



KNIGHTON HOUSE SCHOOL

PUPIL SUPERVISION POLICY

PUPILS' ARRIVAL AND DEPARTURE

Day pupils may arrive at school from 8.20 am, and are expected to go home after lessons finish, unless they are staying late for prep, a PEP session, or a function. Lessons finish at 3.30 pm in the pre-prep; 4.30 pm for B3 and B2 and 5.30 pm for the rest of the school. Day girls in A2, A1 and Alpha may stay for tea and prep providing they are picked up at 7.15 pm.

By special arrangement day pupils may arrive early but must be placed into the care of the boarding staff, a gap assistant is timetabled to provide care and supervision.

Pupils in The Orchard Pre-prep (including EYFS) may arrive at school from 8.20 am and are delivered by parents or carers into the care of staff. There is a direct handover at the end of EYFS sessions, at the end of the school day at 3.30pm, after club at 4.30 pm or after tea between 5.00 and 5.30 pm. By special arrangement pupils may be entered for breakfast club.

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, as well as evening duties if they teach a half timetable or more. Evening duties are from 6.15 pm until 8.15 pm. Duty rotas are prepared by the Deputy Head each term. Staff are on duty in the boarding houses in the evening. Pupils are able to call on a member of staff at any time if necessary.

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

BOARDING

The arrangements for the supervision of boarding pupils of the school are set out in our Boarding Policy.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. 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 a child fails to arrive at school without an explanation. Parents collecting day girls are required to sign them out with the duty member of staff, in the front hall at collection time. There is also a signing out book for pupils being taken out for appointments during the school day.

In the Pre Prep, we operate identical registration procedures to the Prep School, but in addition, we 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 writing in advance or on provision of a password.

We make sure that we know the whereabouts of all boarding pupils at all times by registering attendance upstairs immediately after day school finishes and again when they report to Matron at bed time. They are in supervised groups at all times. Parents are required to sign boarders out at weekends, exeat and the end of term, with the member of staff on duty in the front hall.

SUPERVISION DURING BREAKTIMES

During prep school morning and afternoon breaks there will be 3 members of staff on duty: a gap assistant in the dining room; one member of staff patrolling the front area of the school (front lawn, field, spinney, grass tennis courts, playground); and one patrolling the side/rear areas (pet shed, greenwood, courtyard, patio). This will be the same at lunch break, without the dining room supervision.

Pupils should not be inside at breaktimes unless with a member of staff or doing music practice as part of the rota. If it is 'wet break', pupils must be in the main house (common room, library, front hall) and duty staff will supervise. Notices are displayed around the school to this effect.

Arrangements for the supervision of pre-prep pupils at breaktime are in accordance with the regulations regarding EYFS staff ratios. There is always a minimum of 2 staff on duty, one of whom is a paediatric first-aider.

SUPERVISION DURING MEALTIMES

During breakfast, lunch at weekends and supper, boarders are supervised during meals by the boarding staff. They monitor what children are eating and feedback any concerns during pastoral meetings. Such concerns will be passed to teaching staff via staff meetings and the 'Welfare Book' in the staff room. They also monitor behaviour and table manners.

At lunch all pupils are seated on a table with a member of staff who will monitor their eating and their table manners. Any concerns are recorded in the 'Welfare Book' in the staff room and discussed at staff meetings.

MEDICAL SUPPORT

There is a qualified first aider on duty in the boarding house 24 hours a day who is available to administer first aid, 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, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are displayed around the school. A qualified paediatric first aider is on duty whenever our EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the medi room. The day matron 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. Pupils using the school minibus service are the responsibility of the driver: they must wear seatbelts at all times and abide by legislation.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils, including EYFS, during educational visits, and trips out of schools are described in our Expeditions Policy.

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed in the stables or pony fields without supervision. Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or sports 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 laboratories, pond etc. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school.

EYFS PUPILS

EYFS pupils are closely supervised at all times. Staffing ratios are in accordance with EYFS regulations.

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.

September 2016

