

# Pupil Supervision Policy



**MOUNT**  
BARLBOROUGH HALL  
EDUCATING MEN AND WOMEN FOR OTHERS SINCE 1842

## ISI Regulatory Code A3

Policy written by – K Keeton

Policy Date – September 2015

Approved by Compliance team - December 2015

This Policy is for Barlborough Hall School

Linked Policies – Curriculum Policy, Parent Handbook, Safeguarding, Risk Assessments,  
Behaviour, First Aid, Health and Safety, Anti Bullying

Review date October 2017

# Pupil Supervision Policy

## PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 7.30am at our Breakfast Creché facility. The timetabled school day ends at 3.30pm for EYFS and Pre-Prep and 4.00pm for Upper School. After school activities are available until 5.15pm and a crèche facility is available until 6pm. Pupils are not allowed on site without supervision. The timetabled day begins at 8.30am. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as end of day duties.

The main duty times are:

- Breakfast Creché duty
- Morning outside duties
- Break Duty
- Lunch-time duty
- Tea Duties
- Hobbies duties
- Evening Creché duties
- Bus and Lock up duties

A detailed duty timetable and ratio list can be obtained by contacting the school office on 01246 810511

## REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The College will always contact the parent if a child fails to arrive without an explanation.

## SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

## SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: Educational Visits.

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## UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

There is always at least one member of staff supervising children in the swimming pool, science labs or DT rooms.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the theatre, the Art studios, etc.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

## STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the School expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

## MONITORING AND REVIEW

This policy will be subject to continuous monitoring, refinement and audit by the SLT.

The SLT will undertake an annual formal review of this policy for the purpose of monitoring and evaluating the effective arrangements for a successful implementation of the policy. The policy will be updated earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.