

Barnardiston Hall Preparatory School

Pupil Supervision Policy (including EYFS and U2s)

PUPILS' ARRIVAL AND DEPARTURE

Day pupils are expected to arrive at school by 8.15am, and are expected to go home by 5.30pm unless they are staying late for a function or booked in for late stay. 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 hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as prep duties. Residential staff are on duty in the Boarding House in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

Break duty (10.15am - 10.45am)

Lunch-time duty (Pre-Prep: 11.40am - 1pm Prep: 1pm - 1.20pm and 1.20pm - 2pm)

After school 'Connection Service' (Pre-Prep: 3.30pm - 4.30pm) (Prep: 4.30pm - 4.45pm)

Pre-Prep supervision (4.45pm - pick up by parents/carers) and Prep supervision/clubs (4.45pm - pick-up time).

Arrangements are made to ensure pupils are supervised during play and music 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.

SUPERVISION OF PUPILS IN THE BOARDING HOUSE

The School adheres to the requirements of Standard 15 of the National Minimum Standards for Boarding Schools (2015), ensuring that there are sufficient staff members supervising boarders and day pupils who are in the Boarding House in the mornings or after school and who are aware of the pupils' whereabouts at all times.

REGISTRATION

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, Pre-Prep staff will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance. Early Years' children will only be handed over to adults who are on the pick-up lists and who have the necessary password notified to us by parents.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the School, and by registering attendance in the Boarding House.

MEDICAL SUPPORT

There is a qualified nurse (RGN) on duty in the Surgery three mornings each week and during weekday match afternoons, who has overall responsibility for the medical wellbeing of the children. She contacts the doctor or dentist when necessary and has the overall responsibility for the administration of drugs and medication needed by the children. She is available 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 are trained and qualified to First Aid at Work standard and all Pre-Prep staff are required to be qualified in emergency first aid, appropriate to the age of the children they work with. Names of First Aiders are displayed on School Noticeboards in various locations around the School.

First aid boxes are in the Surgery, in all potentially high risk areas and on buses. Sports kit and kits for outward bound activities are provided (the School Nurse regularly checks and replenishes the first aid boxes).

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from School.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of School are described in our policy: "Educational Visits." Our arrangements for the supervision of EYFS children on visits is described in our "Policy for Educational Visits by EYFS Children".

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed to use gymnastic or athletic 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 science laboratory and the pond area. All flammables are kept securely locked in appropriate storage facilities. Please refer to our policy 'Access to Risky Areas'.

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

EYFS and U2s

Children in the EYFS and U2s are supervised at all times at the levels outlined in the DfE publication 'Statutory Framework for the Early Years Foundation Stage'

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.

Reviewed 1 May 2019