



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Supervision of Pupils Policy

OBHP21

Policy owner: Senior Deputy Head
Date of issue: October 2018
Date last reviewed: August 2023
Next review due: August 2024

Supervision Policy

This policy also applies to EYFS.

OBH supervises pupils following the school's commitment to equal opportunities.

1. Prep School

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.00am. Pupils are expected to go home by 5.50pm unless they are staying late for a function. 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 late and weekend duties where required e.g. sporting or other activities arranged by the school.

Pupils are able to call on a member of staff at any time if necessary.

The main duty times and break times and supervisory rotas can be found in both the relevant term's duty lists and the staff handbook.

Arrangements are made to ensure 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 (See Sports Handbook)

Boarders

All boarding pupils are under the care of subject staff in conjunction with matronal/nursing staff during the day. The hand over to pastoral staff takes place at supper time. Subject staff who are on duty, will also supervise boarders during evenings and weekends in conjunction with pastoral staff.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always attempt to contact the parent if a child fails to arrive at school without an explanation.

We make sure that we know the whereabouts of all pupils at all times by operating a signing in and signing out system when pupils leave the school, and by registering attendance in the boarding house.

2. Pre-Prep

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.00am. Pupils are expected to go home by 4.30pm unless they are staying late for after school clubs. 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. After school clubs are supervised by a duty member of the Pre-Prep staff. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties where required e.g. sporting or other activities arranged by the school. There are also two lunchtime supervisors who are not members of the Pre-Prep staff.

Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

Morning break	10.35am - 11.05am
Lunch-time duty	12.30pm - 1.30pm

Arrangements are made to ensure pupils are supervised during play and rehearsals, or other events.

3. Medical Support

There is a qualified nurse on duty in the Surgery during the school day from 11.00am to late (and lives on-site with a school mobile phone for emergencies at other times) and boarding staff who are 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. Pre-Prep have at least four members of staff on site who hold a current Paediatric First Aid qualification.

The names of First Aiders are published in the First Aid Policy. First Aid boxes are in all potentially high-risk areas and in the Pre-Prep department. The School Nurse regularly checks and replenishes the First Aid boxes.

4. Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses but are expected to behave responsibly. We will always investigate complaints about poor behaviour. Staff are on duty to supervise when the school buses arrive and depart and OBH Bus Drivers take the children into their classrooms and hand them over to their teachers.

5. Supervision During Educational Visits

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

6. Unsupervised Access by Pupils

Pupils are not allowed into the swimming pool without a qualified member of staff in charge. 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 swimming pool, the science laboratories, the design technology room etc. Doors to these areas are kept locked 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. Clear signs are displayed.

7. **Security, Access Control and Workplace Safety**

All arrangements concerning the above are contained in the OBH Health and Safety Policy Document.

8. **Staff Induction**

All new members of teaching staff, teaching assistants, learning support staff and Gap students 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.

9. **Monitoring and Review**

This policy is monitored on a day to day basis by the Headmaster, Deputy Head and Pre-Prep staff. It is reviewed annually or when there are changes in legislation.