



# THE WEBBER INDEPENDENT SCHOOL

## School Policies



# Supervision and After School Care

January 2019

## **The Webber Independent School Supervision Policy**

Policy links: *Staff Handbook; Health and Safety Policy, Welfare and Safeguarding Policy, Medical Administration Policy; Admission, Attendance and Registration Policy.*

This policy advises on how staff are deployed to ensure the proper supervision of pupils both on and off site. 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 early supervision duties.

Staff duties are necessary to ensure the school's supervision of pupils outside the classroom is adequate, and meets statutory requirements in order to contribute to the safeguarding and welfare of pupils. The DfE gives advice on staffing ratios. These should not be exceeded and, in addition, may need to be reduced where the nature of the groups or the nature of the activity require this, for example, where the group includes pupils with special educational needs. In cases from Reception upwards (where the majority of children are 5+ within the school year) the staff : pupil ratio on site is 1:20, unless the risk assessment conducted in school for a particular activity proves the need for this ratio to be reviewed and refined.

Arrangements are made to ensure that pupils are supervised during play and concert 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.

### **REGISTRATION**

All pupils are registered at the start of the morning and start of afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason (see Admission, Attendance and Registration policy). The school will always contact the parent if a child fails to arrive at school without explanation.

### **MEDICAL SUPPORT**

There is a first-aid (including paediatric first aid) qualified member of staff on duty in the Medical Room from 8.30am -4.30pm Monday to Friday who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are members of the teaching staff and non-teaching staff, who are also trained in first aid are certified to administer this in an emergency. The list is maintained by the School Matron.

The School will always have at least one qualified paediatric first aider with the Nursery and Reception children at all times whether at school or on a school trip (**see Health and Safety Policy**).

## **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL BUS**

Parents are responsible for ensuring that their children travel safely to and from school. We always investigate complaints about poor behaviour.

## **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits policy; this includes reference to medical administration on school trips. See also the school's Health and Safety Policy for supervision on journeys: 'taking into account the sex, age and ability of pupils, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover (a guideline for adult pupil ratios is 1 adult to 2-3 pupils in Foundation Stage, 1 adult to 6 pupils in Years 1 and 2, 1 adult to 10 pupils in Years 3 - 6 and a ratio of 1:15 in Year 7 and above. It may be appropriate for older pupils to have some remote supervision time, in such cases the parents must have agreed in writing to their child spending time without direct supervision.)

## **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed to use scientific, 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. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked by key and/or code 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. Pupils are strictly forbidden from entering the adventure playground area without staff supervision (this includes at the start and end of the school day).

## **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.

## **GENERAL SUPERVISION**

When a member of staff is supervising in a remote location a two way radio is used. Pupils are not given supervisory responsibility for other pupils without adult supervision.

## **BEFORE SCHOOL PROVISION**

Early Morning Supervision and Breakfast Club (7.30am-8.30am).

Prep & Pre-Prep This is a charged provision which can be booked in advance for a term or a fixed period of time, it can also be requested on an adhoc basis where circumstances dictate an earlier drop off at school.

Pre-Prep and Prep students on site before 8.30am must be taken to the Student Entrance at the rear of the building, escorted in and registered in Enrichment with the member of staff on Early Morning Supervision.

School opens for senior school students at 7.45am, students should use the same entrance, sign themselves in at Enrichment but may then proceed to their form room, this will not be a chargeable provision. This process allows us to know exactly who is on site before 8.30am, where they are and that they are safe and supervised. This is key in event of an emergency or evacuation outside of the school working hours.

School will formally open at 8.30am to welcome all children. Registration - starts at 8.45 am promptly and e-registers are taken at this time.

## **AFTER SCHOOL PROVISION 3.55PM-6.00PM**

From January 2017 a separate telephone line will be in use for After School Provision, this line will be linked directly to the Enrichment Department and should be used by all parents that need to contact school after 5.00pm when main reception is closed.

**The contact number is 01908 574755.**

From 4.15pm all access doors to school will be locked.

After school provision for Pre-Prep, Prep will be in the respective classroom between 4:00pm and 4:30pm. Senior school will be based in Enrichment.

After School Provision in Enrichment (not including After School Clubs) is a chargeable provision. This can be block booked in advance or on an ad hoc basis should circumstances necessitate. Students can also be provided with a light snack which must be booked in advance.

All students who are not collected at 5.00pm when After School Clubs finish should report to Enrichment using the back student entrance and be signed in. When collecting students please use the back student entrance and ring the bell where the member of staff on duty will hand over your child.

## **OUT OF HOURS ACTIVITIES**

For students participating in activities that run beyond 6.00pm (Badminton coaching, Duke of Edinburgh, Army Cadets) they will be met and signed in to school by the supervising member of staff who will register them and remain with them whilst on the school site. The member of staff will remain with the students until they are collected by their parents.

**MISSING STUDENT PROCEDURE**

See appendix 1

**SITE ACCESS ARRANGEMENTS (including ARRANGEMENTS FOR THE SUPERVISION OF  
ANCILLARY, CONTRACT AND UNCHECKED STAFF)**

See appendix 2

**UNCOLLECTED CHILD PROCEDURE**

See appendix 3

## APPENDIX I

### **Missing Student Procedure**

Occasionally students may 'go missing' for a variety of reasons. Usually students are found within minutes of being 'missing'. In any case, the school will use the following procedures:

- a) registers must be taken at the start of every lesson, for lunchtime and afterschool clubs. Any absentees must be reported to the School Reception immediately;
- b) the School Reception will check the registers to establish if the student has been registered that day, and whether he/she has been reported sick. Follow up contact with parents is made via the school office
- c) If the student appears to be missing the School Reception will inform the appropriate Designated Person immediately;
- d) The Designated Person will institute a school search by co-ordinating a team of staff;
- e) They will report back within the hour to the Designated Person;
- f) The Designated Person will keep the Head informed;
- g) If the student is not discovered within the hour the Head Master will determine any further action and will authorise the Designated Person to inform the police;
- h) the Head will inform the parents;
- i) the Head will inform the Chair of Governors;
- j) Once the police are involved the school will follow the directions of the police officer in charge.

## APPENDIX II

### Site Access Arrangements

The key principles of these arrangements are:

- a) To ensure that access to the site and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorized persons on the site
- c) To maintain high levels of safeguarding
- d) To facilitate safe and smooth running of school activities

### Parents and other adults

- a) Parents or other adults with business on the school site - ie. meeting a teacher or other member of staff –must sign in at the School Reception and wear a parent or visitor badge. They will be accompanied or directed by a member of staff to the meeting place. On leaving the school parents must sign out at the School Reception, returning their badge.
- b) The arrangements for other visitors are covered by the **ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF (SEE BELOW)**.
- c) All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are noted on the back of the visitors, parent badges.

### Unauthorised Persons

- a) Anyone who is not an employee of the school and who has not undergone the procedures above is an unauthorised person.
- b) Staff who see somebody they do not recognise on this site must assume they are an unauthorised person.
- c) The member of staff should ask them what their business is on the school site. If they have business on the school site they should be directed to Reception to sign in.
- d) If they do not have any valid business on the school site, they should be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave the school site, the local police must be telephoned and advised that there is an intruder on the school site.

### **Car Park and vehicles**

- a) There is a speed limit displayed regarding the car park and access roads.
- b) Speed bumps help to limit speed.
- c) Access is limited near the minibus parking area.
- d) Parents and pupils are reminded regularly to limit their pedestrian and vehicle speed in the car park.
- e) A one way system is in operation.

### **ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF**

All members of staff and volunteers at The Webber Independent School are subject to full vetting and barring checks, even if they only have minimum contact with pupils.

All visitors to the school must sign in and out at the School Reception and wear a visitors identification badge during their time on site. All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are displayed on the back of the visitors badges.

The school employs its own maintenance staff and all other works involving outside agencies/contractors are scheduled to take place when school is not in session wherever possible. Should it be necessary to call in a contractor during term time, a member of the school maintenance team will accompany the contractor during his/her visit. For prolonged works requiring a contractor to be on site unsupervised, there is no requirement for vetting and barring checks if the contractor is not engaged in regulated activity. However, regular supervision checks should be conducted by the school under such circumstances.

## APPENDIX III

### **Uncollected Child Procedure**

In the event that a child is not collected by an authorised adult at the end of the session/day, the school puts into practice the following procedures.

The child's file/diary is checked for any information about changes to the normal collection routines.

If no information is available, parents/carers are contacted at home or work.

If this is unsuccessful the authorised adult's named on the Registration Form will be contacted.

The child does not leave the premises with anyone other than the named adults on the registration form.

If after all reasonable attempts to contact the parents and named adults fails, the school is required to call Milton Keynes Children's Services.

We will seek the advice of our Designated Senior Lead for Child Protection who will then contact our local Children's Social Services care team.

The child will remain at the setting in the care of two fully-vetted employees until the child is safely collected either by the parents or social care worker.

Under no circumstances will members of staff go to look for the parent, nor may they take the child home with them or attempt to drive the child to their home address.

A full written report of the incident will be recorded in the child's file.

Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff within the procedures described above.