

Chiswick & Bedford Park Preparatory School

Supervision Policy

This policy should be read in conjunction with the School's Safeguarding Policy, Anti-Bullying Policy, Missing Child Policy, Health & Safety Policy and Behaviour Policy. It sets out the expectations for supervision of pupils at Chiswick & Bedford Park Preparatory School ('the School') where we are committed to safeguarding and promoting the welfare of pupils in our care.

The Headmistress is responsible for ensuring that appropriate levels of supervision are in place. The Governing Board will oversee that adequate supervision of pupils takes place throughout the school day and that the School is a safe place for both pupils and staff.

All members of staff at the School have a duty of care for all pupils and this includes ensuring that pupils behave in an appropriate and in an acceptable way throughout the school day.

Aims

The aim of this policy is to maximise the safety of pupils whilst they are in our care. The purpose of this policy is to offer guidance to all staff about the expectations and levels of supervision of all pupils throughout the school term.

Arrival at school

Pupils are not allowed on the school site without supervision. Pupils may arrive at school from 8.30am and are expected to leave the site promptly at the end of their school day. As pupils arrive in the morning, they go straight into class where they are supervised by their class teacher or teaching assistant.

Early morning/after school lessons

When pupils arrive early or remain at school for additional lessons such as PAT or Nessy Clubs, they will be met at the front door by their teacher/TA who will always remain with them.

Registration

Registration takes place at 8.45am for all pupils. The register is also taken at the start of the afternoon session. Parents are responsible for notifying the school by telephone or email, if their child is absent for any reason. The school will



always contact the parent if their child fails to arrive at school without an explanation.

Pupil dismissal at the end of the day

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance.

- Reception children are dismissed from the playground gate by their class teacher at 3.25pm each day.
- Year 1 is dismissed from the playground gate by their class teacher at 3.30pm each day.
- Years 2 and 4 are dismissed from the bins gate by their class teacher at 3.30am each day.

Years 3, 5 and 6 are dismissed from the front door by their class teacher.

Teachers and teaching assistants taking after school clubs dismiss the pupils when clubs finish. A timetable of club start and finish times is provided to parents as well as specific arrangements for pick-up.

Lunch and play

Duty timetables are issued at the start of each term to all staff for playground, snack and lunchtime duties. Rotas are in place for morning break, lunch time and wet days. These are displayed in the staff room. The Headmistress is on duty at the school front door each morning.

All pupils are supervised by class teachers or teaching assistants or lunchtime staff whilst they eat their lunch. Members of staff are timetabled to supervise lunch time breaks. The duty rotas ensure that all pupils are adequately supervised at all times.

Special meals are available to pupils with allergies or cultural/ religious restrictions in their diet and this is strictly monitored by designated kitchen staff. All relevant pupils wear a coloured lanyard at lunchtime and the catering staff always serve their food individually. Teachers on duty will encourage pupils to eat healthily, assist with correct use of cutlery and report suspected eating problems to a child's Class Teacher and kitchen staff. Pupils who have finished may not leave the table without permission from the teacher on duty.

If a pupil needs to use the toilet during playtime, he/she needs to ask the permission of a member of staff on playground duty and then report back to that duty staff member once he/she has re-entered the playground.



Movement within the School

At the end of morning break, classes are lined up in the playground by the staff on duty. They then walk from the playground back to class.

At the end of lunchtime, classes are supervised back to school where they then go straight to the playground for playtime. Staff are always ready in the playground for the handover.

First Aid (*see First Aid Policy for more information*)

The School has appropriate paediatric training for teachers and teaching assistants enabling them to administer first aid. The names of all staff able to administer first aid are displayed inside the school office. First aid kits are available in all classrooms and outside the school office. The nearest Defibrillator can be found in the entrance to the church hall, opposite the office.

A first aid kit will always be in the playground. In the case of an injury, the staff member on hand will initially assess whether the injured child requires first aid treatment. If treatment is deemed necessary, the member of staff should treat the child using the First Aid kits available around the school if they feel confident and comfortable in doing so. This would be appropriate for minor bumps, grazes, pinches and cuts. If treatment is not deemed appropriate in the playground, the pupil should be sent to the school office for further assessment by Carol D'Praser.

Serious Accidents

A qualified first aider must be called immediately, and the pupil should not be left unattended at any time. The first aider must assess the extent of the pupil's injury to the best of his/her ability and act accordingly. If the first aider deems an ambulance is necessary, this should be called without hesitation. The member of staff will always stay with a child in the ambulance or in hospital until their parents have arrived. If an ambulance is not deemed necessary, but the first aider feels that the child should be checked over at hospital or be sent home from school for the rest of the day, the child's parents or carer should be contacted and asked to come and collect the child and take them home or to hospital.

Record keeping

For all minor accidents and head injuries, the Accident Books must be filled in and an accident slip completed. The slip informs the teacher and the parent as to the nature of the injury and treatment given. Parents are notified by email for all



head bumps. Mrs D'Praser in the school office logs and deals with all accidents, deciding when it is appropriate to notify parents.

If a child is going to hospital after an accident at school, a copy of the accident report should be photocopied and sent with them, either in the ambulance or given to the parents/carers for them to take to the hospital.

Educational visits (*see Educational Visits Policy for more information*)

The arrangements for the supervision of pupils, including EYFS, during educational visits outside school is described in our Educational Visits Policy.

Swimming and PE lessons off site (*see separate risk assessments for off-site lessons*)

Swimming

Pupils in Years 1-6 do weekly swimming lessons at Acton Leisure Centre. The teacher leading each group must carry a mobile telephone (only for use in case of an emergency), a group list/register and a first aid kit. It is important to note that the pool authority does not allow the use of phones or cameras at the poolside. Pupils travel to their swimming lessons by coach, picked up outside school.

If a child is unable to participate because of sickness or injury, they should be collected by their parents/carers and taken home. However, if parents/carers are unable to collect an unwell or injured child they will accompany the class to the pool, with a reading book of choice, and be supervised by our staff in the viewing gallery.

The teacher in charge of each group should do headcounts, check children have the appropriate kit and collect all pupil specific medications prior to leaving school.

PE lessons at Rocks Lane

Pupils will be registered prior to leaving the school and the PE staff will do a further register before leaving the school building.

Staff will be aware of how many children are in attendance and will carry out regular head counts. Each lesson must have at least two members of staff to walk the children to the park. Sensible pupil/staff ratios will be agreed with Head of PE prior to leaving school. The children will line up in pairs and be asked to walk sensibly and be aware and considerate of other members of the public. There will be at least one member of staff at the front and one at the back. Staff will carry a mobile phone for emergency use.

