to a Club are collected or delivered to the appropriate place. It is up to the individual running the Club to take the children to the black gates in front of the Hall to be collected and then take any children left to After-School Care.

After School Care 3.30pm - 5.45pm

Parents book after school care in advance. Any child that is left at the end of the day or after a Club is taken to After School Care which is held in Teddy's Lodge and is run by two (or if required three) qualified assistants following a ratio of one adult to eight children. After school supervisors will have a list of family passwords. If they do not recognise the person collecting the child they should ask for the password. If the person is unable to provide the family password, they child MUST NOT be released, and the DSL or deputy DSL must be contacted.

People Considered 'Responsible Persons' for Supervision

The school employs only suitably vetted adults to take responsibility for Pre-Prep children. This will include members of the Catering Staff, Classroom Assistants, Teachers, Playground Supervisors and After-School Supervisors. Caretaking (unless employed to

help with an activity e.g. Forest School, bus chaperone) and cleaning staff should NOT be considered as supervisors, since their duties are such that they cannot effectively monitor any children left in their care. This will be made clear to parents who may consider that any adult staff member on site will assume responsibility for their child out of normal hours.
Where the school employs external supervision in the form of staff for clubs, they will be thoroughly vetted for child protection purposes and will be subject to monitoring and risk assessment.

Parent Helpers
Where a parent offers their assistance to help supervise an event, such as a field trip, the school must ensure that the safety of other children is taken into primary consideration.

Parent helpers should not be left alone with children and must not take any children to the toilet on a school trip, particularly other people's children, and should themselves be supervised by a member of staff. The school will ensure that any person with regular child contact who is not an employee is vetted through the Green Lanyard process before they are allowed access to pupils.

Emergency Procedures
The school will have appropriate Emergency Procedures in place to deal with such events as school closure and extreme weather. In the event that a pupil is stranded at school due to the failure of a parent to collect the child at the normal time, the pupil will remain at school in the care of two members of staff (headteacher plus one other staff member) until such time as the school can contact the parents for instructions, or a family member arrives to pick up the child.

If a number of pupils become stranded at school (for example in the case of extreme weather), the school will implement an Emergency Planning Procedure and staff will be co-opted (staff will be selected according to how close they live to the school) to set up a holding area within the school where pupils can be supervised and cared for until the situation improves.

The front door into the main school building and the dining room door are opened with staff cards. The main front door has a second card activated door for extra security. All gates into the school grounds are locked during the day and when opened at the beginning and end of the school day, they are manned by a member of staff.
KS1 Parents are asked to park off-site and walk into school to drop off and collect their child. Nursery and Reception parents, and those with pre-school aged children are allowed to use the school carpark at the front of the building.

Parental Responsibility for Supervision
Pre-Prep children and infants are deemed by the King Edward's School to be under their parents' supervision, until they pass through the main black gates which are opened at

8:30am or pass through the black gate at the side of the dining room that leads to the nursery with a member of the nursery staff or have been passed to member of staff supervising early morning care in Teddy's Lodge. A child remains the responsibility of their parent/carer when arriving and walking through the carpark and once the child has been passed to their parent at the end of the school day and is walking through the carpark with them.

This school policy makes it clear that the parent or legal guardian is responsible for the supervision and safeguarding of their child before (or after) the times specified in this policy. Parents arriving with their child at school before 8am must remain with their child until Before School Care opens.

The responsibility of the school for children arriving or leaving begins and ends at the main black gate, the gate leading into Teddy's Lodge and the Nursery gate to the left of the dining room.