

Ewell Castle Senior School

Pupil Supervision Policy



1 Pupils' arrival and departure

- 1.1 Pupils may arrive at school from 8.00am, and are expected to leave school unless in a supervised activity extending beyond 5.00pm. Special arrangements will be made for pupils staying late for an evening function. 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.
- 1.2 The main **staff 'duty'** times are:
- Early morning (8.00am – 8.30am)
 - Break (11.10 – 11.30am)
 - Lunch-time (12.40 – 2.20pm)
 - After-school duty (3.30pm – 5.00pm)
- 1.3 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. Staff members who coach school teams will supervise pupils on both home and away matches.
- 1.4 Pupils in Years 12 and 13 may leave the premises during lunch-time. Sign out/in procedures are in place. Pupils may not drive during the school day without specific permission eg. Greenacre for classes. Pupils from other year groups are expected to remain on site throughout the school day.

2 Registration

Registration of pupils is taken by members of staff at the start of the morning (0835hrs) and afternoon (1340-1420hrs) 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.

3 Medical Support – see also *Policy on Security/Access Control/...*

- 3.1 There is a medical room which can be used by pupils if circumstances dictate under direction of staff. If pupils are not well or receive an injury they will report, or be taken to the School Office. Assistance will be provided which may, on occasions, lead to a telephone call home to inform parents of the situation.

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3.2 Parents may also be required to collect their child from school early. If a child is seriously hurt then an ambulance will be called and parents informed immediately. Details pertaining to the incident will be recorded.

3.3 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 and are displayed in staff rooms.

3.4 First aid boxes are in all potentially high risk areas, as well as in the School Office. (These are regularly checked and replenished).

4 Supervision whilst travelling to and from school

Parents and pupils themselves are responsible for ensuring that their children/themselves travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. There are occasional staff patrols in the village and at train stations to monitor behaviour rather than to supervise pupils.

5 Supervision during Educational visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

6 Unsupervised access to facilities by pupils

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

6.2 We ensure that pupils do not have unsupervised access to potentially dangerous areas, eg. science laboratories, design technology rooms and cleaning cupboards. Doors to these areas are kept locked at all times when not in use. 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. (*See our separate policy on the Security, Access Control, ...*).

6.3 Pupils do not have access to the certain parts of the grounds (woods on the 'island' or beyond the Basin area), the Maintenance huts / rooms, Catering and Caretaking areas of the school.

7 Security, access control and workplace safety

Our policy: "Security, Access Control, Workplace Safety and Lone Working" describes the arrangements for safety of the entire school. Some aspects are also incorporated into the Health & Safety Policy.

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8 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, and is available in the staff handbook.

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