



LOCHINVER HOUSE

Supervision Policy

Lochinver House School takes seriously its responsibility to ensure that pupils are supervised effectively to maintain their safety whilst under its care either on School premises or on off site visits. Staff who supervise pupils are mindful of our Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Anti-Bullying Strategy, Behaviour Policy, Educational Visits Policy and Health and Safety procedures.

Through the operation of this policy we aim to:

- protect the health and safety of pupils at the School
- ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils
- promote the principles of good behaviour that are set out in the School's Behaviour Policy.

All staff have a duty to ensure they promote the principles of behaviour set out in the School's Behaviour. This states that behaviour is based on the basic principles of honesty, respect, consideration and responsibility. Even when staff are not 'on duty' they are expected to be vigilant around School, helping create an environment which encourages and reinforces good behaviour. Members of staff have an important responsibility to model high standards of behaviour, both in their dealings with pupils and with each other, as their example has an important influence on the pupils.

Areas always out of bounds

Some areas of the School are out of bounds to pupils unless supervised by a member of staff. These include, but are not limited to, the Science Laboratories, the DT Workshop, the Art Studio, the Staff Room, the maintenance and kitchen areas. At times some areas of the School may additionally be prohibited for safety reasons.

Supervision during the extended School day

All staff supervising Lochinver pupils are suitably trained and experienced.

Full Paediatric First Aid

At all times during the School day, including during extended care a member of staff with a Full Paediatric First Aid qualification is on site, meeting the regulation laid out in the January 2024 Statutory Framework for the Early Years Foundation Stage (EYFS). All new staff qualifying post 30 June 2016 with Level 2 or 3 in Childcare and working with EYFS children are trained in Full Paediatric First Aid.

Disqualification from Childcare

All staff working with children aged 8 and under in out of School care, and all those working with pupils in the EYFS complete the annual declaration on disqualification from childcare.

Morning Minibus Service

Pupils are handed over to the minibus driver and chaperone by their parents at designated pick-up points. On arriving at School pupils are taken to Morning Club. If the minibus arrives later to School and after Morning Club pupils have been taken to their classroom, Reception to Year 4 pupils are escorted by the chaperone to their classrooms.

Morning Club (7.30-8.25am)

Designated staff are responsible for Morning Club pupils in the Dining Room and in the adjacent Atrium from the time they arrive until the start of the normal School day. Parents of pupils in Little Lochies to Year 4 must see pupils safely into School and accompany them to be signed in. Morning Club staff escort pupils in Little Lochies to Year 4 to their classrooms at 8.25am.

Pupils in Years 5 to 8 leave Morning Club at 8.15am when a member of staff is formally on duty for pupils arriving to start their School day.

Morning Arrival

Parents of pupils in Years 5 - 8 should accompany them into School and wait with them in the playground until a member of staff is on duty from 8.15am.

Year 3 and 4 pupils are seen by their parents safely into School and wait with them in the designated areas until the School bell goes at 8.25am ready for an 8.30am start.

Pre-prep pupils are also seen by their parents safely into the School and wait with them until 8.30am, when they are received by their Class Teachers at either their classrooms doors (Little Lochies and Reception) or the main entrance to the Pre-prep (Year 1) and the side entrance to the rear of Reception (Year 2).

Lesson Times

Designated Teachers are responsible for the supervision of pupils as directed by their timetables. No class should be left unsupervised. In cases of emergency, another member of staff can be called to supervise the class while the emergency is being addressed.

PE and Games lessons

Staff are required to supervise pupils when changing. At no time will there be a member of staff on their own with one pupil while the pupil is changing.

When pupils need to make their way to Green Meadow they will be escorted across the road by a member of staff. Members of staff with pupils on Green Meadow carry a School mobile phone in case of emergencies.

Pupil to staff ratios are the same for travelling to matches and other venues as for all educational visits as stated in the Educational Visits Policy. For teams returning after regular school provision, the Teacher in charge is responsible for supervising pupil collection.

Pre Prep Staff Duties:

Morning break

10.15-10.45am on the AstroTurf, Soft Topped Areas and the Adventure Playground. Pupils are supervised by Teachers and Teaching Assistants as directed by their timetables. As a minimum there is always a Level 6 Teacher, a Level 3 Teaching Assistant and a Supervisory Assistant on duty, supervising Early Years Foundation Stage (EYFS) pupils, thus the ratio requirements of the January 2024 Statutory Framework for the Early Years Foundation Stage are met.

Dining Room lunch supervision (Little Lochies 11.40-12.10pm) Reception 11.45-12.15pm, Year 1 11.50-12.20pm, Year 2 11.55-12.25pm)

All Pre Prep Teachers and Teaching Assistants take this duty daily.

Lunchtime duty

12.25-12.55pm on the AstroTurf, Soft Topped Areas and the Adventure Playground. Pupils are supervised by Teachers and Teaching Assistants as directed by their timetables. As a minimum there is always a Level 6 Teacher, a Level 3 Teaching Assistant and a Supervisory Assistant on duty, supervising Early Years Foundation Stage (EYFS) pupils, thus the ratio requirements of the January 2024 Statutory Framework for the Early Years Foundation Stage are met.

Little Lochies and Reception pupils requiring the toilet during break times, use their year group toilet and are accompanied to the Pre-prep building by a duty member of staff. This member of staff waits for the child in the Little Lochies and Reception classrooms and accompanies them back to their respective outdoor area. Year 1 and 2 pupils use the Year 1 toilets which are closest to the outdoor areas. Pupils seek permission from the duty staff and check-in back in following their return.

Collection

A member of Pre Prep staff hands over pupils to their parents, or a known adult, at 3.15pm, or takes them to an assigned after school activity. Those pupils not collected by 3.30pm are taken to Tea Time.

Early Seniors and Senior School Duties:

The start of the School Day

Senior pupils are supervised by a designated teacher who is in the Middle Playground from 8.15 am. Early Seniors either make their way to Morning Club, with those in Years 3 and 4, being handed over to staff by parents, should they arrive before 8.25am. Alternatively pupils remain with parents or carers until the bell rings at 8.25am. When the bell for the start of the School day is sounded, pupils make their way to their Form/Class Rooms.

Morning break and lunch

During first break (11.20–11.40am), 1st lunch break (12.50–1.20pm) and 2nd lunch break (1.20–1.50pm), three members of staff are on duty as directed by their timetables. Two members of staff are assigned to supervise the Astroturf and the third member of staff supervises the middle playground and library. In addition to these three members of staff on duty, at lunchtime, a member of staff supervises lunch sittings in the Dining Room.

Collection Year 3 and 4

A member of Year 3 and 4 staff hand over pupils to their parents, or a known/authorised adult, at 3.35pm. Those pupils not collected are taken Late Stay.

Collection Year 5 - 8

A member of staff supervises the playground from 3.35–3.45pm for those pupils leaving at this time and a member of staff supervises pupil collection on the playground from 4.45–5.05pm for those leaving later. Any pupils not collected at the end of the duty are taken to Late Stay.

Wet breaks

In the Pre Prep, Early Seniors and Senior School, there are separate procedures in the event of wet weather.

In the event of wet weather in the Pre Prep, there is a separate 'Wet Weather Duty Rota', which meets the ratio requirements of the January 2024 Statutory Framework for the Early Years Foundation Stage, as well as offers sufficient supervision of pupils in Years 1 and 2. Notice regarding a break time being wet is circulated to class teachers.

In the Early Seniors and Seniors, the member of staff on the playground should go to the School Office to ask for the wet break message to be sent over the bell system. This informs staff and pupils that it is a wet break. Pupils in Years 3 and 4 go to the Year 3 and 4 rooms, Years 5 and 6 go to the English rooms and Years 7 and 8 go to the Geography and Latin rooms.

After-School clubs and activities

For pupils in Little Lochies to Year 4, Teachers or Teaching Assistants escort pupils to the appropriate venue where a register is taken. At the end of the club or activity pupils in Little Lochies to Year 4 are collected in person by parents/carers and any uncollected pupils are escorted to Tea Time Club or Late Stay.

Pupils in Years 5 to 8 make their own way to clubs and activities at the appropriate time. Members of staff running the club or activity take a register of those attending.

Tea Time Club (After School Care Little Lochies to Year 2 - 3.30-6pm)

The Tea Time Staff collect pupils staying beyond 3.30pm from the Pre-prep and escort them to the Atrium, adjacent to the Library and Dining Hall. Pupils are registered at the outset of the Extended Care provision and parents sign them out on collection. All pupils are collected by 6pm. Staffing ratios meet the requirements of the January 2024 Statutory Framework for the Early Years Foundation Stage.

Tea Time Club/Late Stay (After School Care Year 3 - 8 - 3.35-6pm)

Teachers escort pupils in Year 3 and 4 to Late Stay which is based in the Library. Pupils in Year 5 – 8 make their own way to Late Stay. Pupils are registered on arrival and parents sign them out on collection. All pupils are collected by 6pm.

A member of the Senior Leadership Team remains on the School premises until all pupils have been collected. Our Pupil Collection Policy is followed.

Supervision during School visits

Arrangements for pupils on extra-curricular visits in the UK and abroad follow the procedures as stated in the Educational Visits Policy. The level of supervision = reflects the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs.

This policy and its procedures will be reviewed and updated by the Education Committee of the Governing Body on biennial basis.

Policy Reviewed:	06.05.2024
Policy Review Date:	19.04.2026
Policy linked to:	Anti-Bullying Strategy, Behaviour Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Data Protection Policy, Educational Visits Policy, Fire Risk (Prevention) Policy, First Aid Policy, Health and Safety Policy, Intimate Care Policy, School Journeys Policy, Missing Child Policy, Privacy Notice, Pupil Collection Policy, Security Access Control and Workplace Safety Policy, SEND Policy.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.