



# **LEWES OLD GRAMMAR SCHOOL**

## **Pupil Supervision Policy**

## **GUIDANCE ON PUPIL SUPERVISION POLICY**

### **PUPILS' ARRIVAL AND DEPARTURE**

Pupils may arrive at school and must leave at the following times:

Morley House	from 8:30am to 4:00pm
Senior School	from 8:00am to 4:30pm

Pupil may stay later than these times if they are staying late for a function or after school activity. 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 after school duties. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are as follows:

#### **Morley House**

- Early morning duty (8.30am - 9.00am)
- Break duty (10:35am – 11:00am)
- Lunch-time duty (12:00noon to 1:30pm)
- Break duty (2:45pm – 3:00pm)
- After-school duty (4:00pm – 4:30pm)

#### **Senior School**

- Early morning duty (8.30am - 9.00am)
- Break duty (10:30am – 10:50am)
- Lunch-time duty (1:20pm – 2:15pm)
- After-school duty (4:05pm – 4:30pm)

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.

### **Years 11, 12 and 13**

Pupils from Years 11, 12 and 13 may leave the premises at lunch-time, but must sign out and then back in again in the school office. Pupils from other year groups are expected to remain on site throughout the school day.

### **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 contact the parent if a child fails to arrive at school

without an explanation. It is a legal requirement for a parent to send signed written authorisation of their child's absence. Note – email notification is not classified as an acceptable form of authorising an absence.

In the Pre-Reception we operate identical registration procedures to day schools; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance. We operate a family password system in the foundation stage. If someone other than the usual adults are to collect the child from the setting, they will be asked for the family password. If this is not known, we will not allow the child to be released until we have contacted the parent or authorised adult for permission.

### **MEDICAL SUPPORT**

There is a qualified first aider on duty at the Junior and Senior Schools at the following times;

Morley House	from 8:30am to 4:30pm
Senior School	from 8:30am to 4:30pm

Qualified first aiders 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. The names of First Aiders are published on the website and on first aid notices that are displayed around the school. All staff working in the Early Years Department are qualified paediatric first aiders and are on duty whilst our Pre-Reception and Reception children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office. The School's First Aiders regularly check and replenishes the first aid boxes.

### **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 would always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses arrive and depart.

### **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits." Our arrangements for the supervision of EYFS children on visits are described in our "Policy for Educational Visits for EYFS Children".

## **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed onto the sports fields without a member of the PE staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. 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 science laboratories, the design technology rooms, the theatre, art rooms 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 Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## **EYFS PUPILS**

The arrangements for the supervision of EYFS pupils in the Pre Reception are set out in our policy: "Information for Parents of EYFS Children".

## **SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY**

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for safety of the entire school.

## **STAFF INDUCTION**

All new members of the teaching 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.

Recommended review period: Annual
Review by: DSL, Compliance and HR Manager
Date reviewed: August 2017
Date to be reviewed: August 2019