

**Holme Grange School**  
**Whole School Policy Including EYFS**  
**(EYFS includes Little Grange and Reception)**



**POLICY ON PUPIL SUPERVISION**

<b>Review Date</b>	<b>Amendment</b>	<b>Reviewed by</b>	<b>Authorised by:</b>
<b>Jun 2015</b>	<b>Original Version</b>		
<b>Nov 2015, Dec 2017, Dec 2018, Mar 2019, sept 2019, Aug 2020.</b>	<b>Updated and reviewed</b>	CC  DB CK	Latest review by SMT 15/09/2020 and passed to Governors
<b>Aug 2021</b>	<b>Updated and reviewed</b>	CC, DB, CK	<b>SMT 01/11/2021 and passed to Governors</b>
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<b>Jan 2024</b>	<b>Updated</b>	CC	SMT April 24

## **Legal Requirements**

The Board of Governors are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

## **Duty of Care**

All staff have a duty of care to all pupils in the school. It is the Headteacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headteacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

## **Policy statement**

Holme Grange School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

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 always within government guidelines that pupils are involved in school activities on the school premises or attending educational visits offsite.
- Supervision of pupils in remote locations is secure.
- Appropriate staff duty rotas are created by Heads of School and Nursery Manager, are shared with staff and demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- No senior pupils have supervisory responsibility for other pupils but may assist with staff who are on duty.
- Mandatory staffing ratios for EYFS provision are used as required in Jan 2024 update

Holme Grange School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010. It follows

guidance from Keeping Children Safe in Education (Sept 2023) and Working Together to Safeguard Children (Aug 2018, updated Feb 2019). It follows 2023 Statutory Framework for Early Years Foundation Stage Sept 2023.

## **Procedures**

### **To ensure pupils' personal safety**

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults for who no DBS check has been received, will have a full risk assessment in place and have no unsupervised access to pupils, providing that Children's Barred List check has been carried out and references obtained.
- All EYFS pupils are always supervised by adults, any level 2- or 3-member of staff counted in ratio will have up to date paediatric first aid
- All EYFS pupils are supervised when eating within sight and hearing of adults. Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Pupils are not allowed into the swimming pool without a qualified member of staff in charge.
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Sports Department Handbook.
- Pupils do not have access to the cleaning, catering and caretaking areas of the school.

## **Security**

- Systems are in place for the safe arrival and departure of pupils.
- The times of the pupils' arrivals and departures at Little Grange are recorded in line with EYFS requirements on Family.
- At Little Grange Site, all staff have a lanyard with photograph and use the electronic system available to sign in and out. Any visitor to site must sign in with the Nursery Manager and are always supervised. They must provide photo id for each visit.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded via the school's digital system. All staff and visitors are issued with a lanyard that has a photograph.
- Systems are in place to prevent unauthorised access to our premises via a locked gate an electrical gate, coded front door access and visitors wearing lanyards with photograph. At Little Grange site all doors are locked and gates secured to prevent unauthorised access, they are checked daily with the external risk assessment check. Please see intruder policy for Little Grange.
- Systems are in place to prevent children from leaving our premises – supervision ratios and duty rota, gates
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team.

## **Supervision Plans**

Supervision plans for each section of the school are included in Appendix 1 – EYFS Reception and Pre-Prep; Appendix 2- Prep School and Appendix 3 – Eaton Grange Appendix 4 – EYFS Little Grange. As part of safeguarding arrangements staff should follow guidance for the area of the school in which they work.

All supervision of pupils is carried out in line with School Risk Assessments in place,

### Supervision of Pupils from Reception to Year 11 before 8:15am.

(see appendix 4 for details of Little Grange Supervision)

The school offers a breakfast club from 7:30am for pupils, which is supervised and should be pre-booked through the office.

Pupils may arrive at school from 8.15am. Pupils are expected to go home by 6.00pm unless they are staying late for a function or evening class. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty 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. These are displayed on a rota in the staff room. Expectations of duties are set out in appendices of this policy.

Drop off times and locations are in place for all Year groups, Eaton Grange students are allowed to arrive on site from 8am. They must go to form rooms. There is no direct supervision until 8.15 am; both The Grange and Eaton Grange buildings are patrolled from 8.00 to 8.15 am.

## **On arrival**

### **Little Grange Arrival**

**Please see appendix 4 for all information on Little Grange**

### **Reception – Year 11 arrival**

The school offers a breakfast club to supervise and offer breakfast to pupils pre-booked from 7:30-8:15am.

Pupils are dropped off from 8:15 am where they are met by a member of staff. If a Reception pupil is in breakfast club then the staff from Club will lead the child to Reception classrooms. All other pupils make their own way to their classrooms at 8:15 am. At 8:15 am members of staff will be on duty at the drop off and playground to insure children get into the building safely. These duties are shared out on the duty

rotas which are displayed on boards in the staffroom. No pupils should enter the school via the main front door.

Pupils in Years 7-11 will enter school grounds via the back drive unless dropped off with a sibling in Pre-Prep or Prep.

Pre prep and Prep school pupils may enter school and go straight to their form rooms where an adult will be ready to greet and prepare for the day ahead. At 8:35am registers are taken by form teachers using Engage.

Office Staff check the registers and will contact parents if any child is not registered and we are not aware of a reason.

### **During the School Day**

No class should be left unsupervised for any reason. In an emergency send 2 children to the School Office. Movements of pupils around the school will be supervised by an adult in pre-prep and prep.

## **REGISTRATION**

We take a register of pupils at the start of the morning and at the start of the afternoon sessions – these are completed electronically. On a Wednesday for pupils in Year 5-8 a register is taken before lunch due to sport and on a Friday for pupils in Years 3 & 4 a register is taken before lunch due to sport. 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.

**Early Years** – In Little Grange, pupils are registered on Famly. In Reception we operate identical registration procedures to the main school; 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 advance. A password is requested for any adult that is unknown to us when collecting children. Pupils in Little Grange are assigned a Key Worker.

No pupil will be released to another adult other than their parent or guardian without notification from parent/guardian.

## **Break Times**

At break times, pupils are supervised by members of staff from the respective departments in the school as per a rota established at the start of each term. During a duty, staff will oversee playtimes, respond to any play which may be getting out of control, interact with pupils and identify children who appear to be alone and assist with any disputes that may occur. Heads of school share expectations and details of duties with staff at the start of the school year.

The duty staff should ensure all children respond to the whistle blown by a member of the duty staff and return in time to remove their trainers, wash hands, and return to lessons on time.

Pupils should not be left in a classroom at break times. Children should not be allowed to be inside during playtimes other than after requesting permission for toilets.

In Eaton Grange, all students must go outdoors at breaktime and lunchtime unless they are attending a supervised activity. Supervised homework club operates on a daily basis at lunch time.

## **Wet play/lunch times**

Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised in a classroom or in the hall by the designated duty staff member/members.

In Prep school, Year 6 peer mentors will assist the duty members of staff.

In Pre-Prep, Reception pupils are supervised in The Hive, Year 1 in Owls and Y2 in Kestrels.

## **After school arrangements**

### **Pre-Prep and Prep**

- In Reception and Pre-Prep, form teachers must direct their children to the holding room for after school snack. At 4:20pm pupils meeting siblings will meet on the playground. At 4:30 clubs begin.
- If you are taking an after school activity you are responsible for the children.
  - In Pre-Prep pupils are collected from their classroom for their club at 4:30pm. A register is taken at the start of club. The adult taking the club dismisses pupils to their parents and checks off their register. All pupils attending Chill Out should be supervised moving from Pre-Prep building to The Hive.

- In Prep School pupils are taken to the main playground where they are met by their club leader who stands next to a sign with their club name on it. A register is taken and the member of staff is responsible for dismissing the pupils on their register.
  - If a pupil is missing the office must be informed to try and find the child. The “Safeguarding - Missing Children Report” must be completed and given to the DSL.
- At the end of the activity, the member of staff of that club must witness the child meeting with their parent/guardian. Staff are responsible for staying with their children until they are handed over.
  - Staff overseeing pupils who are collected from Prep outside of the advertised pick up times of 5:30 and 5:50 receive a phone call to let them know that a parent has arrive. They must then have ‘eyes on’ that parent before dismissing the pupil to them on the playground.
  - Break and lunch times are also part of our safeguarding duties. Some children are particularly vulnerable during these times and so having a proactive member of staff on duty is very important. Any issues must be brought to the attention of the form teacher and consistent messages must be given to the children. If an incident of poor behaviour occurs, staff may need to enter details onto Engage. You **MUST** acquaint yourself with expectations of duties for your school.

## Departure

As departure times vary the following procedures are in operation.

## EYFS

- **For Little Grange See appendix 4.**
- **Reception end of day 3:30pm** pupils are collected from their form teacher at the Hive. Any child attending tea will remain in The Hive with those waiting for sibling collection. Chill Out is a childcare provision provided and not assessed against the learning and development requirements in the Early Years. At the end of tea the register is signed by the 2 members of the supervising team to confirm all pupils have been collected, the register is then taken to the main office. At 4:20pm any pupils meeting a sibling will be supervised to the playground to meet sibling for collection.
- **Year 1 (3:45 pm) and 2 (4:00pm)** In these year groups pupils are collected from collection point at front of school. They will be brought to the collection point by one teacher. Other staff will remain in the class with pupils awaiting sibling meeting/clubs. At 4:20pm those pupils meeting siblings will be brought to the playground to meet sibling and go to parent collection. The children awaiting clubs will then have their snack and drink ready for club. At 4:30pm staff taking clubs will come to the class to take Year group clubs. Staff take the

register at the start and end of clubs/chill out when pupils are returned to parents at 5:50pm at collection points. Staff supervising clubs will walk pupils to collection points. Some pupils will meet siblings at 5:30 for collection and these details will be forwarded by the office. Chill Out collection can be any time and a parent will come to the office, office staff will communicate with the teacher on duty and the pupil will walk to the bottom of oak hall stairs for collection. The teacher on duty will have seen the parent/guardian collecting.

- **Year 3-6 4:15pm** pupils are taken to their drop-off point. In Years 3 to 6 this is at the front of the school. Pupils staying for a club or prep will stay in their classroom to have a snack and drink brought from home. At 4:30pm they are taken to the playground to start their club, or to the prep classrooms. Registers are managed by the school office and staff in charge of club takes the register at the start and when witnessing pupils being picked up by parents at the end of club. Clubs usually end at 5:30 and Prep ends at either 5:30 or 5:50pm, when children from Prep will be escorted to the pickup point.
- **Year 7-11** students may depart from The Grange pick-up point or the rear bus shelter. Students staying for Prep or Clubs are supervised outside by duty staff until 4.30 pm. Any student not collected by 4:30pm must go to Prep and await parents. Staff take a register at the start of clubs.

### **School bus**

School buses run in the morning and at 4:30pm and 5:30pm. Pupils are booked onto the bus and drivers keep a register of pupils who are expected. Parents are asked to contact school in advance if there are to be any changes to agreed bus attendance to ensure registers are accurate. The school bus service drops pupils to their homes or a delegated stop close to their home, with agreement by parents. All pupils using the bus will sign a code of conduct agreement that is countersigned by parents.

### **MEDICAL SUPPORT**

The school has a full time member of staff who is the school matron and is based in the Main Office. Little Grange have paediatric first aiders on site.

Teaching staff and non-teaching staff, are trained and qualified as First Aiders, they are able to give emergency first aid. We have paediatric trained first aiders in Pre-Prep. The current list of staff with First Aid qualifications is displayed on a staff notice board in the staffroom. We always make sure that a qualified paediatric first aider is on duty whilst our Early Years children are in school. All staff have access to First Aid kits which are practically placed in all potentially high risk areas, as well as in the



School Office. Staff are expected to carry out timely and competent administration of First Aid and follow effective implementation of the school First Aid Policy.

Medical lists are updated and saved on staff share. All staff have a responsibility to make sure they are up to date on medical needs of pupils they teach and that they seek advice on anything they are unsure of.

## **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."

## **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use athletic equipment, adventure playground and TLC 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 swimming pool, cookery room and the science laboratories. All flammables are kept securely locked in appropriate storage facilities. The Science laboratories and cookery room are kept locked when not supervised by an adult.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

## **EYFS PUPILS**

The arrangements for the supervision of EYFS pupils in Little Grange is communicated on Family for parents to access, newsletters and updates are also shared on Family. In Reception, parents are invited to individual meetings held before starting school year, newsletters and meet the teacher evenings for R-Y2. The statutory framework for EYFS (Jan 2024) states children must be kept safe, providers must assess the risks and identify steps to minimise and manage these. At least 1 person must have a current Paediatric First Aid Certificate and be on the premises with children or when on trips. Any level 2 or 3 member of staff must hold a valid, up to date paediatric first aid certificate to be counted in ratio. Staff carry out daily risk assessments of EYFS areas both internal and external; a log is kept of these assessments which are analysed by Head of EYFS.

### **Ratios on a School visit:**

- To ensure the ratio of leaders to children is appropriate for the needs of the group and the nature of the activity to be undertaken. The school guidelines are stated below:
  - **Foundation Stage**
    - Reception**            **1:5**
    - Little Grange**        **1:2**
  - **Years 1 – 3**            **1:6**
  - **Years 4 - 6**            **1:10 to 15**
  - **Years 7 – 11**         **1:15 to 20**
  
- For Little Grange visits to Main school site government recommendations for ratios will be followed.
- In Years 1 and 2 and Reception there is one teacher and any necessary Learning Support Assistants.
- In the Little Grange there is a Head of Early Years NVQ level 4 qualification in Early Years Care and Education Early Years and a Nursery Manager with NVQ level 3. There are 2 members of staff with teacher qualification, all staff are level 3 and above.

### **Visitors to school**

All visitors report to the office on arrival and sign in. They are given photographic ID to wear for their stay. In Little Grange they are supervised and must provide photographic ID rather than wear a lanyard. All staff are expected to challenge strangers on the premises and report concerns to the office immediately. Any visitors delivering courses or educational sessions to the students will not be left with students unsupervised unless an up to date DBS certificate is evident. In Little Grange a member of staff will always be with the visitor whether DBS or not.

### **Staff absence cover supervision**

Staff will be informed if they are to cover for absent colleagues as early as is practicable. If a member of staff is aware they will be absent on a day when they have supervision duties, it is their responsibility to ensure this is covered and to inform the Head of School of the arrangements made. Little Grange staff must let manager know by 7:30am – please see staff absence procedure for Little Grange.

### **STAFF INDUCTION**

All new members of the teaching staff 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.

## **Missing Children**

If you become aware that a child is missing from your lesson or club there are school procedures to follow in the MISSING CHILD PROCEDURE document.

Action should be taken in accordance with this policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## **Record of incidents in school if children are not in attendance of where they should be eg Chill Out, Clubs, Prep, Lesson**

It is part of our safeguarding duty to ensure that our children are supervised throughout their school day. If there have been times when we are not completely sure where the children are or they have ended up somewhere different to where they should be and this is not acceptable. If a child is not where they should be this is counted as a “near miss” and therefore has to be documented and actioned.

You must complete the “Safeguarding - Missing Children Report” at the end of these incidents. Procedures which must be completed if a child has gone missing from your club, prep, etc. Heads of School must be informed and handed a completed report to bring to SMT to review these incidents.

## **Protocol for Staff**

It is part of our safeguarding duty to ensure that our children are supervised throughout their school day. If a child is not where they should be this is counted as a “near miss” and therefore has to be documented and actioned.

There will be a form “Safeguarding - Missing Children Report” at the end of these procedures which must be completed if a child has not been where they should and when from your club, prep, etc. This is to aid evaluation and reflection on procedures should amendments/reviews be required.

**The following form MUST be completed if an incident has happened during supervision of the children.**

### **Safeguarding - Missing Children Report**

**Date -**

**After School activity -**

**Member of Staff -**

**Name of Child -**

**What happened?-**

**Who was informed? -**

**Actions –**

**Signed off by SMT -**

## Appendix 1

### Pre-Prep Duties and expectations

#### Pre-Prep School Duty Staff expectations

- All students and staff must wash hands, before eating and after toileting. Sanitizer remains available on entry to buildings.
- be punctual – in class in advance of 8:15 am, end breaks and lunches in time for timetable to continue.
- walk around the duty area and observe children's behaviours
- be aware of out of bounds – back of sports hall, inside the buildings, on the road
- children must wear appropriate footwear they should change shoes to go onto fields, astro, showlawn or adventure playground
- if you are away on a course or appointment and are 'on duty' it is your responsibility to arrange a swap
- if you are ill, cover will be arranged
- no balls are allowed on the playground
- pre-prep school children must not visit animals without adult supervision
- ensure that poor behaviour is sanctioned and logged on Engage or My Concern, ensure form teacher is kept informed
- use first aid kit for minor injuries. Children may go to matron for more serious injuries but never alone or without adult permission.
- Follow the school Safeguarding policies.

## **Drop Off and Morning Duty 8:15-8:35**

Parents will not enter the school building and the majority of pupils will be dropped from the car to a known adult in school. (Some will come from breakfast club.)

Parents may use the drop off at the front of school and the pupils will use the Yellow path (Y1&2) to enter the school via the playground. Reception pupils will walk to The Hive.

**Break Time – main playground for Y1&2, The Hive for YR**

**2 members of staff for YR**

**2 members of staff for Y1 and Y2**

**Pupils with 1:1 will have staff on supervision duty as an additional support.**

**10:10-10:30**

Two members of staff will cover break duty on a rota basis. Rotas are displayed on the Pre-Prep board in the staff.

Year 1 and 2 break is on the main playground. Staff bring a whistle and first aid bag. There is a drinks trolley for children to help themselves to milk or juice.

Children will bring snacks with them. We are a healthy school and nut free. Snacks should be fruit.

At the end of break blow the whistle children should stop and stand still.

Then call a class/year group at a time to line up.

Send Year 2 House captains in first.

**Children will be walked back to class in Year groups by the adult on duty.**

Reception are on break at the same time as Year 1 and 2 but will remain in The Hive until settled to join Pre-Prep (usually summer term as part of transition), there is a separate rota for this duty that the Reception team cover and is on the Staffroom notice board.

## **Lunch Duty in the Dining Hall**

2 members of staff per year group.

All children must wash hands before entering the dining hall, they should also use the hand sanitiser located inside The Grange before selecting cutlery.

Reception to Year 2 dine together. Please bear in mind those who need a little extra time when dining and consider placing these together or front of lines.

Reception at 11:35 am

Year 1 11:40am

Year 2 11:45 am

Teachers must be aware of intolerances, allergies and food requirements. It is a good to bring these with you daily as a reminder.

Children are encouraged to try the main option and then can have the jacket or pasta as a second.

Once the last Year 2 has been served the bell is rung for Grace  
'Dear Lord, for what we have received may we be truly thankful Amen'

All children are expected to stop and put their hands together.

Staff may eat with the children and do so when on duty, if they wish.

Tables must be cleaned and floors swept at end of sitting. A different child should be allocated this responsibility each day.

When children have finished, plates should be piled and scraped from Year 1 pupils can bring these to the trolley and Reception when ready.

No child leaves the dining hall before 12:00.

## Adventure Playground Duty

12:00-12:45 – whistle and first aid kit required

3 members of staff on duty for YR - 2

Addition 1:1 supervision for appropriate pupil.

Staff should carry out a quick risk assessment and report any findings to the Estates Manager as soon as possible.

Rota is in the staff room

From 12:00 Year 1 and 2 go straight to the Adventure Playground. Reception will join the adventure playground from The Hive and when ready join the astro. Pupils must return their water bottle to their classroom, go to the toilet and collect coat if necessary.

Toilets are in The Hive for pupil use.

Pupils must change shoes if using the field.

At 12:40 blow whistle for pupils to line up, change shoes and wash hands/use sanitizer.

Pupils should be in class for 12.45 pm

### **Wet Weather**

Reception are supervised by duty staff in The Hive

Year 1 are supervised in Owls classroom

Year 2 are supervised in Kestrels classroom.



## **Holding**

### **3:30-4:30**

Holding will be in the classrooms for any pupil awaiting sibling end of day. One member of staff will supervise the children for holding/meeting siblings/staying for clubs. At 4:20 those meeting siblings will be brought to the playground. At 4:30pm staff responsible for clubs will come to the classroom for Clubs.

Pupils use their water bottle for a drink and have an opportunity to bring an extra snack.

Year 1 and 2 join together for Clubs and Chill Outs. Reception pupils may stay for Chill Out, they do not join clubs until Year 1.

Chill Out and clubs are on a rota; displayed in staff room

At the end of the day pupils staying for Chill Out/Clubs/Holding will gather in one of the Year Group rooms.

The children will have their snack and drink in class. The teacher on Club rota will come to the class at 4:30. They will remain with the year group until end of day 6pm. At 5:50pm the staff member will bring children to collection points for pick up. A member of staff in the Main Building will have a walkie talkie/use the phone for communication between the office and classroom.

Any child not collected will be brought to the office at 6 pm where a member of SMT is on duty as per rota.

## Appendix 2

### **Prep School Duty Staff expectations**

#### **All duty staff must be:**

- be punctual to your duty
- walk around the duty area and observe children's behaviours
- be aware of out of bounds – back of sports hall, inside the buildings, on the road
- children must wear appropriate footwear on the astro and the field
- if you are away on a course/ appointment on duty day please arrange a swap
- if you are ill, cover will be arranged
- that all children go outside unless the weather is too bad
- no balls are allowed on the playground due to wall tiles
- only Eaton Grange are allowed on the trampoline – no flips
- know that prep school children must not visit animals on their own without specific permission from a member of staff, with a member of year 6 or the farm prefects.
- ensure that poor behaviour is sanctioned and logged with form teacher and Engage or My Concern
- toilets and changing rooms should be checked regularly
- use first aid kit for minor injuries. Only send child to matron for more serious injuries.
- follow the school Safeguarding policies.

## **Daily duties**

### **Before school 0815-0830**

Three members of staff of duty. One helping to unload children at the drop-off point and two helping as children as they cross the playground.

### **Morning break 1035-1055 and lunchtime outside duties 1225-1320**

All students should be outside at breaktimes unless attending a session with an adult. Children should never be left in classrooms alone.

Six members of staff on duty.

One on the adventure playground, three split between playground and field depending on the spread of children on a given day, one on the astro and one next to the John Graves toilets.

Staff should not stand in groups as this will take their attention away from being on all areas. Be vigilant that children are not entering the building or moving into out of bounds areas.

Administer First Aid where possible outside, sending pupils to matron only when necessary. Any head injury should definitely be referred to matron.

At break, a whistle is blown at 1050 for children to change out of their trainers, use the toilet and then forms line up on the netball court to be dismissed at 1055.

At lunch, a whistle is blown at 1315 for children to change out of their trainers, use the toilet and then forms line up on the netball court to be dismissed at 1320.

### **Wet Weather procedure**

Duty staff must patrol around the Scott Wing and John Graves Building as directed on the duty rota. Their roles transfer from break time duties to cover different areas of these buildings. The year 6 peer mentors will assist staff in this case.

### **Lunchtime dining room duty 1225-1320**

Forms line up in the playground upon hearing the whistle and then walk to the dining hall.

Once in the dining hall, one member of staff is assigned to each year group, with one other staff member in the clearing and exit area.

Staff must ensure that children do not move around the dining hall unnecessarily. Children are expected to wipe and clear their own area after lunch and class dining room monitors to ensure that this is happening.

A member of staff must ensure that Grace is read at each sitting. This can be said by the teacher with the children saying Amen or the teacher can lead a group of children or the whole room in saying the Grace as a chorus.

All staff have a responsibility to check that good table manners are being observed and that the dining area is kept tidy, even when not on duty.

### **End of school 1615**

Prep School form teachers to rota within year groups with one member of staff staying with the club and prep children whilst they have their snack in one classroom. The other tutors to escort the year group to the pick-up point at the front of school. This should be rotated so that different staff are visible at the front of school throughout the week.

### **After clubs 1730-1800**

From 1730 staff must stay with the children that have been in their club until all have been dismissed to parents. Teachers running clubs should take any remaining pupils to prep at 1745 and hand these over verbally to the member of staff on prep. Any remaining pupils in prep at 1800 can be delivered to the front office where a 'late stay' member of SMT will take over their care.

## **Appendix 3**

### **Eaton Grange Duty Expectations**

#### **Before school – 8.15 – 8.30**

The Grange Lockers and Eaton Grange Lockers.

Please supervise students preparing their books and equipment for the day.

Please ensure that uniform is correct.

Please ensure that no mobile phones are on show.

There should be no playing on the back field/aeroball/show lawn/back astro before school.

#### **Morning break**

**ALL** students should be outside at morning break, unless it is bad weather.

One member of staff patrol The Grange and Eaton Grange buildings to make sure students are outside. Please check the girls' and boys' toilets in both buildings.

Show Lawn – Year 11,

Main Field – M, W, F Years 9 &10; T, Th Years 7&8

Back Field – M, W, F Years 7&8, T, Th, Years 9 &10

Please ensure students are behaving sensibly and that there are NO mobile phones on show. Please check outdoor classrooms – no litter.

#### **Lunch time – Homework club/Homework Detention**

Students might be sent with a demerit by a member of staff to complete an unfinished homework – the student must stay until the work is finished and then hand it in to the member of staff concerned.

Or, a student might choose to come to the club to do their homework. Please ensure that there are silent working conditions and that students are completing their own work.

#### **Lunch time - Dining Room duty**

Three members of staff are on duty in the Dining Room

One member of staff should be on external door duty- please ensure that students come in to lunch at their designated time and not before. Please ensure that they wait quietly.

One member of staff should be on line duty –Please ensure that they wait quietly and manage the queue so that it moves as quickly as possible – e.g. meat option/vegetarian option/pasta option.

One member of staff should supervise all tables to ensure good manners are being observed and that all tables are left clear and wiped clean before leaving. Floors should be swept if required. Tables should only be dismissed when they have been checked. Staff also to supervise waste bins to check that a minimal amount of food is wasted and to check that no food leaves the dining room. Students should finish eating before leaving.

All staff have a responsibility to check that good table manners are being observed and that the dining area is kept tidy, even when not on duty.

### **Lunch time – Outside duty**

**ALL** students should be outside unless it is bad weather.

Show Lawn – Year 11,

Main Field – M, W, F Years 9 & 10; T, Th Years 7 & 8

Back Field – M, W, F Years 7 & 8, T, Th, Years 9 & 10

Please ensure that students are behaving sensibly and that there are NO mobile phones on show.

ALL staff to check that there are no students inside buildings.

Please check the girls' and boys' toilets in both buildings.

### **After school 4.25 – 4.50**

Pupils disperse after lessons end at 4.25pm.

Staff supervise the Grange locker area and Eaton Grange locker area – one member of staff for each.

Please ensure that students are packing away their books and equipment as soon as possible if they are not staying for an after-school club.

Please ensure that the areas are completely cleared by 4:30, when students should either be off the premises, waiting to be collected or in an after-school club. If for any reason, they haven't been collected by a parent they MUST go to Prep. There should be no student outside after 4:50pm. Pupils are not allowed to play on the field/aeroball/showlawn etc.. or watch sports matches, which might be taking place, without a member of staff supervising them directly.

### **Front Drive Collection years 7 & 8 – 4.25 – 4.50pm**

Staff to supervise pick up areas for year 7 (red area by Hive), and year 8 (drive by bike shed) Ensure students are behaving sensibly. Ensure students cross the road safely. If any students have not been collected by 4.45 pm then they must be escorted to Prep.

### **Back Drive – 4.25 – 4.45**

Staff to supervise covered area and crossing points on the back drive. Ensure students are behaving sensibly. Ensure students cross the road safely. If any students have not been collected by 4.50 pm then they must be escorted to Prep.

### **Late stay – 6.00 pm**

All students should be off the premises by 6.00 pm. If they are not for any reason, they must go to the front office and the SMT late stay duty will take charge of them. Students must not be allowed to wander and wait for their parents anywhere on site as this can result in us not knowing where they are. It is important that we know where all students are at all times.

## **Appendix 4**

### **Little Grange Supervision**

Indoor and outdoor risk assessment will be completed daily and recorded on sheets with a visual check before activities through the day. These are checked weekly by management to be mindful of any patterns or anything that may need following up.

#### **Arrival**

The children may arrive at 7-30am, 8am or 8-30am.

The nursery offers a breakfast option with arrival at 7-30am or 8am.

Breakfast is served and the staff supervise the children closely ensuring the correct ratio. Children must eat within sight and sound of adults on duty. Bookings for breakfast must be requested in advance.

On arrival every pupil and parent is greeted with a “Good morning” by a member of staff and escorted into the nursery.

#### **Dismissal**

Children will be taken to their parent or guardian at the end of their session at 1pm, 4pm or between 5pm and 6pm by a member of staff with a cheerful “Goodbye”

Children will only be handed to an unknown adult by prior arrangement with the manager when photographic ID and an agreed password will be requested.

#### **Registration**

Children are registered on Family with time of arrival and on collection a dismissal time is also recorded.

Children will only be dismissed into the hands of a recognised parent or guardian or with prior agreement of the parent a named individual where a password is requested, and photographic ID provided should they not be known to the staff.

#### **Lunch Time**



Children will be supervised by staff according to the correct ratio of adults to children. All children will say “thank you” for their meal and wait until the final child has been served before eating. Children will leave the tables when everyone has finished eating. Children will eat in sight and sound of adults on duty.

### **Tea Time**

Children will be supervised during this time with the correct adult to child ratios. Children will eat in sight and sound of adults on duty.

### **Outdoor Play**

Children will always be supervised whilst in the outdoor areas by the staff on duty.

Staff should carry out a risk assessment and report any issues to the manager.

Children will be accompanied to the outdoor toilets and support provided when necessary

Staff will complete a head count prior to leaving the building, again when leaving the outdoor area and a final count on returning to the building. Staff will bring their first aid bag to any area they are supervising.

### **Outdoor Areas**

At the end of a session the staff and children will tidy the equipment away and ensure that the area is left neat and tidy.

It is the responsibility of the led adult to undertake a final sweep to ensure nothing has been missed.

Any broken equipment must be reported if it can be repaired or disposed of if no longer safe or viable.

### **Storage Sheds**

To comply with Health and Safety regulations all storage sheds must be kept neat and tidy with equipment returned to the shelves neatly at the end of a session.

### **Towels**

All towels used during the day in the outdoor areas must be brought in and placed in the washing machine at the end of the day.