



Supervision of Pupils Policy – Prep School

A key principle underlying this policy is that all staff, whether officially 'on duty' or not, have a duty of care and therefore an ongoing responsibility to intervene if pupils are in need of supervision or where pupils are at risk or bad behaviour and disorder are witnessed. In extreme circumstances this might necessitate the involvement of a senior member of staff. All other employees are encouraged to attract the attention of a teacher to deal with issues which need immediate attention. Where there is a major school activity, either at weekends or evenings, the staff directly involved have responsibility for the supervision of these pupils.

1. Site security

1.1 There are gates, locks and keypad locks across the campus to enhance the security of the pupils. The Pre-Prep pupils are constantly supervised, and all locking procedures are considered alongside road safety, fire doors, fire exits and fire safety.

1.2 All visitors to the school are asked to report to the Prep School Office to collect a badge. All staff are prepared to challenge anyone who is not recognised as having a legitimate reason to be at the school. Please see school Visitors Policy.

1.3 The Prep School campus has been secured with a two-metre-high fence. There is clear signage to let visitors know they must report to the Prep School Office and to let children know that they must not go into the car park without adult supervision.

1.4 Children in the Nursery, Foundation Stage and Key Stage One have their own secure area within the Prep School. When they need to leave the Prep School campus to go swimming or to lunch they are always escorted by an adult and they are constantly supervised.

1.5 Children in Key Stage Two are supervised for the majority of their day at school, but they are also expected to move around the wider campus without direct supervision, although in reality an adult is never very far away. It is considered to be an important part of growth and development for children to gain a sense of responsibility and an awareness of danger and to learn appropriate behaviour in a relatively safe and secure environment.

2. Supervision in lessons

2.1 Teachers are responsible for the discipline in their classes. If help is required, a member of SLT can support the teacher to ensure a good learning environment is maintained.

2.2 Supervision of the lessons of absent colleagues is organised by the Deputy Head. Staff are allocated from the cover list. In busy weeks a cover supervisor might be employed. These are usually part time teachers or teaching assistants.



2.3 Teachers can be expected to be at their lessons promptly. If, after 5 minutes the member of staff has not arrived, a pupil or pupils should go to the Deputy Head or the school office to seek assistance.

3. Supervision and security at breaktimes

3.1 All breaktimes are covered by duty staff. See separate rota for more details.

3.2 Children must always ask for permission before using the adventure playground.

3.3 The MOD (Master/Mistress on Duty) is required for supervising pupils lining up for lunch in the Karslake (Dining Hall) and the lunch queue. There are usually two members of staff on duty and other adults in both places. The children in Key Stage 2 walk up to the dining hall on their own, but they are regularly reminded to walk and observe all the safety policies.

3.4 MODs are also required to patrol around the Prep School playgrounds and classrooms to ensure order and good behaviour. In wet weather the children are allowed to stay indoors. In fine weather everyone should be outside apart from members of Year 6 who can stay inside as long as they are sensible and do not abuse the privilege.

4. Supervision of pupils on the wider campus

4.1 West Buckland is a 90 acre campus, and Key Stage Two pupils are allowed to move from the Prep School to various locations in the Senior School, including the swimming pool and the playing fields for lessons. The pupils are instructed in how to move about the campus by their tutors and in assemblies

4.2 Trusting children to move sensibly around the campus is an important part of their education. If this trust is abused it is important for a member of staff to report the matter to the child's teacher and for action to be taken.

4.3 If a child is missing from your lesson who you expect to be there, it is vital that you inform the Prep School Office immediately in case they have wandered off site or have gone to the wrong location (See Attendance, Missing Child and Uncollected Child Policy) .

5. Supervision on School Buses

5.1 Pupils in the Prep School are taken from the Prep School to the quad by the MOD, unless they have been given permission to meet the MOD in the quad because their activity has taken place nearby. They are checked off by the MOD on the master list for that day. They must not board a bus until they have been told to do so by the MOD. The Prep MOD is responsible to ensure safe loading of the buses ready for departure at 1710. All pupils must wear seatbelts and sit near the front of the bus.

5.2 Bus prefects on buses are tasked to ensure good behaviour. They report incidents to the Pastoral Deputy Head and Prep Headmaster for further action.



5.3 If there is a security incident on the bus, the Prep School pupils are expected to follow the guidance of the Bus Prefect, the bus driver and any other responsible adult travelling on the bus. The safety and security of the children is paramount and must always be considered before any action is taken.

6. Supervision of an off-site activity

6.1 Reference should be made to the integrated whole school 'Offsite Policy and Guidance' document.

6.2 The Deputy Head is the Educational Visits Co-ordinator (EVC) at the school and has responsibility for all off-site activity for the Prep School. Advice can be obtained from her or reference can be made to the document mentioned above. Those staff who are not experienced in taking school trips or who are planning complicated residential and foreign trips should use the EVC to help plan their offsite activity.

7. Before school care

7.1 The school runs a before school session for pupils that operates from 08:00 to 08:30, Monday to Friday.

7.2 Pupils must be delivered to the classroom by the parents and the duty staff member will register them.

7.3 Pupils are supervised with a number of activities, in accordance with ISI staff to pupil recommended ratios.

7.4 Pupils in the EYFS are walked to their classroom by staff and handed over to EYFS staff.

8. Early Years Foundation Stage (EYFS)

8.1 During the school day, the Reception children are predominantly with their teacher unless otherwise timetables e.h music lessons with the Prep Director of Music, or swimming lessons with senior school staff.

8.2 Nursery children are within the Nursery areas with the Nursery Manager and Deputy Manager for the majority of the day. If the Nursery Manager or Deputy Manager is elsewhere, a qualified Teaching Assistant or a teacher will take their place under the direction of the Nursery staff member. Music lessons are with the Prep Director of Music. They are also taught swimming by senior school staff but are accompanied by the Nursery Deputy Manager.

8.3 At playtimes, which are shared with KS1 children, there are always two members of staff on duty. For the vast majority of playtimes, the staffing is done solely by EYFS and KS1 staff members. The remaining playtimes are supervised by the Prep School teaching assistants or teachers, all of whom are well known to the children. At those times when there is no Nursery staff member on duty, Nursery children are handed over to the staff on playground duty by the Nursery Manager or Deputy Manager.

8.4 Lunch is eaten in the Karsake Dining Roomn. The Nursery Manager and Deputy Manager accompany the children to and from the lunch hall. They also sit with the children to oversee



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their eating and table manners. Reception children are taken to the Karslake Dining Hall along with KS1 children by two members of Pre-Prep staff who supervise the tables.

8.5 Nursery finishes at 3.45pm and Reception at 4pm. Children are handed over to parents by the Reception teacher or the Nursery staff. Parents need to inform the school if a child is to be collected by someone other than the parents.

8.6 There is the provision for Nursery and Reception children to remain at school until 5pm by joining the Pre-Prep after school clubs. The clubs are run by two EYFS staff, KS1 staff or TAs and take place in Langholme, Symonds or on the Prep playing field, weather permitting. The children are taken to the club by their teacher or Nursery member of staff and handed over personally to the staff running the club. Parents then collect their child from the club.

Written/Updated by: NG Robinson

Date: July 2018

Review Date: September 2019