



Care and Supervision of Pupils Policy

Introduction

This document offers guidance to all staff about the appropriate supervision of all pupils throughout the school day at Hampton Pre-Prep and Prep School; it includes the Early Years Foundation Stage (EYFS) (Kindergarten and Reception), Pre-Prep and Prep Departments.

In addition to this policy, staff must read and understand the Staff Handbook, as well as the following policies First Aid, Health and Safety and Educational Visits for further information about care and supervision at Hampton Pre-Prep and Prep School.

It is a duty of Hampton Pre-Prep and Prep School to provide appropriate supervision for the pupils in its care to ensure their health, safety and welfare. The 'duty of care' places a specific responsibility on the Headmaster of Hampton Pre-Prep and Prep, as overall manager in 'loco parentis', to ensure that full and appropriate supervision procedures are in place. Therefore, the role of supervision is a key one and is taken most seriously by the Governors and the Headmaster. This 'duty of care' is a contractual obligation for **all** staff. It is essential that expectations remain constantly high and that supervision is conducted with professionalism, responsibility and with appropriate warmth for the personal care of all pupils.

This policy sets out agreed protocols and procedures that all staff follow in maintaining appropriate supervision and care of pupils in the School. It provides comprehensive information for parents, carers and other stakeholders.

Adults must follow the Staff Behaviour Policy, which they must agree to and sign on induction. This emphasises the appropriate procedures that are in place when working with children in class, in small groups, and more specifically in a one to one situation.

Staff should make sure they behave at all times with due regard to the '*Safer Working Practice in Education*' (October 2015) document which is available in the staff rooms. Further copies are available from the Deputy Head Pastoral and Head of Pre-Prep. This policy also has due regard to the statutory document '*Keeping Children Safe in Education*' (2016).

Staff Duty of Care

Certain liabilities may arise in law for the acts and omissions of others over which the person bearing the liability has no immediate control. The power of a teacher to control and discipline pupils is essential to the performance of their duty of care. It is the teacher's duty to exercise good order and discipline among the pupils in their care to ensure health and safety.

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Date for next review	September 2018	Reason for review	Annual review

In the event of a serious accident or incident, the child or parents may make a claim for financial compensation against either the member of staff, the School or both. The School is insured for such a situation and indemnifies the member of staff under that insurance policy.

In the event of a serious incident, there will be a full investigation by the School and possibly by the insurance company too. If, as a result of any investigation, it is felt that the member of staff has been negligent then it is possible that the School may take action under the Staff Disciplinary Procedure.

Such disciplinary action **is not** automatic and will **only** be taken after all factors have been taken into consideration. Relevant factors will include any previous history of similar problems and each case will be considered in the circumstances of the member of staff involved. Provided that staff have taken **all reasonable** measures to ensure the safe control of their pupils they will receive the full support of the School.

Supervision before school

Parents are responsible for the supervision of their children before 8.15 am in the case of Prep, from which time a member of staff is on duty in the playground, and before 8.30 am in Pre-Prep. Children should not arrive on site before then unless arrangements have been made with the Headmaster, a member of the SMT or under the Early Drop procedures.

Early Drop

Hampton Pre-Prep and Prep School takes responsibility for pupils taking part in Early Drop from 7.45 am at Prep and 8.00 am at the Pre-Prep site. Pupils should arrive via the side gate (Pre-Prep) and front gate (Prep), accompanied by a responsible adult. Each pupil should be signed in on the Early Drop Register. Additionally, all EYFS children (Kindergarten and Reception) should also be signed in on the Daily Register.

Daily Timing

Pre-Prep

8.00am	Early Drop begins. The gate is opened and is supervised by members of staff until 8.55am. Early Drop staff are responsible for supervision.
8.30am	Pupils are allowed to go straight to their classrooms - all Form Teachers must be in their classrooms ready to greet pupils.
8.55am	For security purposes the gate is locked at this time on a daily basis by the member of staff on duty. Morning Registration is taken.
9.00am	First session begins.
10.30am	Pre-Prep Break begins.
10.50am	Pre-Prep Break ends. Second session begins.
11.50am	First lunch sitting (Reception and Kindergarten.)
12.00noon	Kindergarten morning session ends. (Supervision of collection and locking of the side gate is the responsibility of Kindergarten staff.)
12.15pm	Second lunch sitting (Years 1 & 2).
1.00pm	Kindergarten afternoon session begins after Registration.
1.10pm	Pre-Prep lunch breaktime ends. Afternoon Registration. Session 3 begins.
2.30pm	Afternoon Break.
2.50pm	Afternoon Break ends. Session 4 begins.

3.30pm	Kindergarten, Reception and Year 1 dismissed. Late Stay begins.
3.35pm	Year 2 dismissed.
5.30pm	Late Stay finishes.

Prep

7.45am	Early Drop begins in the Hall.
8.15am	Duty staff to posts. The gates are opened and pupils are allowed to enter the School from this time. Teachers to Form rooms.
8.30am	Morning Registration begins and a register is taken, anyone registered after that is classed as 'late' apart from Bus boys. (The Gloucester Road Gate is closed automatically at 8.30. The Bus boys are registered at the School Office upon their arrival.)
8.45am	Boys escorted to Assembly (Mon/Wed/Fri).
9.05am	Session 1 begins.
9.45am	Session 2 begins.
10.25am	Session 3 begins. (Break)
11.05am	Session 4 begins.
11.45am	Session 5 begins.
12.25pm	Session 6 begins. Lunch 1 st Sitting.
1.05pm	Session 7 begins. Lunch 2 nd Sitting.
1.45pm	Session 8 begins with Afternoon Registration.
2.25pm	Session 9 begins.
3.05pm	Session 10 begins.
3.45pm	Bus boys ready to leave/ End of day form time.
3.50pm	End of Day.
4.00pm	Co-Curricular Activities (CCA) begin.
4.05pm	Late Stay boys delivered to Pre-Prep.
4.50pm	CCA finish.
5.00pm	Late Stay boys delivered to Pre-Prep.
5.30pm	Late Stay finishes.

Registration

All Form Teachers are responsible for completing the Class Register each morning and afternoon. These are legal documents and should be filled in carefully online, using the appropriate codes for absent pupils. If technology fails for any reason, a paper register is completed.

In Prep, pupils arriving after 8.45 am are registered as 'late'. In Pre-Prep, those arriving after 9.00 am are registered as 'late'. Parents arriving after registration has started at the Prep (8.30) or those who arrive late to either site will find external gates locked, and they will need to buzz for entry. This ensures secure buildings at all times and is paramount to our safeguarding procedures.

Pupil Absence

It is the duty of parents to report absence for their child either by telephone, letter or email. The School has a duty to investigate any unexplained absence. Parents are asked to telephone the School Office on the first day of their child's absence and to follow this up with a letter detailing reasons for the absence on the child's return to school. Absence notes

must be retained and passed to the School Office. A reminder should be sent home to parents if a written note explaining the absence is not forthcoming.

Staff Absence

Staff have a duty to report their absence as soon as possible to a member of the SMT, so that appropriate arrangements can be made for cover for their classes. It is a requirement that all pupils in those classes are supervised appropriately and the necessary procedures are in place for vetting the suitability of supply staff in the event of prolonged absences.

Staff attending courses are expected to arrange to swap their duties with another colleague and advise a member of the SMT accordingly.

Lesson time

During the course of any school day at both Pre-Prep and Prep there will be times when groups of pupils and members of staff will be required to move from one room to another. It has been carefully explained to pupils the expectations we hold here for them regarding their behaviour. If on the rare occasions, teachers leave classrooms, they will remind the pupils about their appropriate expectations for pupils' behaviour. It is expected that whenever possible colleagues enlist support from another member of staff, or send a message via a pupil to the staff room to seek temporary cover before leaving. From time to time it may be desirable that pupils are allowed to exercise some personal responsibility, for example, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all pupils under his/her care at any particular time and should always be aware of the whereabouts of each pupil. At Pre-Prep, if a pupil is not taking part in a normal lesson, for example, PE or swimming, the pupil will work in a different class for the duration of that session. In Prep dependent on the following factors, weather conditions and reason for the pupil being 'off games', pupils will observe the games session. However, on occasions when they are unable to be outside, pupils will initially report to the games lesson, but will then be taken to a colleague for them to be supervised for the duration of the lesson.

Toilet and water breaks are encouraged at the end of break and in between the sessions.

Staff are responsible for the safe care and supervision of tools, furniture and resources in classrooms in line with Health & Safety Policy.

Where pupils are involved in one to one support, this must take place in an area visible to other members of staff.

Staff should supervise pupils lining up for assembly and ensure they enter and leave the hall quietly.

Moving around school

Pupils should not be permitted to move around the building without permission from a member of staff. They must walk at all times. Staff should keep central areas tidy and safe for pupil access.

Supervision at break

Pupils should not be left unsupervised inside the buildings at any time.

Playground duty demands a high standard of care and in particular requires that the playground be patrolled; members of staff should therefore walk around the playground ensuring that they have a clear view of the children's play.

In Pre-Prep, pupils are not allowed to leave the playground without the permission of the duty members of staff.

In Prep, areas for play on the playground are defined as: The Court, climbing frame, field and playground areas. At break time the required number of staff are on duty. The use of the Court at break time is split. Year 3 and 4 have access at different times from Year 5 and 6. Pupils need permission from the member of staff on duty to use the climbing frame (see Breaktime Risk Assessment). The field will be available to use whenever the weather and ground conditions are suitable. The Head of Games, Ground staff or member of staff on duty may contribute to this decision. The library is also available for use at morning break time and is supervised. Staff take a proactive approach to supervision whilst on duty. Pupils are encouraged to play appropriate games.

In Pre-Prep, during fine weather, when the grass is dry, play is allowed in the front garden at the discretion of the Head of Pre-Prep.

Pupils at both sites are advised not to bring toys to school.

Duty staff ensure pupils are lined up at the end of break time. All staff collect their forms from the playground and ensure that everyone walks back into school calmly.

When Kindergarten children play outside in the playground, EYFS members of staff supervise them.

Supervision at lunchtime

In Pre-Prep, we have two lunchtime supervisors. Lunches are served in the Hall in two sittings. During the first sitting, all EYFS pupils are supervised by both lunchtime supervisors as well as EYFS members of staff. In the second sitting, Years 1 and 2 are supervised in the hall by a member of staff as well as a lunchtime supervisor. Lunchtime supervisors are in the playground until the lunchtime session is over. There is always a Level 6 qualified member of staff with Reception, and when Kindergarten children play outside in the playground, EYFS members of staff supervise them.

During inclement weather Years 1 and 2 pupils stay in their own classroom until they are collected for lunch. A suitably qualified member of staff (Level 6) will supervise Reception children in their classroom and the lunchtime supervisors will supervise Years 1 and 2 children. Children should have drawing, reading materials, construction equipment and a few games of a suitable nature in place over the break.

In Prep, all Staff are expected to eat their lunch within the Hall, unless a member of SMT grants permission to be absent. A member of staff is on duty within the Hall to assist with the supervision of pupils during lunch and maintain reasonable calm. The last subject teacher of each class should accompany the children to the hall. They communicate 'Seconds' (at second sitting only), the singing of 'Happy Birthday', the saying of 'Grace' and the dismissal of the boys from the Hall. A pupil must be sent to the playground to check if a member of staff is on duty before the boys are dismissed from lunch.

On occasion, packed lunches provided by the School are eaten in Form rooms. Form teachers or another adult will be present.

Inclement weather

Parents are responsible for ensuring their child is suitably clothed for inclement weather. If the weather is unsuitable for children to play out, then break times take place indoors.

In Pre-Prep, during a wet break time, there are two members of staff to supervise the children for morning and afternoon breaks. Reception children are always supervised by a Level 6 qualified member of staff.

In Prep, if the duty teachers decide that break is to be indoors then they must put two older boys, usually Officers of Responsibility plus another Year 6 boy, into each classroom as monitors and then maintain a presence in the corridors on each floor checking each room on rotation.

Supervision after school

It is the responsibility of parents to arrange for their child to be picked up on time. Pupils may not leave the School premises unless a responsible adult has arrived, or parental permission has been given for older children to go home on their own.

An end of day register at Prep will be taken at this point. It is the responsibility of staff to supervise children until they are collected.

In Pre-Prep, in the event that a parent or carer is late, then the child is taken to wait at the reception area near the staff room. The School Secretary will ring parents/carers of any pupils not collected by 3.45 pm. After 3.45 pm, pupils will be booked into Late Stay for safe-keeping.

In Prep, from 3.50 pm to 4.00 Late Stay boys need marshalling outside the Reception area and taking to Pre-Prep. The member of staff on Late Stay duty will check with the School Office for any late additions and inform them about uncollected boys. The School Office will make contact with the boys' parents and advise them to collect their child from Late Stay at Pre-Prep. Late Stay boys ought to be at Pre-Prep **by 4.10 pm at the latest**, or 5.00 after CCAs. Staff must follow our safeguarding procedures. Medical lists must be checked and relevant items must be signed for and taken to Late Stay

Pupils **must not** be released into the care of another parent/carers unless direct permission from the parent is granted to the teacher on duty, or through a message from the School Office. In an emergency a parent may request that their child is collected by someone that either the child or school may not know. The school will ask for an agreed password to be given before releasing the child into their care.

All children attending after school clubs and activities will need written parental permission. Any club must be supervised by a responsible adult, who has appropriate DBS checks. There should be a member of staff on site until all clubs have finished. It is the responsibility of parents to arrive on time to collect their child, or to telephone immediately if they are going to be late. Appropriate risk assessments for any activity should be in place.

Uncollected Child

The Uncollected Child Policy outlines the procedure if a parent/carer fails to collect their child/ren from School. Please refer to the Uncollected Child Policy for further detail. After 6.00 pm, after all reasonable attempts to contact parents/carers have been made the School will then make contact with either the police, or the local authority social care for children via the Single Point of Access (SPA).

In the event that a parent / carer is deemed unfit to take charge of a child due to alcohol or substance abuse, then the School would similarly make contact with either the police, or the local authority social care for children via the Single Point of Access (SPA).

Supervision during PE/Games

The same principles of care apply during PE as to other school activities; however, it is very important that the following points are considered:

- Safety of apparatus being used;
- Condition of the floor / environment;
- Suitability of pupil's and staff's clothing;
- Items such as jewellery or watches should be removed and left in pupil's bags. Studs in ears taped over or removed.
- Whether the exercise and activities are within the capability of the children;
- Whether in gymnastics, the activities are being taught properly;
- Within the recommendations of best practice.

Please refer to the Games and PE Policy for further detail.

It should be noted that if pupils are to be supervised in a remote location then a mobile phone should be taken. The supervision of pupils during changing for PE and Games is vital and must be in accordance with the Staff Behaviour Policy. A member of staff will meet the children at the appropriate changing area at the start of each session.

Swimming lessons

Pupils attend swimming lessons at Hurst Pool in Years 1 and 2. ASA qualified staff supervise pupils whilst in the pool.

Staff are responsible for arranging safe transportation to the pool, supervision of children changing, and getting on and off the bus. Staff should ensure pupils are closely monitored at all times, especially where other members of the public are on site. Pupils should only change in designate areas, and must be supervised in changing/toilet areas. Registers will be taken upon departure and before leaving Hurst Pool.

Health and Safety and Fire Safety at Hurst Pool are the responsibility of the Hurst Pool Swimming Provider.

Supervision using tools and equipment (Art, DT and Science)

All tools and equipment used in school should be safe and properly maintained in line with the Health & Safety Policy. Specific tools, such as knives and other technology equipment, must only be used by pupils if appropriate demonstration and modelling has taken place. Pupils must be monitored at all times.

On both sites, pupils are not allowed in the School Kitchens at any time.

Please refer to specific subject policies (Art, DT and Science) for greater detail and the room Risk Assessment.

Supervision of ICT

Pupils are not allowed to use iPads, laptops or computers without a teacher present.

Supervision at CCAs

Pupils are registered at the beginning of the CCA and absences are investigated. Pupils will be dismissed by the member of staff. If an outside club has to be postponed, parents will be notified by email. Staff will remain with their CCA pupils until 4.50 as normal and supervise appropriate activities.

External CCA providers will be informed of important details regarding pupils in their club. They will undergo full Safeguarding processes and never be onsite alone without a member of staff being present on site in case of an emergency.

Supervision at Late Stay

Pupils will be registered upon arrival and upon collection. They will be supervised at all times with age appropriate ratios, that is, a 1:8 ratio with suitably qualified members of staff (Level 3 or above).

Supervision between sites

Pupils must not walk alone between sites. Medical bags must be taken as well as individual medical wallets and items. Supervision ratios will be adhered to according to the age of the pupils.

Supervision to and from School.

Parents are responsible for ensuring that their children travel safely to and from School. Prep School pupils who live near enough to the School and wish to walk, scoot, cycle or use public transport should have a letter or email from their parents giving their permission. It should be sent to the School Office.

Pupils may travel on the school coaches from Year 3 onwards. Pupils are not supervised by a member of staff when travelling on the school coach services. The pupils are expected to behave sensibly and responsibly at all times. A member of staff will meet them upon arrival at Hampton School and escort them to the Prep. On their return journey, two members of staff accompany the pupils in order to see them on to their respective buses at either Hampton School or LEH. Boys who have essential medical items are expected to carry this with them.

School Visits

In essence, it is vital that all outings, whether of a sporting or educational nature, comply with the guidance set out in the Educational Visits Policy. Staff in charge must complete a risk assessment in advance of the outing. Copies of the risk assessment must be handed to the designated Educational Visits Coordinator (EVC) (Deputy Head Pastoral or Head of Pre-Prep).

Staff must read the Educational Visits Policy and the DFES HSPEV2 Guidelines – copies are held in the staff rooms.

Accidents or Sudden Onset of Illness

In the event that a child becomes ill or sustains an injury requiring attention, first-aid trained staff are on hand to deal with it. If there is any concern, parents will be contacted. It is therefore, imperative that parents are regularly reminded to keep their contact numbers fully up to date. If parents are unable to collect their child, they should make alternative arrangements to do so.

In the event of serious injury or illness, the School will follow medical procedures and contact parents. This may entail administering medication e.g. Epipen, or phoning emergency services.

Please refer to the First Aid Policy and Emergency Procedure Policy for further information.

Illness

Children who are obviously ill, should be kept at home to prevent unnecessary distress or the spread of infection. This is particularly important in the case of any infectious illness that might be spread. Those with the following signs or symptoms will therefore be temporarily excluded.

- Diarrhoea and/or vomiting;
- Doubtful rash;
- Infectious illness, e.g. Chicken-pox, mumps or measles;
- Fever or temperature.

No child should return to school until 48 hours after a bout of diarrhoea and/or vomiting. This is not only for the child's benefit but also for the other members of the School Community.

Medicines will only be administered after a Consent Form is completed; these are available from the School Office (Prep) and the Staff Room from the Administration Assistant (Pre-Prep). Only prescribed medicines are administered. Please refer to Administration of Medicines Policy for further detail.

Pupils with additional or medical needs or disabilities

The School liaises in partnership with parents and other agencies to ensure that reasonable adjustments are made for all children's additional needs, and to ensure that supervision in school is appropriate. Where necessary, care plans are in place and all staff are fully informed of any changes and updates.

Pupils with severe allergies, for example nut or dairy intolerance, have their Allergy Management Plans clearly displayed at strategic points around the School, together with their photographs. Staff must ensure that they are absolutely certain of the procedures for individual cases, as these are potentially life-threatening conditions. In Prep Action Plans are also in individual pupils' medical bags located in the Sick Room.

Events taking place in school

When school events take place such as the Pre-Prep and Prep productions children are supervised at all times. Parents must collect their children from school if the event does not finish at normal school time.

Visitors to school

Visitors report to the School Office (Prep) or Administration Assistant (Pre-Prep) and must sign in and wear the lanyard provided. A Safeguarding sheet is also provided for visitors' information. Visitors to school during school hours must not be allowed to wander onsite without a member of staff being present. At major events a signing in sheet is provided and an information Safeguarding sheet will be displayed. When large numbers of visitors are on site such as Open Days the School will have carried out appropriate risk assessments.

Staff must wear their school identity badges at all times. Colleagues in the Hampton School Trust will also wear theirs. Staff must be prepared to challenge strangers on site and report concerns immediately to the School Office or a member of the SMT. If there is any doubt about the motives of an intruder ring the police.

Leaving the site

Pupils must not leave the School premises under any circumstances unless taking part in a school event in which appropriate supervision procedures are in place. Parents must not take their child off site or permit others to remove the child off site without informing the School beforehand. Where there are Safeguarding issues, staff are informed, and vigilant and additional actions are enforced.

Dogs

Dogs, with the exception of guide dogs, are not allowed on the School premises.

Smoking

Smoking is not allowed on the School premises.

Sun care

Pupils are advised to stay out of the sun. Pupils are allowed sunscreen but are encouraged to put this on independently. In Pre-Prep, pupils are encouraged to wear a sun hat and to play in the shady areas of the playground.

Toilets

During lessons, pupils are allowed to go to the toilet; however, it is the responsibility of the teacher that children who are going to the toilet do so sensibly. It is our aim to prevent the spread of infections by ensuring: high standards of personal hygiene, particularly handwashing, and maintaining a clean environment.

Water

Pupils are allowed water bottles, and they are encouraged to drink water throughout the School day. They are responsible for keeping this clean and filled on a daily basis.