

Milbourne Lodge School
Pre-Prep Department



PRE-PREP
SUPERVISION OF PUPILS
POLICY

Review Date: JUNE 2017

SUPERVISION OF PUPILS POLICY

At Milbourne Lodge Pre-Prep the health, safety and welfare of the pupils in our care is paramount. All staff, teaching and non-teaching, have a duty of care for the children within the school, acting in loco parentis. No pupil may be left unattended. All 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 building and grounds that should be regularly checked when on duty. Supervision instructions for specific activities, including school trips are included in the Educational Visits Policy. At the start of the day the children are handed over to a teacher at 8:30am. Pupils arriving late must sign in at the main school office.

Registration

The register is taken twice daily at 8.35am by the class teacher and again at 1.20pm. Parents are responsible for notifying the school if their child is absent for any reason. There is a 24 hour answer phone on 01372 462737 to make out of hours contact easier. If the school is notified of the absence of a child, this information is promptly entered into SIMS so that all staff are aware of the reason for the absence. The school will always contact the parent if a child fails to arrive at school without prior explanation.

Lesson Time

Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason and the children should not be left unsupervised in classrooms at any time. In an emergency, teachers might summon a teacher from an adjacent classroom to supervise both classes while an issue/incident is dealt with. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the staff resource room, etc. Doors to these areas are kept closed at all times when not in use and signage is visible. All flammables are kept securely in appropriate storage facilities.

Lunch and Break Times

All pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Duty staff supervise the playground and dining hall throughout the duration of break/lunch time. The climbing frames are supervised at all times. See Duty Guidelines Appendix: A.

Wet Break Times

All pupils are supervised inside the building during wet weather. The staff also undertake a duty on a rota basis.

Sporting Activities

Full guidance for managing sports activities are outlined in the Physical Education Policy. Sports staff supervise pupils at home and away matches. All 'off games' children join a class teacher/TA who are responsible for supervising these children in a classroom.

Illness and Medical Support

A number of the teaching staff and non-teaching staff at Milbourne Lodge Pre-Prep are qualified Emergency First Aiders at work. There are several members of Pre-Prep staff who are also Paediatric trained: Megan, Petzer, Tiziana Jarvis, Kathrun Hughes, Carolyn Dean, Katie Westbrook and Zena Mentiplay. They are named in the First Aid policy and are available throughout the day to deal with accidents and emergencies, or to help if someone is taken ill. If a child is feeling ill, has a minor injury or is in need of medication or any other form of support the office staff will contact the parents. First Aid boxes are in the Pre-Prep office and in the School Office. Further details may be found in our First Aid Policy. Sports staff take the medical bag and First Aid with them to lessons to be able to give appropriate First Aid as required.

The children are not allowed to leave school premises during school hours without prior permission from their parent/ guardian, and The Head.

If a student has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian is aware of the situation. In the unlikely event of a child needing to be taken to hospital in an emergency, a member of staff will accompany the student until the parent or guardian arrive and assume responsibility.

Late Collections

The School office will relay messages from any parent/carer who has been delayed to duty staff and/or class teacher/key person. A register is taken of all children within 'After School Care.'

If a child is not collected from school the child will be placed in the care of the Sibling/Homework After School Club. The following procedure will be followed by staff when a child is not collected on time:

- Parents will be contacted in the first instance to find out why a child has not been collected on time. If parents cannot be reached carers/designated contact persons will be contacted.
- If there is no response from parents/carers when the school is closing, the head of school will make emergency arrangements for the child and the police will be contacted to act.
- A full report will be written of the incident.

After School Clubs Supervision arrangements of after school activities are the same as those in lesson time; in particular, pupils must not be left unattended at any time. Staff in charge

of handover after clubs will dismiss children from the designated location (main school gate/Small House side gate) at the end of the session. If pupils are not collected then the late collection procedure is followed.

In the event of an unknown adult arriving to collect a child, the staff will contact the parent/carer to check on their credentials. No child will be handed over to an adult who has not been nominated previously by the parent/carer without permission.

Outings

The arrangements for the supervision of pupils during educational trips and visits are detailed in 'Learning Outside the Classroom/Educational Visits Policy'. See also Lost/Missing Child Policy and appendix: B.

Absence Cover (Teachers/TAs)

When a teacher is absent all their daily duties will be assigned to colleagues by the Head of Pre-Prep. When a TA is absent all of their duties, such as break supervision, will be assigned to colleagues. Colleagues will support the class teacher as appropriate when a TA is absent. Supply cover is put in place as necessary.

Visitors to the School

As part of the School's requirement to protect the pupils in its care, all visitors are expected to sign in and out of the school office, where they will receive a green/red lanyard which they are expected to wear for the duration of their visit. All staff are advised to challenge strangers on the premises and to report concerns to the School Office. Visitors wearing a red lanyard should be accompanied at all times. The school has a strict acceptable use of mobile phones and cameras policy in place and appropriate signage is displayed at the entrances to the Pre-Prep area.

Legal Obligations and the Duty of Care

The school is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children.

DCSF guidance states during the time pupils are in school, staff are under a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents will happen and pupils will occasionally abscond, even in the best-regulated schools. However, Milbourne Lodge School demonstrates:

- regard for the ages and capabilities of their pupils;
- a systematic approach to safety in the light of foreseeable risks.

School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and these rules are known to all pupils. Pupils are made aware of these rules during tutor meetings and are regularly cross referenced in assemblies and classroom discussions.

Staff aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and that staff are appropriately trained.

Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.

Where there has been an accident/incident which had not been foreseen, the risk of a repetition is considered.

Negligence

If a claim for negligence is brought against the school it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

Appendix: A

Duty Staff Guidelines

Duties are an essential part of the functioning of the school day.

- Staff on duty must be outside immediately at the beginning of breaktime.
- It is essential that supervision at breaktime is pro-active. Pupils must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident.
- Staff on duty might also comfort children who, for whatever reason, might be sad or lonely.
- Staff on duty should be aware of the areas for which they are responsible.
- Staff who are on duty together should not stand together but patrol as much as possible and interact with pupils.
- If you are on a planned absence from school on your duty day then please ensure you swap the duties with other staff.

Please inform the Head of Pre-Prep if there is a problem. Unplanned absences will be covered under the normal system of cover done by the Head of Pre-Prep.

- The outside bell and hand bell should be controlled by the duty staff and will be used to give the children a 5 minute warning of the end of break or a change in weather status to come indoors.

Appendix: B

1 Procedures following a Child reported Missing or Lost

- 1.1. If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.
- 1.2. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- 1.3. A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 1.4. A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT member must be immediately informed.
- 1.5. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 1.6. If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headteacher and Assistant Director of Education/Education Executive (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer in school will be notified immediately and they

will ensure that the parents have been informed by the responsible teacher. The Headteacher, or SLT member in the absence of the Head, will decide at which point the police will be called.

- 1.7. All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Headteacher remains responsible for the care and welfare of the child, including off site.
- 1.8. As soon as is practicable, the Serious Incident Reporting Form will be completed by the Headteacher and sent to the Head of Education Compliance (Ros Vahey). The Group Leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.
- 1.9. Near misses will also be recorded and reported to the Assistant Director of Education/Education Executive and details fully provided in writing to the school's governance panel or meeting. This Report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed and submitted to UK compliance committee for approval, via Head of Education Compliance.
- 1.10. All incidents will be reported to Greg Warwick/Nadia Burn, Head Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- 1.11. If a missing child has any special medical or learning needs then these need to be noted to be disclosed to the police or other agencies.
- 1.12. A thorough search of the premises should continue until the child is found.

2 Following the Incident

- 2.1. It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- 2.2. The written findings of the investigation must be reported by the Headteacher to Cognita Head Office within 48 hours of the occurrence of the incident.
- 2.3. Where the child is within the EYFS age range, Ofsted must be informed of the incident. Local Authority Children's Social Care should also be informed.
- 2.4. All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Assistant Director of Education/Education Executive for approval within 5 working days.
- 2.5. The parent/carer(s) will be involved at all times.
- 2.6. Following receipt of our investigative report, the Director of Education will report his conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.

- 2.7. Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

3 Procedures following a Child Missing from an Off Site Location

- 3.1. The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- 3.2. One or more adults should immediately start to search for the child.
- 3.3. If the child is not found within 5 minutes, the Group Leader must then contact the police by telephoning 999.
- 3.4. The Group Leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.

Written: June 2016 by Sarah Jones (Head of Pre-Prep)

Review date: June 2017

This policy is reviewed annually and when events or legislation requires.