



Highfield School Pupil Supervision Policy

Pupils' Arrival and Departure

Day Pupils may arrive at school from 8.00am, and are expected to go home by 5:20pm unless they are staying late for a function, or engaged in directly supervised activities.

Pupils are not allowed on site without supervision.

The Gates by the Collection Point are open and parents have free access to the school grounds and buildings at the following times (heightened supervision of children and key access points is in place):

7.55 – 9.00 am (Mon-Fri) 8.45 – 9.15am (Sat) 3.30 – 6.00pm (Mon to Fri) 2.00 – 6.00pm (Wedn & Sat)

The Gates by the Collection Point are closed and parents are required to sign in and where a visitor's badge during following times:

9.00 – 3.30 am (Mon-Fri) 9.00am – 2.00pm (Wedn) 9.15am – 2.00pm (Sat) 6.00pm – 7.55am

Supervisory Duties

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.

Staff are on duty in all Boarding Houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

During the week and on Saturdays there are Duty Rota to ensure adequate supervision of pupil, particularly at the following times:

- Arrival of pupils (8.00am – 8.25am)
- Early morning duty (8.00am – 8.20am)
- Morning break duty (10.40am – 11.10am)
- Lunch-time break duty (12.45pm – 1.55pm)
- Afternoon break duty (2.55pm – 3.30pm)
- Prep Duty (5:30pm – 6:30pm)
- Evening duty (6.30pm – 8:30pm)

Details of supervisory duties are laid out in the Staff Handbook.

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. Games Coaches supervise pupils on both home and away matches.

Supervision in the Boarding houses is arranged and organised by the boarding staff.

School Boundaries

Pupils are not allowed off site at any time, without being accompanied by a member / members of staff.

Boundaries are clearly marked around the school site and pupils are reminded regularly where the boundaries are.

There is a clear, child-friendly display of the School Bounds outside the Staffroom.

All new pupils to the school are taken on a familiarisation walk with the Deputy Head, during which the School Bounds are made clear and all the necessary procedures for signing in and out of school are explained.

Registration

We take a register of pupils at the start of the morning (8.20am) and afternoon sessions (1.55pm).

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.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system at the Front Office when Boarders leave the school, and by registering attendance at the start of the morning and afternoon sessions and at Prep and at Boarders' supper.

There are regular checks throughout the day:

1. **Breakfast:** All Boarders are checked downstairs
2. **8.20am and 1.55pm Registration:** Form Tutors in the morning and subject teachers in the afternoon check everyone is present. On Wednesdays, Thursdays and Saturdays, children are registered by Year Group, before Games/Matches and 'Keys' Activities.
3. **Lessons:** If a member of a Form is unexpectedly absent, the member of staff should check Schoolbase and the Atrium Reception to see whether the child is elsewhere:- e.g. in the Health Centre, with the Matrons, having a Music Lesson or at a Learning Support Lesson. (In the case of a senior form, a 'messenger' can do this.)

Music or other Lessons: If a child does not arrive for a Music, LAMDA, Learning Support or OT Lesson, the teacher should go straight to the lesson the child would otherwise be in. (A messenger may be sent if it is a group lesson).

All teachers are expected to keep a register at the start of all academic lessons, and must raise the alert if a child is absent without explanation.

4. **Games:** Children who are "off games" should be in the Library having been registered by a staff member against an emailed list sent to SMT and all members of the Games panel prior to the games session.
5. **6.00pm or 6.20pm Boarders' Tea:** Everyone is ticked in at Tea – the person in charge of tea is responsible for ensuring everyone is accounted for.
6. **8.00-8.30pm:** Children are accounted for with the shower list.
7. **Bedtime:** Boarding and Lights Out Staff check all beds are full.
8. **Late Night:** Boarding Staff do absentee and fire list check before 11.00pm.

Medical Support

There are two qualified Nurses on a duty rota in the Health Centre. They provide cover from 7.45am to 8.00pm Monday to Friday and 8.15am to 5.30pm on Saturdays. Outside of these times a Nurse is always on call and contactable by phone to answer any medical queries and provide support. In addition to general cover, the nurses hold drop-in clinics during school break times, before and after school for the Boarders and liaise with the School Doctor who holds a clinic for Boarders once a week.

The nurses are responsible for ensuring all pupils' essential medical information is obtained and stored, confidentially, in the Health Centre. For those with pre-existing health issues the nurses provide support and care throughout the school day. For those who become ill while in school the nurses will assess and give treatment as necessary, possibly arranging for the pupil to go home.

When pupils are due to leave the school site for the purpose of educational trips or sporting fixtures the Nurses ensure all staff responsible for the pupils have been fully briefed about the medical needs of those in their care. All staff have access to medical care plans which are available to read in the staff room or on the school intranet. Staff taking children out of school for educational visits and matches are required to collect a First Aid Kit, which involves checking the SMI (Serious Medical Information) for the relevant pupils and signing that any particular needs are understood.

The Nurses are trained in first aid and oversee the first aid training of the majority of staff, both teaching and non-teaching. There are many first aid cabinets placed around the school and also two Automated External Defibrillators. The Nurses check and replenish these termly. For detailed information please refer to the first aid policy.

We ensure all members of Boarding Staff are First Aid qualified and OPUS Pharmacy Training qualified for the administration of medication.

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School. We would always investigate complaints about poor behaviour.

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

The Swimming Pool

Pupils are not allowed into the Swimming Pool without a qualified member of staff in charge.

The Changing Rooms

We recognise the Changing Rooms to be an area of the school that requires particularly close supervision for safety and pastoral reasons.

The external doors to the Changing Rooms remain locked at all times, other than when there is a member of staff present to supervise changing.

All children know that they must not ever be in the Changing Rooms without staff supervision present.

Use of Sporting Equipment

Pupils are not allowed to use gymnastic or athletic equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Areas of Particular Risk / Locked Areas

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, the Ceramic Studio, etc. Doors to these areas are kept locked at all times when not in use. All flammables and hazardous substances 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.

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. New members of teaching staff are taken on a familiarisation walk with the Deputy Head, during which the School Bounds are made clear and all the necessary procedures for signing in and out of school are explained. 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.

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