**Supervision of Pupils at Heathfield Prep**

 **Prep Department – KS2 - Year 3-6**

**General Statement**

 The Governors and staff of Heathfield Prep believe that the school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of all pupils. During the school day, teachers act ‘in loco parentis’, and are responsible for exercising a standard of care that would be expected by a caring and prudent parent. It is our policy to ensure that a balance exists between the meticulous supervision of children every moment that they are at school and the desirable object of encouraging independence.

The supervision of KS2 pupils is the responsibility of everyone working in the Prep School.

**Aims**

 Heathfield Prep is committed to ensuring pupils are safe and appropriately supervised at all times, both in school and during off-site 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 takes into account 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 regulatory guidelines at all times, whether pupils are involved in school activities on the school premises or attending educational visits offsite.

• 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 situation.

**KS2 Classes**

Key Stage 2 classes have a qualified teacher per class, plus there are 3 KS2 teaching assistants. One for Year 3 and 4, one for Year 5 and 6 and one who is a one to one support.

**Arriving at school:**

Children can arrive at school from 7:45am. If they arrive before 8:30am then they must come to before school care. If they arrive at 8:30am then they wait with parents until the front door and gate are opened by a member of the management team. Children are then permitted to enter the school building. The school playground is not staffed before 8:30am and children must therefore not enter.

**Supervision during the day**:

When supervising pupils in their care staff:

• Follow the Health & Safety Policy and the medical (First Aid) Policy and procedures

• Have a high awareness of pupil well-being

• Ensure the environment and any equipment being used is safe

• Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils

 • Intervene when necessary to avoid incidents

• Have high expectations for behaviour with regard to the relevant policies on behaviour and anti-bullying

• Ensure pupils follow the school values

 • Ensure pupils are where they should be at all times

• Report any concerns or incidents to the Head or Deputy Head as appropriate

 **Registration**

 All classes are staffed from 8:30am. Children must be registered at the start of the morning and afternoon sessions. Any concerns about any children who are not attending are taken to the Head or Deputy Head.

**Lessons:**

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason a teacher needs to leave the classroom for any length of time, another appropriate adult must be summoned to supervise the class first.

During lesson times, responsibility for supervision lies with year group teachers and assistants or specialist teachers taking the lesson, but during lunch and breaks it falls to everyone to be vigilant. Children should be closely watched and if moving between buildings or rooms they should be lined up with staff at the beginning or end of these lines. Headcounts should be completed at appropriate intervals to ensure that children stay together and do not go missing. Children should move quietly and safely around the school buildings and site. Children in the Prep Shool are permitted to move around the school independently if the teacher feels it is safe to do so. Children are always aware of the rules of moving around school. Any staff who see children moving around school independently are free to challenge them as to their intentions and to monitor their safety.

**Playtimes:**

There is a staff rota for playtime duties.

Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff.

In KS2 there is always one member of staff on duty. Staff are paediatric first aid trained and other staff and the office staff are also available to be called on if needed.

A close watch must be kept on all children. Staff should position themselves so that they can supervise the area closely. Staff should not bunch together to chat during playtime and should remain vigilant. It is often at unstructured lesson breaks that pupils are most at risk, owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying.

**Lunchtimes:**

All staff will help to serve the children at lunch time, if needed. There is a member of staff on duty in the dining room at all times to monitor healthy eating, table manners and behaviour. After lunch children go to the playground where they are supervised by the staff on duty.

**Wet Play Procedure:**

 The duty staff will decide whether outside conditions merit a break being declared indoor. Wet breaks are supervised by the teachers on duty or class teachers if needed.

**Out of School care**

The Out of School Care Manager runs the facility. She is supported by a team of assistants. The Head of Pre Prep supports the OOSC manager. Two members of staff are on duty each morning and evening, with staff making sure the ratios remain within 1:8 for our three year olds. Snacks are provided and staff ensure good hygiene measures are in place. At least on member of staff is paediatric first aid trained and school matron is also on site at all times. Registers are taken and children are signed out when they are collected.

**Clubs and Activities**

Club are available for all Prep children. Ratios are adhered to and are checked by the Deputy Head. All staff taking a club must register the attendees for each session. Children are collected for their club by the staff member in charge and returned to the playground for collection or to OOSC. Children are checked off as they leave with parents or signed into OOSC as they arrive.

 **Assemblies**

Staff accompany their classes to assembly.

 **Swimming**

Teachers or teaching assistants take their classes swimming to aid with changing and supervise the changing rooms. During the swimming lesson, there are 3 NRASTC trained staff on the poolside at all times. If any child needs to exit the pool to go the toilet then one member of staff stands at the changing room door to supervise.

**School trips**

We adhere to the agreed legal ratios at all times and two members of staff travel on minibuses. One staff member will travel in the body of the bus with the children. Headcounts and role call are taken at regular intervals. All trips are risk assessed in line with school policy. At least one member of staff will have a Paediatric first aid qualification on all trips.

**Unwell Pupils:**

 When a child is taken ill they should be taken to the office where they will be seen by Mrs Battye who, in conjunction with the class teacher, will decide on the course of action to be taken. Should it be necessary, Mrs Battye will telephone the parent and will inform others that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out.

**End of School Arrangements:**

At the end of the school day children in Year 3 and 4 are collected from the KS1 playground. They are only permitted to leave the playground when staff have seen that there is someone there to collect them.

In Year 5 and 6 the children are dismissed from the bottom gate by the KS2 playground. Again children are not allowed to leave until an adult has arrived to collect them.

Any children who are not collected, are taken to OOSC.

If children do not normally attend OOSC ad they are not collected then parents will be contacted to check on their whereabouts.

**School Bus:**

If children are travelling home on the bus they will be n the bus register. A member of staff on the bus duty will come to collect the children and escort them to the bus stop. Staff will saty with the children and ensure that they get safely onto the bus.