

## **St George's School Windsor Castle Supervision Policy (including EYFS)**



It is school policy to ensure that full and appropriate supervision of all children occurs throughout the school day. This duty of care applies to all staff.

It is important to read this policy in conjunction with (i) The Health and Safety Policy; (ii) Staff Duties and Responsibilities Policy and (iii) Staff Code of Professional Conduct.

### **Supervision before school**

The school opens at 8.00am for all day children. Lower School pupils go straight to their classrooms where a teacher is on duty. Pupils in Years 4 and 5 are supervised by a member of staff in Old Bank House. Pupils in Years 6, 7 and 8 are supervised by a member of staff in the Courtyard or the Victoria, depending on the weather. The teachers on duty are responsible for the children from 8.00am until registration.

Registration takes place from 8.15am

### **Responsibility during the school day**

It is the parents' responsibility to ensure that their child attends school regularly. The school office keeps emergency contact telephone numbers. Parents are asked to contact the school office before 9.00am on the first day of absence. Where an unauthorised or unexplained absence occurs, the school will make contact with parents in order to obtain the reason for the pupil's absence.

Parents should formally request the form/class tutor to authorize their child's absence to visit another school, in which case the school office and Head Master will be notified. If a child has to be taken for a routine medical or dental appointment, parents must let the office and the form/class teacher know in advance. Parents must sign their child out at the school office upon leaving the school. Where the Head is aware that a Court Supervision Order is in place, a copy will be requested. Relevant staff are informed and all reasonable care is taken in line with any Court ruling.

### **Illness**

If a child is taken ill during the course of the school day he/she is sent to the Matron on duty. Matron assesses the child and determines whether the child is well enough to stay in school or arrange for the child to be collected. The Matron will telephone the parents and arrange for the collection of the child if that is deemed necessary. The child will remain with the Matron until the parent/guardian arrives. The Deputy Head or Assistant Head - Lower School (as applicable) and the form tutor is informed prior to a child being sent home during the course of the school day. Parents or guardians must sign the child out at the school office upon leaving the school.

## **During Lessons**

No class will be unsupervised for any reason during the school day. All staff are aware of the need to be vigilant with visitors on the school premises and politely challenge and/or report immediately to the school office whenever there is a concern. All visitors must sign in at the School office and wear a "visitor's pass". (Please refer to the policy on visitors to the school).

## **Supervision of pupils in the Early Years Foundation Stage**

The supervision of pupils within the EYFS is in line with the stated regulatory staff/pupil ratios for this age group.

## **Supervision at morning break and lunchtime**

Playground duty demands a high standard of care and in particular requires that the teachers, teaching assistants and gap students patrol the playgrounds. It is the responsibility of the Deputy Head / Assistant Head – Lower School to explain to new teachers their supervisory responsibilities. If a parent has requested that their child remain inside at playtime due to illness, they will be supervised by Matron or a class teacher. Where there are concerns about a pupil's behaviour, they will be carefully monitored during these break times by a member of staff on duty.

If a child has a serious accident at playtime, for example, a head injury or a wound that needs dressing, they must be accompanied to the Matron by a member of staff. Should the accident be minor, then it is acceptable to send a responsible pupil to accompany them to the Matron. All members of staff have relevant training in First Aid which is updated every three years.

## **Level of Supervision:**

The level of supervision provided at morning break and at lunchtime is determined by the level deemed appropriate by the school. This is reviewed annually by senior staff and any amendments made as necessary.

## **Wet play**

Duty teachers plus additional staff and Year 8 prefects supervise the children in classrooms, the Victoria and the gymnasium. There is a choice of DVD and board games available to the pupils during a wet break. Pupils continue to have access to the Library during wet break. Children in the Lower School (including EYFS) are supervised by staff in the Lower School Hall and/or classrooms.

## **End of School**

Pupils attending the Co-curricular Programme are supervised between 3.55pm and 4.10pm by a member of staff in the playground (or inside if wet), and by gap students in the changing rooms.

Pupils' departure from school at 3.55pm is supervised by the duty staff on front door duty. At 4.55pm and 5.45pm it is the responsibility of each member of staff leading an activity to ensure children are collected by parents or guardians responsible for them.

At the end of school on a Wednesday (3.55pm or later if playing matches) all class teachers and team managers are responsible for the pupils in their care and must ensure that the children are collected by the parents or guardians responsible for them.

## **General Points on Supervision**

Staff are advised to move around the playground regularly whilst on duty, ensuring safe play. At the end of break / lunch, teaching staff are expected to collect their pupils / class and escort them to their classroom. Pupils in Year 8 are expected to sensibly walk to their next lesson via their lockers. During the five minute transfer time in between lessons all staff are responsible for supervising the pupils as they move around the school.

## **School visits**

It is the responsibility of the Head and Governing Body to ensure that appropriate procedures are established for school visits. A visit may only take place if the Head authorises it. The lead teacher must first discuss the proposed visit with the Deputy Head, complete all relevant paperwork which will then be signed off by both the Deputy Head and Head if the visit has been approved

**(Refer to Risk Assessments and to the policy on Off Site Visits for further details.)**

**Reviewed September 2018**

**Next review date: September 2019**