ST IVES SCHOOL

Supervision of Students

Contents

Supervision of Students

Policy Statement

St Ives School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit.
- Supervision of pupils considers the age, maturity, needs and numbers of pupils, as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities, on the school premises, or attending educational visits offsite (including at break and mealtimes and Early Birds or After School care).
- Secure procedures are in place for staff supervision of pupils in remote locations and are in line with the guidelines set out in United Learning's Health and Safety Policy document.
- Appropriate staff duty rotas are in place, which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.

This policy applies to all members of our school community, including those in our EYFS setting.

St Ives School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document.

St Ives School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the school office and should be read in conjunction with the following policies Child Protection, Educational Visits, and Missing Child.

This document is annually reviewed by the Head or as events or legislation change requires. The next scheduled date for review is March 2026.

Procedures

Procedure for the beginning of the School Day

The school day begins at 8.25am. The back door for Prep pupils is unlocked at 8.20am. Prep pupils may enter at this time using the door keypad and should go to the locker room, before going to their form room, where they should quietly sort themselves for the day and then read/ rehearse spellings. Form teachers should be around to supervise from this point.

At 8.30am the Pre-Prep/ Reception Day starts and a staff member greets Reception and Pre-Prep at the main door of the Pre-Prep building. Parents of Nursery pupils accompany them to the Nursery door between 8.30 and 9am where a Nursery staff member greets them. Early Birds is available from 7.45am and is accessed via the side door. Parents should ring the bell on the side hall door to ensure

a handover is done with an Early Birds member of staff. At 8.25am Prep pupils are dismissed from Early Birds and Pre-Prep and Nursery pupils are escorted with Early Birds staff to the Pre-Prep or Nursery.

All classes are supervised by the relevant teacher in form time or by a cover teacher if necessary. Form Teachers are required to take an accurate register which includes a visual check and is recorded electronically using iSAMS and should alert the school office of any unaccounted pupils.

Procedure for School Break and Lunchtime

All members of staff take their share of break and lunchtime supervisory duties and have the use of walkie-talkies to communicate with each other and the school office should a situation arise. Staff should be prompt to, and alert on, break duty. At morning break and at lunch times, pupils from Reception to Year 6 go out to break in the school grounds at the back of the school. (Main playground / field). Children should not go outside before a member of staff. A traffic light system is in place in Prep to show when a member of staff is outside and children can go out. Pre-prep pupils should be escorted to break by staff and handed over to staff on duty. Staff need to supervise pupils to and from the outside toilet when on duty. At the end of break and lunch times, Pre-Prep pupils are required to line up in register order and a head count taken. The last member of staff coming up from the playground must do a visual check on the outside toilet to make sure no pupils are in there. The staff on duty should escort Pre-Prep pupils safely back to their classroom. When the staff member on duty hands the pupils over to their class teacher, they must provide the results of the headcount. At lunch time, Pre-prep to exit the Dining Hall through the back stairs from the Dining Hall taking the shortest route to the playground. In wet weather, pupils are allowed inside the building (in forms for Prep or in a class in Pre-Prep). Again, a member staff is on duty, patrolling the corridors and classrooms as necessary in Prep. In Pre-Prep, all pupils are supervised in one classroom by a member of staff. Nursery pupils have their own secure play area adjoining the Nursery which they use during all outside play times. Nursery pupils should be head counted when they leave they leave the nursery and when they arrive at the Dining Hall.

Supervision of the school grounds during break and lunchtime is designed to achieve the overall policy aim of safety and security, while at the same time ensuring that we:

- provide a safe, stimulating, and attractive environment in which pupils can experience a range of activities
- provide equal access to play opportunities for all pupils
- encourage pupils to take responsibility for their behaviour
- encourage pupils to share their feelings and concerns about their lunchtimes with adults in the school, their families and their school council representative.

Procedure for After-School Homework Room, Activities and Departure

Reception finish at 3pm and Year One and Two finish at 3.30pm. They take their book bag and collect their coats from the foyer adjacent to their classroom. They are escorted to the main door of the Pre-Prep building to meet their parents. A member of staff is at the door to shake each child's hand and see the pupils out. At Prep home time (4pm), Prep pupils collect their bags from the locker room and go to the back door to meet the back door duty member of staff, where they are dismissed with a handshake.
Parents need to let the office know if someone else is picking up their child and the door duty person should be made aware. If the school has no information on such a pickup, then a phone call will be made to verify. Pupils not picked up from Pre-Prep are taken by the door duty member of staff to After School Care where they are signed in by the After School Care Team. In Prep, those attending clubs and homework room are supervised in the dining hall for 10 minutes (drink and snack consumed)

before either going to attend Homework Room or a Club (Both supervised by a teacher). Registers are taken of pupils attending homework room and staff running activities have a list of pupils they are expecting to attend. The teacher on Homework room that night, sees out all those who have done clubs/ homework room at 5pm. Pupils who remain at St Ives beyond 5.10pm, are checked into After School Care. Prep children who are not picked up at 4pm go to homework room, before going to After School Care at 5pm if still required.

Throughout the school day, Nursery and Pre-Prep Pupils should be head counted when they leave their classroom and arrive at their next location. Regular headcounts of the pupils will take place throughout Forest School sessions.

Pupils who stay for any other after-school activity are supervised by the member of staff who has organised that activity until the pupil is collected. No pupil should wait alone in any area of the school site. Members of the PE Department supervise pupils at both home and away matches.

After School Care
After School Care (based in the Nursery/Pre-Prep after the end of the Nursery Day) runs from 3pm to 5.45pm and is run by St Ives staff.

Educational Visits

The Educational Visits Policy details supervision of pupils on school trips or visits. Risk Assessments are carried out in line with this policy and take into consideration the age and abilities of pupils.

General Safety and Security

Safety and security for pupils and staff are essential. A keypad entry system is used for main school doors and notices ensuring these are kept closed are in place and must be adhered to. Staff are notified about timings of visits. Visitors sign in and out at the School Office and are given lanyards, which must be returned on leaving. All staff sign in and sign out of school and children arriving after the morning registration, or leaving before home time, sign in/ out at the office.

Pupils are in the care of a member of staff until collected by their responsible adult.