

SUPERVISION OF PUPILS POLICY – JUNIORS

Updated September 2022

The safety of our pupils is paramount and the Staff Handbook contains guidance to staff on how pupils are to be supervised at all times and in all situations when they are in the care of the school.

Before School

School is open to pupils in Reception to Year 6 from 8am and all pupils should report to and sign in with the members of staff on duty at the front and rear entrances. There are always three members of staff on duty. From 8.30am pupils should be based in their form rooms.

Pupils arriving by the school bus are seen into the Junior School by school bus drivers.

End of Day Procedures

At 3.40pm, all pupils move back to their form rooms to meet form tutors and get ready for dismissal at the end of the day. Pupils in Reception to Year 6, who are leaving school at 3.45pm, are signed out with parents at the front and back of the Junior School depending on where they are collected from. Pupils (Reception – Year 6) who have a club are collected by the member of staff running the club and a register is taken. These pupils are then signed out with parents at 5pm or when the activity ends, or taken to homework club in the Year 4 classroom.

There is a separate register for pupils who go home on the bus and a designated member of staff on duty meets these pupils at the back of the Junior School and hands them over to the bus drivers who escort them to St Chad's and sign them onto the school minibuses with the drivers.

ASC (homework club) is available from 4-6pm in the Year 4 classroom and is supervised by the appropriate number of qualified Learning Assistants. Pupils are signed out by a member of staff on duty when parents arrive to collect and a member of JLT is always on duty until 6pm.

Supervision during breaks and lunchtime

There is a rota of teaching staff and TAs to cover playground areas; staff are strategically placed around the playground to ensure that all areas are visible to a member of staff. The duty team will determine which playground space or garden to use on each given day. The Dining Room is supervised by teaching staff and TAs and children are escorted from the dining room to the playground when they have finished eating. During wet lunchtimes and breaktimes, pupils go to specified rooms (usually their form rooms) where they are supervised by staff as detailed on the staff lunch and break time rotas. If staff are absent, their duties are covered by other staff.

At all times, the EYFS regulations concerning ratios are strictly adhered to as follows

Ratios

Class Teachers: 1:30

Learning Assistants: 1:8

There are currently 4 children in Early Years as of September 2022.

Curriculum time

Absent staff are covered by supply teachers or colleagues.

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Pupils are fully supervised during PE lessons and whilst changing. When walking to swimming lessons, pupils are accompanied by teaching staff and ratios are maintained.

EYFS and KSI pupils are accompanied by staff when moving from room to room. When moving around the school site, all pupils up to Year 4 are accompanied by staff. A strict ratio of one Learning Assistant to eight pupils is always adhered to for the under five year olds.

Supervision during extra-curricular activities

Peripatetic teachers & coaches running clubs have been fully vetted with regards to safeguarding. They are expected to keep a register of attendance and to ensure that pupils either return safely to lessons or to their parents at the end of the day or to ASC. (Please see End of Day Procedures.)

Supervision during school visits and to sports fixtures etc

See Educational Visits Policy

