



# The Study Prep

WIMBLEDON

## Supervision Policy

This Policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS).

Pupils may arrive at school from 08.00 (Spencer House) and 08.10 (Wilberforce House), and are expected to go home punctually at the end of the school day unless they are staying late for a club, match or event. Pupils are not permitted on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are on the school premises outside normal school hours. Arrangements are made to ensure pupils are adequately supervised during play and concert rehearsals, or any other events that bring small groups into school out of hours. Members of the PE Department supervise pupils at both home and away matches. Should Spencer House pupils arrive earlier than 08:00 for a club or lesson, they are supervised by the club provider or peripatetic teacher (who will meet them at the front door.)

It is important that pupils on the school premises are supervised properly at all times. All members of the teaching staff, full and part time, are expected to take their share of break and lunchtime supervisory duties; members of the HMT rotate late duties at Wilberforce House.

The rotas for staff duties at the respective sites are drawn up by the Assistant Heads. Staff should arrive punctually for duties and carry them out conscientiously. They are expected to ensure each pupil's welfare and safety as well as deal with pupils who may, on occasion, behave inappropriately. If a member of staff is unable to fulfil their duty on a particular day, it is their responsibility to arrange for a colleague to substitute for them, preferably organising a swap.

### Wilberforce House

<b>Early Morning Shuttle Bus (08.00 – 08.30)</b>	2 members of staff (one of which is the driver) supervise the Wilberforce pupils and accompany them to Wilberforce House on the minibus at 08.15
<b>Early Morning Duty (08.15 - 08.30)</b>	<b>Hall</b> 2 members of staff are on duty in the Hall (usually a TA or nursery nurse); 1 member of staff is on duty on the outside gate (usually a member of HMT); 1 member of staff is on duty outside in the playground to accompany the pupils to the Hall or classroom. (at the beginning of the school year only)
<b>Morning Break (10.50 – 11.10)</b> <b>Lunch Break (12.50 – 13.30)</b> <b>Afternoon Play (14.50 – 15.00)</b>	<b>Playground</b> The Assistant Head will indicate on the duty rota the area of the playground to be supervised by each

<b>Wet Breaks</b>	<p>member of staff: 4 staff on duty at morning break; 5 staff at lunch break and 3 staff at afternoon play (except Friday when there are 2 staff for Year 2 only); a qualified early years practitioner is on duty to supervise Reception pupils.</p> <p><b>Morning Break:</b> Y1 - 3: girls stay in their classrooms and the 3 adults on duty move between the classes; 1 duty adult + a member of the Reception team supervise the two Reception classes</p> <p><b>Lunch Break:</b> Reception stay in their classrooms with 2 adults; Y1-Y3 stay in their classrooms, supervised by staff on duty.</p> <p><b>Afternoon break:</b> pupils stay in classrooms with their teacher</p>
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<b>Lunch Duty (12.00 – 13.00)</b>	3 non-teaching staff supervise lunch in the Hall; in addition there is 1 member of the teaching staff supervising Reception lunch and 1 member of staff who supervises food choices for Years 1-3.
<b>Shuttle Duty (15:15)</b>  <b>Shuttle Duty (15.30 )</b>	<p>1 member of staff collects pupils from Reception and Year One classrooms and accompanies the pupils to Spencer House</p> <p>1 member of staff is on duty in the pupils' entrance area to supervise the pupils going to Spencer House on the shuttle. (The register of pupils travelling on the minibus is collected from the office, completed and taken and over to Spencer House.).</p>

<b>Shuttle Bus (15.35)</b>  <b>Gate Duty (15.15 – 15.45)</b>	<p>The pupils on the minibus are accompanied by the site manager (the driver) and an additional member of staff.</p> <p>Assistant Head on duty 15.15. Year 3 staff to supervise the dismissal of Year 3 and close the gate. On Fridays, the Head is on gate duty at 15.15 to dismiss Reception and Year 1. Year 2 are dismissed from the front gate by the Year 2 staff.</p>
<b>After School Clubs</b>	The club provider running the club is responsible for the pupils in his/her care. At the end of the club, the club provider supervises the collection of the pupils at the entrance area and dismisses the pupils to the identified carer/family member. Any pupils who are very late being collected should be taken to the Office.

## Spencer House

<b>Early Morning Duty 1 (08.00 – 08.20)</b>	<b>Playground</b> 2 TAs (or other staff members) are on duty to supervise pupils who arrive from 08:00; they open the playground gates at 08.00; one stands by the drive entrance to welcome the pupils and see them into the playground. <b>“Stop and Drop”</b> <b>One member of staff is on duty at the “Stop &amp; Drop” zone to take receipt of pupils and direct them to the drive entrance/playground gate.</b>
<b>Early Morning Duty 2 (08.20 – 08.30)</b>	<b>Playground</b> A member of staff is on duty until the bell rings at 08.30. They then lock the playground gates.
<b>Morning Break (10.20 – 10.40) Lunch Break (12.25 – 13.25)</b>	<b>Playground</b> 3 members of staff supervise morning and lunch time break
<b>Wet Break Duty</b>	<b>Classrooms</b> Pupils remain in their classrooms and the 2 members of staff on duty go between the classes.
<b>Lunch Duty (12.25 – 13.25)</b>	<b>Hall</b> 1 member of staff is on duty in the Hall (with catering staff) until the last pupil finishes lunch. (See lunch break supervision guidelines.)
<b>Door Duty (15.30 – about 15.50)</b>	<b>Outside by the front gate</b> The duty member of staff (normally a member of HMT) stands by the front gate to supervise pupils in the garden, awaiting collection by parents, and shake hands with pupils when they leave. It is important that the member of staff on duty remains outside until the shuttle bus has arrived and it is clear that all pupils have been collected. Uncollected pupils are then brought inside. The member of staff is responsible for liaising with the secretary regarding these pupils and to organise a TA to supervise them if necessary.
<b>Shuttle Duty (15.35 – about 15.50)</b>	The member of staff on the bus ensures the pupils are handed over to their parent, carer or designated adult The Spencer House staff member on duty is on hand to assist and takes over the supervision of any pupils not collected.

<b>Late Pupils</b>	Uncollected pupils either wait in the reception area or are supervised by a TA in the Resources Room until collected.
<b>Late Duty</b>	The duty member of staff (a member of HMT) should remain in the building until all clubs have finished and all the pupils have been collected. When there is an after school match the member of staff on duty does not need to remain in the building but they should be contactable by phone in the case of an emergency.
<b>After School Clubs</b>	The club provider running the club is responsible for the pupils in his/her care. At the end of the club, the club provider supervises the collection of the pupils in the front garden. Any pupils who have not been collected should be taken to the Office where the school secretary will supervise them until collection. (Refer to Guidelines for Running After-School Clubs and Missing Child Policy)

### PE Supervision

#### **Off-Site PE – Travelling to and from Destination**

- **Wimbledon Leisure Centre Swimming Pool** (Year 2 and Year 3)
- **Beverley Meads Playing Field**(Years 1 to 6)

**Swimming (Year 2 and Year 3):** The class travels in the two minibuses accompanied by 1 teacher and 2 TAs .

**Beverley Meads:** The Year Group travels in the school minibuses. When travelling in convoy, the front minibus has a driver and the second minibus has a driver and an additional member of staff. When the minibus is not in convoy the minibus has a driver and an additional member of staff.

#### **Off-Site PE – at the Site**

The PE staff are responsible for the supervision of the pupils at all times while off-site.  
(See Risk Assessment)

### REGISTRATION

A register of pupils is taken 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 School will always contact the parent if a child fails to arrive at School without an explanation.

In EYFS, and the Pre-Prep Department, the School operates identical registration procedures to the rest of the School, but in addition, we will only release a pupil at the end of her session into the care of a parent or other individual whose name has been notified to us in advance.

### **MEDICAL SUPPORT**

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the School. We always make sure that a qualified paediatric first aider is on duty whilst our Reception pupils are in school. First aid kits are available in all potentially high risk areas, including the School minibuses and playground (Wilberforce House) as well as in the School Office. Rachel Butcher (Wilberforce House) and Lindsay Harland (Spencer House) regularly check and replenish the first aid kits.

### **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. Parents are asked to inform the School if older pupils are travelling unaccompanied. These pupils are allowed to bring mobile phones to school which they leave in the Spencer House office during the day. A list of pupils who travel to school unaccompanied is held in the Spencer House office.

### **SUPERVISION DURING EDUCATIONAL VISITS**

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

### **STAFF INDUCTION**

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on the carrying out of duties and is available in the Staff Handbook. Supply teachers are fully briefed by the Senior Teacher on arrival.

**Policy reviewed: January 2022**