



HOLMWOOD HOUSE

PUPIL SUPERVISION POLICY

PUPILS' ARRIVAL AND DEPARTURE

Day pupils may arrive at school from 8.00am, and are expected to go home after prep at 6.10pm 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. A rota is prepared by a member of staff each term. Staff are on duty in the boarding houses in the evening. Pupils are able to call on a member of staff at any time if necessary.

The main duties are:

- Early morning duty (8.15am – 8.40am)
- Break duty
- Lunch-time duties
- Changing room duties
- After-school duties (3.15pm – 6.30pm)
- Boarding duty (6.30pm – 8.30pm)

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.

BOARDING

The arrangements for the supervision of boarding pupils of the school are set out in our Boarding Policy.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school, either by telephone or in writing, 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.

In the Pre Prep, we operate identical registration procedures to the Prep 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 writing in advance.

We make sure that we know the whereabouts of all boarding pupils at all times by registering attendance in the boarding house immediately after day school finishes and again when they report to the Housemistress at bed time, from 8pm onwards. They are in supervised groups at all times.

MEDICAL SUPPORT

There is a qualified first aider on duty in the surgery 24 hours a day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. In addition to our qualified nurse, 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 in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our Nursery children are in school. First aid boxes are in all potentially high risk areas, as well as in the surgery. They are not used by anyone other than trained First Aiders and the school nurse regularly checks and replenishes the first aid boxes.

SUPERVISION WHILST TRAVELLING ROUTINELY TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school.

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 is described in our Policy for Educational Visits by EYFS Children.

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 gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow 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 rooms etc. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals 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.

EYFS PUPILS

The arrangements for the supervision of EYFS pupils in the Reception classes of the school 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 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.

Reviewed by: _____AJM_____

Date: April 2015