



# Rossall

INSPIRING EXCELLENCE

## Prep & Pre-Prep Supervision of Pupils Policy (including EYFS Reception)

<b>SLT Lead:</b> Headmaster of Prep	<b>Date Reviewed:</b> Lent 2022
<b>Circulation:</b> Prep Staff	<b>Next Review:</b> Lent 2023

## Introduction

Teachers at Rossall Preparatory School have a duty of care to all pupils in the School. It is the Head's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also his responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. The Council and the Head are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

## Supervision during the School Day

Before School	Boarders: the Houseparent or designated Resident Tutor is responsible for the supervision of boarders in the house  Day pupils: the Form Tutor takes responsibility for the pupil once he/she has arrived at school. The Preparatory and Pre-Prep School buildings will be open from 0800.
Breakfast	All boarding pupils are supervised by a member of one of five duty teams, who undertake breakfast duties on a rota basis.
0800 – 0840	Pupils are met by staff at the car park at the front of Middle School (drop off). A register is taken on entry to Middle School. Pre-Prep are escorted to their building, whilst Prep aged pupils may walk across to their building. Form tutors are responsible for pupils from this time.
circa 0830	A member of staff meets the Preparatory pupils off the bus and escorts them back to the school building
0840 – 0900	On certain days, pupils will have form time, hymn and choir practice or assembly. These are all supervised and all are expected to attend. Lessons begin.
Break Time	All pupils are supervised by a duty team member of staff, who undertake break duty on a rota basis. They are present in the playground/on the grass at all times
Lesson Time	Teachers are responsible for the supervision of their class.  No class should be left unsupervised for any reason. In case of emergency teachers might: <ul style="list-style-type: none"><li>- summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;</li><li>- call the Preparatory School Office, or the Head</li><li>- send an ill or injured pupil with an accompanying adult to the Medical Centre - the Head will be informed of this</li><li>- In EYFS, during free flow, the children can go outside and learn under the canopy. Once the children play outside of the canopy, a member of staff must be outside.</li></ul> Senior Staff collect and return pupils to their relevant buildings for specialist lessons.
Lunch Time	Preparatory School - All pupils are supervised by the duty team staff members. Pupils are escorted to and from the dining hall by the class teacher. Staff who take lunch in the Dining Hall are expected to sit with the pupils and supervise them at this time. The member of staff on duty will accompany the pupils back to the playground after lunch is taken.

	Pre-Prep staff also sit with and supervise their pupils at lunch. All pupils are then supervised in the play area until 1:30pm when lunch break ends and pupils return to their form rooms for registration.
After School Activities & Prep	<p>Preparatory School</p> <p>Those doing an after school activity are under the supervision of the member of staff running the activity until its conclusion at 5pm. They must ensure those staying at school until 5.15/30pm return to the duty staff member for supervision until they are collected. Pupils not doing an activity will report to the member of staff on duty where a register is taken. Supervised Prep begins at the end of school and is followed by free time until collection. Pupils from Anchor are collected by Anchor boarding staff.</p> <p>The School day ends at 4.15pm with the option of Prep or other clubs from 4.15 – 5.15/30pm; the School buses depart at 5.40pm</p> <p>Additional wrap-around care is available in the form of a Breakfast Club in the mornings and After School Clubs including Prep Club until 6pm, booked by prior arrangement. Clubs begin the second week of each term but pupils may stay until 5.15/30pm from the first day of term. The pupils may sign into Anchor House for breakfast or tea by prior arrangement.</p> <p>Pre-Prep School</p> <p>3.30 – 4.00pm clubs including Prep Club. Pupils are supervised until parents collect from the sports centre at the agreed time (4.15pm). The School day ends at 3.30pm and wrap-around care is available, with after school clubs until 6pm by prior arrangement. In the main, pupils are collected at 5.15/30pm.</p>
Pupils who are off games/swimming/PE	Pupils who are off games will be either: remain in a form room supervised by a member of staff or at the pitch/poolside/sports centre, supervised by the teacher running the activity.
After Activities (for boarders only)	Once after school activities and supervised time have finished, the pupils return to the houseparent or the designated member of the boarding staff. The duty member of staff's name is displayed in the boarding house. Matrons are also present in the house. This responsibility continues until pupils go to tea, resuming immediately after they have left the Dining Hall to return to house or to meet with friends.
Tea Time	Houseparents are responsible for the supervision of pupils inside and immediately outside the Dining Halls on a rota basis.
Overnight supervision	Overnight supervision of boarders is the responsibility of the Houseparent (or designated resident tutor). This is always arranged in advance.

### **Pupil Absence**

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the Preparatory School office (01253 774222) and to give the likely duration of the absence. If this is not possible, please ring School Reception on 01253 774201 as soon as possible after 8am.

### **Visitors**

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at School Reception, where they will receive a lanyard which they are expected to wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and to report concerns to School Reception.

### **Classrooms**

Pupils should not be left unsupervised in classrooms at any time of the day.

## **Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please read the 'Health & Safety For Pupils On Activities Outside School' Policy, available in the Common Room Policies File, on the CR Intranet and the School website.

## **Absence Cover Supervision of Pupils**

All absence should be reported to the Deputy Head who will arrange cover.

## **Drop off and collection overview**

This is a brief overview of the supervision at the most challenging times of the day. Since the pandemic, parents do not come onto site to drop off or collect and we have kept these measures:

### **Drop off**

- Drop off can be made from 8am at the designated car park, where two members of staff are on duty. Pupils are then supervised as they go across the playground and enter 'Middle School' where the thermal imaging camera is located
- The Preparatory secretary and a GAP Assistant greet the children
- Pre-Prep wait for the class teacher to escort them to their building
- Preparatory pupils may walk across to the Preparatory School in pairs, where they are supervised by the class teacher
- Pupils arriving on the school transport system are collected and escorted to the walkway for thermal imaging and registration
- Any pupils who are late are taken to the sports centre for collection - parents have been informed that if there are no members of staff on the playground, they may not leave their children
- The school secretary waits at Middle School Walkway for an additional 10 minutes beyond drop off time

### **Collection**

- Collection is staggered across the following times:

3:30pm (Pre-Prep only)

4:15pm (Pre-Prep and Preparatory children)

4:30pm Sibling Collection (Senior pupil collection of Preparatory and Pre-Prep children)

5:15/30pm (for those in clubs or Prep)

- 4.30pm sibling collection is by pre-arrangement with school - Senior pupils may collect Prep (Y3 onwards) pupils from their school building
- Collection is made from the Sports Centre through parents arriving on foot or in car. Children are supervised to the sports centre at the designated time according to their collection arrangements that are completed each week via a Jot Form
- Any pupils not collected, parents are telephoned and children are escorted back to Prep or wait with the member of staff on duty
- Children using the school transport system are escorted to the buses