



MERCHANT TAYLORS'

Prep

Pupil Supervision Policy

1. Introduction

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. At Merchant Taylors' Prep the safety of our pupils is of paramount importance and we have policies and procedures in place to help ensure we achieve the highest possible standards of supervision. This policy document applies to the Pre-Prep Department (including EYFS and the Wrap-Around Care) and the Prep Department of Merchant Taylors' Prep.

The Duty of Care:

The relationship between a teacher and his or her pupils is still based upon the receipt of 'loco parentis'.

The principle has been upheld frequently in the courts and it follows that the teacher must exercise such a standard of care as would be expected of a caring and prudent parent.

The school organises and maintains a reasonable system of supervision for all pupils who are on any part of the school premises or for whom the school has accepted responsibility.

The school seeks to ensure that there is adequate supervision both indoors and outdoors throughout school break times. This obligation demands a high standard of care and, as a result, teachers actively patrol the school area.

2. Related Policies & Documentation:

- Attendance & Absence of Pupils Policy
- Admissions Policy
- Educational Visits' Policy
- Policy for Educational Visits' for EYFS Children
- Lost Child Policies and Procedures
- Safe Use of Playground Equipment Policy
- Code of Conduct for Staff - Staff Employment Manual page 11 & the Staff Handbook.

Appendix 1 on page 5 of this document gives the specific pages of the Staff Handbook relating to Supervision.

3. School Day Timings: Pre-Prep Department & Prep Department

All parents are notified of school day timings and staff supervision at the beginning of each school year.

Years 1 to 8 can be dropped off from 8am each morning and are supervised in the playground (Years 3-8) or in the classrooms (Years 1 & 2).

Reception children can be dropped off from 8.15am each morning and are supervised in the classrooms. They can attend Early Club from 8.00am.

The Nursery children are dropped off at 9am, when the school day starts, or attend Early Club from 8.00am.

School Starts:

- 8.30am for Years 3 - 8
- 8.40am for Reception - Year 2
- 9.00am for Nursery

School Finishes:

- 3.00pm for Nursery
- 3.20pm Reception
- 3.30pm Years 1 & 2
- 3.45pm Years 3 & 4
- 4.15pm Years 5 - 8

Late/Prep Club: available for all pupils until 5.15pm each day.

Clubs and Activities, relevant to each section of the school, take place before and after school.

Children not collected at the end of the school day and sent to Late/Prep Club and their parents are contacted to find out what time they will arrive. A member of SLT is on duty after school each day to supervise any pupils not collected by 5.15pm.

Pupils are not allowed on site before 8.00am unless by prior arrangement and supervision by a member of staff.

Staff duties commence on the playground at 8.00am for Years 3 to 8. Y1 and 2 pupils are supervised in the Pre-Prep from 8.00am. Reception pupils are met in the car park from 8.15am. Nursery pupils come into Nursery at 9.00am.

No pupil can be left at school unsupervised before a member of staff comes on duty in the morning. Parents must wait with their sons until the member of staff lets them know that school is 'open'. Parents have clear information that the school is not responsible for the supervision or safety of their children before a member of staff is on duty at the times outlined above.

All members of the teaching staff take their share of break and lunchtime supervisory duties.

The main duty times are:

- Before school
- Early morning duty
- Break duty
- Lunch-time duty
- After-school duty

(Timings vary according to the section of the school - please refer to the relevant Parents' Handbook and the Staff Handbook).

There are always a minimum of two members of staff on duty at these times and their role includes ensuring the safety of the pupils, dealing with any first aid, resolving problems and being vigilant for any issues relating to behaviour and welfare.

Arrangements are made to seek to ensure pupils are supervised during rehearsals, or other events, that bring pupils into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

4. Registration

An electronic register of pupils is taken 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 explanation. Please refer to the Attendance & Absence of Pupils Policy for details.

5. Supervision of Medical Support

The School Nurse is on duty in the Medical Centre from 8.30 to 4.30 pm Monday to Friday. She is available to administer first aid at a higher level, to deal with any accidents or emergencies and to help if someone is taken ill. MTS Nurses are available for Nursery and Reception if required.

The majority of members of the teaching staff and non-teaching staff have had training in Emergency First Aid and are able to give emergency first aid treatment.

The names of First Aiders are listed in the First Aid Policy and in first aid notices that are displayed around the school. At least one qualified paediatric first aider is on duty whilst our EYFS children are in school and at least one paediatric first aider will accompany EYFS pupils on any visit out of school. First aid boxes are in all potentially high risk areas, as well as in the Medical Centre. The School Nurse regularly checks and replenishes the first aid boxes.

6. Supervision whilst travelling to and from School

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

Parents must inform the School, in writing, if their son travels to or from School via Public Transport or on foot. Pupils must sign in and out, in person, in the School Office each day when they reach or leave the school premises.

Pupils are not supervised by a member of staff when travelling on public transport but are expected to behave responsibly.

7. Supervision during Educational Visits

The arrangements for the supervision of pupils during educational visits out of school are detailed in our Educational Visits policies. The arrangements for the supervision of EYFS children on visits are detailed in our EYFS Educational Visits policy.

8. Unsupervised Access by Pupils

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

Pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories and the Art & Design Technology room. Doors to these areas are kept locked, as appropriate, when not in use. All flammables and any other potentially hazardous materials are kept securely locked in appropriate storage facilities.

Except with special permission and strict under supervision pupils are not allowed access to the Groundsmen's, Maintenance, Catering and Caretaking areas of the school.

9. EYFS Pupils

The arrangements for the supervision of EYFS pupils are set out in our Parents' Handbook. Please see, also, the EYFS Policy documentation. The school adheres to the statutory requirements for the adult to child ratios in the supervision of EYFS pupils, both in school and before/after school.

10. 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. *(Please refer to the Staff Induction Policy.)*

Policy Reviewed: Oct 2023 (AM/CQ)

Date of next Review: Oct 2024

Appendix 1:

STAFF GUIDANCE FOR SUPERVISION OF PUPILS (From MTP Staff Handbook)

Expectations of Staff at Merchant Taylors' Prep.	Page 3
Pupil Safety & Health & Hygiene Emergency Fire Drill Critical Incidents Accidents	Page 10
Pastoral Care & Behaviour	Page 11
Role of the Form Tutor Class Teacher Nursery Key Teacher	Page 12
Registers School Duties	Page 13 Page 13-18
Appendix 3: Health & Safety	Page 23
Appendix 4: Fire Safety	Page 27
Appendix 7: Fair Rules & Fair Sanctions	Page 30
Appendix 8: Classroom Code of Conduct	Page 31

* Guidance for Staff is also in Educational Visits' Handbooks, PE/Games and other relevant policy documents including the School's Shared Area of the Computer Network.