



THE BUCHAN SCHOOL

The Buchan School

Supervision Policy

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1. PUPILS' ARRIVAL AND DEPARTURE

Parents bringing their children to school by car are asked to park in the main car park. All children must be escorted to the Prep playground or Pre-Prep playground. Alternatively Prep pupils may be dropped off in the drop off zone by parents.

Pre-Prep parents are required to deliver their children to the playground before 8.30am. A teacher is on duty from 8.20am each morning.

Prep children are then required to go to the playground before the 8.30am bell. If the weather is inclement, the children will be supervised inside School.

Pupils may arrive at school from 8.20am, and are expected to go home by 6pm (if enrolled into after school care)

Pupils are not allowed on site without supervision.

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. A rota is prepared by the Head of Prep and Head of Pre-Prep

Staff duty times are:

- Early morning duty (8.20am – 8.30am) – 1 member of staff
- Break duty – 2 members of staff
- Dining Room duty - Pre-Prep– All members of staff supervise the pupils by sitting at the dining tables.
- Dining room Duty Prep– All members of staff supervise the pupils by sitting at the dining tables. 1 member of staff controls the lunch line, leads grace and dismisses pupils.
- Lunch-time – 2 members of staff supervise the children during breaks
- After School duty – 1 member of staff

2. DURING AND AFTER THE SCHOOL DAY

Parents are asked to park in the main car park and access the school by the main gate.

Children arriving after 8.45am (end of registration) or being collected prior to the end of the school day (3.30pm for Foundation Stage-Year 2; 3.35pm for Prep) **must sign in or out, in the school office**. This is a vital security and safety measure which ensures that we have a full record of attendance at all times.

Pre-Prep - At the end of the day, children are escorted by their teacher from their classrooms to meet parents in the playground or beside the music room entrance.

Prep - At the end of the day, children are escorted by the teacher of their final lesson to the playground to meet parents

Children are not allowed to leave school and take themselves to the car park.

Any children who remain uncollected at 3.35pm will join after-school care.

Children attending an after-school club must be collected from the Prep or Pre-Prep pupil entrance. A register is taken of children attending after-school activities and all children are escorted to classroom by the teacher in charge of the activity. At the end of the activity the teacher in charge of the activity will escort the pupils to the Prep/Pre-Prep entrance to be collected.

BEFORE and AFTER SCHOOL CARE

Pupils attending before and after school care are fully supervised by a member of staff. An additional staff member is also on duty until 6pm each evening to offer support if required.

3. REGISTRATION

An electronic register of pupils is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school initially by telephone, and subsequently in writing/e mail, 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. 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.

At times we realise that due to family circumstances it may be necessary for another person to pick up children – in this case parents are asked to ring the office to inform us of the change of circumstances.

If staff are in any doubt as to who is picking up a child –the teacher responsible for dismissal must check the school contact details on ISAMS and ring parents for clarification.

A paper register is taken for after school activities by the teacher who leads the activity. A message will be sent to the office if a child is unaccounted for (see missing child policy).

4. MEDICAL SUPPORT

Our Medical Sister is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. In addition, a number of members of the teaching staff and non-teaching staff are trained and qualified as First aiders, are able to give emergency first aid. First aid boxes are situated around the school building and are regularly checked and replenished

5. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

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

6. SUPERVISION DURING EDUCATIONAL VISITS

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

7. UNSUPERVISED ACCESS BY PUPILS

Pupils are expected to follow instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially hazardous areas. Permission must always be sought to use the Art and ICT room.

All flammables and other hazardous materials are kept securely locked in appropriate storage facilities.

Pupils do not have access to the grounds, maintenance, catering and caretaking areas of the school.

8. EYFS PUPILS

Children must always be within sight/hearing of a member of staff. Relevant EYFS staff must always be in close proximity to deal with any concerns.

9. 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.