

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. All students are greeted at their respective entrance (Pre-Prep at main entrance, Years 4&5 at the Chapter Garden entrance; and Years 6-8 at Old Bank House) by a member of staff before meeting with their form tutors in the form room.

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 student'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 the Head of Prep School or Head of Pre-Prep 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 or member of SLT are 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. The Matron assesses the child and determines whether the child is well enough to remain in school or arranges 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 Head of Prep School, Head of Senior Prep or Head of Pre-Prep (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 and activities

No class or activity 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 students in the Early Years Foundation Stage

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

After-School Care

All children from Kindergarten to Year 2 are able to attend 'Late Stay' until 5.45pm. After School Care is supervised by Pre-Prep staff and the correct ratios (8:1) are adhered to. All EYFS children are escorted by a member of staff to After School Care and they are noted as present on the register produced by the office. If anyone other than the named person collects a child from Late Stay, the school must receive written notice from the parent (EYFS). If this is not received, the members of staff on duty in Late Stay will make contact with the parent / carer via the office. After School Care is run in the classrooms and Pre-Prep hall by the current Pre-Prep staff, who are all paediatric first aid trained, on a rota. A snack is offered to all children and there is a broad range of activities for the children to participate in. Parents must book their child into afterschool care before school or ring the school to make a booking. The school must receive written notice from the parent (Kindergarten and Reception) or verbal notification (Year 1 and Year2). Children are collected from the Pre-Prep door at 5pm or 5.45pm.

Supervision at morning break and lunchtime

Playground duty demands a high standard of care and in particular requires that the teachers, teaching assistants and graduate assistants patrol the playgrounds. It is the responsibility of the Head of Prep School / Head of Pre-Prep 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 accordingly. Where there are concerns about a student'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, a member of staff must accompany the student to the Matron on duty. Should the accident be minor, then it is acceptable to send a responsible student to accompany them to the Matron (Years 4-8 only). All members of staff should 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 supervise the children in the Victoria and the gym. There is a choice of DVD and board games available to the students during a wet break. Students continue to have access to the Library during wet break. Children in the Pre-Prep (including EYFS) are supervised by staff in the Pre-Prep Hall and/or classrooms.

End of School

Students 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 in the changing rooms.

Students' departure from school is supervised by the duty staff and assisted by the form tutors.

Following after-school care and activities, it is the responsibility of each member of staff leading an activity to ensure children are collected by parents or guardians responsible for them.

Prep School: 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 students in their care and must ensure that the children are collected by the parents or guardians responsible for them. This also applies after any fixtures.

Parents and Guardians of students in Years 7 and 8 may give permission for their children to arrive and depart school each day unaccompanied. Permission forms are kept in the school office.

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 students / class and escort them to their classroom. During the five-minute transfer time in between lessons all staff are responsible for supervising the students as they move around the school.

Please refer to relevant policies within the boarding handbooks for the supervision of boarders.

School visits

It is the responsibility of the Head and the 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 Head of Prep School / Head of Pre-Prep, complete all relevant paperwork which will then be signed off by the Head if the visit has been approved.

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

Reviewed September 2023
Next review date: September 2024