



Prep & EYFS (Rec) Supervision of Pupils Policy

SLT Lead: Headmaster of Prep	Date Reviewed: Lent 2023
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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 their 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.

In Reception class (EYFS), staffing arrangements must meet the needs of all children and ensure their safety. We ensure that children are adequately supervised across all activities, and decide how to deploy staff to ensure children's needs are met. We inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children are usually in sight and earshot of staff but always in sight or earshot.

Supervision during the School Day

Before School	Boarders: the Houseparent or designated staff member is responsible for the supervision of boarders in Anchor 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 are open from 08:00.
Breakfast	All boarding pupils are supervised by a member of one of the duty teams, who undertake breakfast duties on a rota basis.
08:00 – 08:35	Pupils are met by staff at the playground at the front of Middle School (drop off). Pre-Prep are escorted to their building, whilst Prep-aged pupils may walk across to their building. Form tutors register the children and are responsible for pupils from this time.
circa 08:00 – 08:30	A member of staff meets the Preparatory pupils off the bus and escorts them back to the school building
08:40 – 09:00	Once registers complete, pupils will either have form time, hymn and choir practice or assembly. These are all supervised and all are expected to attend (bar intervention sessions). 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. Rotas are shared with staff on a Monday of each week.
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">- summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;- call the Preparatory School Office, or the Head- send an ill or injured pupil with an accompanying adult to the Medical Centre - the Head will be informed of this- In Reception, during free flow, the children can go outside and learn in the outdoor classroom. When the children play in the EYFS garden, a member of staff is outside with them.

	Senior Staff collect and return pupils to their relevant buildings for specialist lessons.
Lunch Time	<p>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 supervise them during lunch. The member of staff on duty will accompany the pupils back to the playground after lunch is taken.</p> <p>Pre-Prep staff also sit with and supervise their pupils at lunch. All pupils are then supervised in the play area until 13:30 when lunch break ends and pupils return to their form rooms for registration.</p>
After School Activities & Prep	<p>Preparatory School 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 17:15/30 return to the duty staff member on Prep supervision until they are collected from the Middle School Collection Point. Pupils not participating in an activity will report to the member of staff on Prep duty. 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 16:15 with the option of Prep or other clubs from 16:15 – 17:15/30; the School buses depart at/around 17:40.</p> <p>Pupils may sign into Anchor House for breakfast or tea by prior arrangement.</p> <p>Pre-Prep School 15:30 – 16:15 clubs including Prep Club. Pupils are supervised until parents collect from the Middle School Collection Point at the agreed time (4.15pm). The School day ends at 3.30pm and wrap-around care is available, with after school clubs until 5:15/30.</p>
Pupils who are off games/ swimming/PE	Pupils who are off games will 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.
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 08:00.

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. Children are usually in sight and earshot of staff but always in sight or earshot.

Supervision of Pupils on Trips

All pupils are supervised according to the protocols set out in our Trips policies. Risk assessments are carried out prior to pupils leaving the School site - these include staff/pupil ratios dependant upon the age of the children

Absence Cover Supervision of Pupils

All staff absence should be reported to the Deputy Head who will arrange cover and appropriate supervision.