



QUINTON HOUSE SCHOOL

# Safeguarding: Pupil Supervision Policy

All pupils must be supervised at all times by experienced members of staff. All activities must be supervised appropriately bearing in mind the ages and abilities of the pupils and the complexities of the activity.

NOVEMBER  
2016

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## 1 Before School

### 1.1 Junior School

Pupils are permitted to be in school from 8:00am. On arrival they are registered by the staff members on duty and are supervised in the Courtyard. Pupils may choose to eat breakfast as food is provided between 8:00am and 8:30am.

Pupils are expected to be in school by 8:40am at the latest.

Pupils are collected from the Courtyard by their class teacher at 8:45am and escorted to their classrooms where a class register is taken.

### 1.2 Senior School

Pupils are permitted to be in school from 8:00am. Pupils arriving at this time should wait in the Conservatory. A member of staff is on duty to supervise them from 8:00am. Pupils may choose to eat breakfast as food is provided between 8:00am and 8:30am.

The pupils are registered by the staff member on duty and then they are supervised in the Conservatory (Year 7, 8 and 11) and H3 (Year 9-10).

6<sup>th</sup> Form pupils are allowed to work unsupervised in the Common Room.

Pupils are expected to be in school by 8:40am at the latest.

Pupils move to their Form Rooms at 8:35am (Sports Hall) and 8:40am (Upton Hall) for registration when a register is taken by the Form Tutor at 8:45am.

### 1.3 Sports Hall

Pupils are permitted to be in school from 7:45am. Pupils should only come to the Sports Hall at this time if they are attending a club taking place before school. The member of staff running the club will supervise the pupils in the Sports Hall between 7:45am and 8:40am after which time pupils will be allowed to move to their form rooms for registration.

## 2 Break and Lunch Supervision

### 2.1 Normal Break/Lunch

The various duties at QHS are outlined below, along with the expectations attached to them:

#### Senior School

Front of School (Early Morning)	SLT members perform this duty, meeting and greeting pupils and parents as they start the day.
Conservatory (Early Morning)	Supervision of the pupils in Breakfast Club before school.
H3 (Early Morning)	Supervision of the pupils before school.

Morning Break (Main Hall)	Supervision of pupils outside, paying particular attention to anyone playing sports.
Morning Break (Sports Hall)	Staff are stationed in the foyer. No pupils are allowed inside during break. Supervision of anyone playing sports is given close attention.
Lunch Queue (First Half)	Supervision of the lunch queue ensuring the lunch rota is adhered to. Supervision of the pupils eating and clearing up lunch.
Lunch Queue(Second Half)	Supervision of the lunch queue ensuring the lunch rota is adhered to. Supervision of the pupils eating and clearing up lunch. Supervision of pupils as they move to Registration.
Lunchtime Supervisions (at the Hall and the Sports Hall)	No pupils are allowed indoors except to attend clubs or get changed for PE in the Sports Hall. Supervision of pupils outside, paying particular attention to anyone playing sports. Supervision of pupils crossing the driveway to ensure road safety.
After School (buses)	Supervision of the pupils waiting to be picked up and waiting for the buses.
After School (Main Hall)	SLT members perform this duty, greeting pupils and parents as they end the day.

#### Junior School

Front of School (Early Morning)	SLT members perform this duty, meeting and greeting pupils and parents as they start the day.
Morning & Afternoon Break	Supervision of pupils outside, paying particular attention to anyone playing sports. Supervision of pupils at the end of break as they line up for lessons.
Lunch Time (Outside)	Supervision of pupils outside, paying particular attention to anyone playing sports. Supervision of pupils at the end of break as they line up for lessons.
Lunch Time (Inside)	Supervision of the lunch queue. Supervision of the pupils eating and clearing up lunch.
After School	Supervision of the pupils waiting to be picked up.

## 2.2 Indoor Break/Lunch

Indoor break/lunch is called when the weather is such that it would be unfair to insist that pupils remain outside; extreme cold or wet.

A member of the admin team or SLT will send an email at the start of the day (for cold weather) or just before the relevant break (wet weather) to notify wet break procedures.

- ALL pupils must remain inside.
- Pupils should go to their next lesson (Lesson 3) at morning break and will be supervised by their next teacher.
- Pupils should go to their form room at lunchtime. Pupils will be supervised by duty staff, form captains or sixth formers.
- Duty staff have a responsibility to circulate diligently during these periods.

- If the weather improves pupils may be allowed to go outside but they must keep off the wet grass.

### **3. After School**

#### **3.1 Juniors**

Pupils are collected at 3:45pm by parents from the playground unless the pupils are due to attend an extra-curricular club or homework club.

Pupils attending extra-curricular or homework club are registered as present by the member of staff running the activity, then signed out to parents at the end of the session.

#### **3.2 Seniors**

Pupils are collected at 3:45pm by parents unless the pupils are due to attend an extra-curricular club, homework club or are allowed to make their own way home.

Pupils who go home on the school buses are supervised by a member of staff.

Any pupil not collected by 4:00pm is sent to H3 where they are supervised by the After School Care staff until parents collect them. Pupils should be picked up from this provision before 5:00pm.

Pupils attending after school clubs are registered by the teacher running the club. They are supervised by this member of staff throughout the activity. At the end of the activity the member of staff will escort pupils to the area designated for continued supervision unless collected by the parent.

Any pupils remaining on site between 5:00pm and 6:00pm should be escorted to the Junior School Courtyard where they will be supervised until collected.

### **4. Non-Collection of Pupils**

In the event that a pupil is not collected by an authorised adult at the end of the session/day, when this was expected, the school will put into practice the agreed procedures. These ensure the pupil is cared for by an experienced and qualified member of staff who is known to the child. We aim to ensure that the pupil is caused as little distress as possible. We inform parents of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

#### **4.1 Methods**

Parents are asked to provide specific information which is recorded on our database and in the pupil file, including:

- Home address and telephone number;
- Place of work, address and telephone numbers;
- Mobile telephone number;
- Names, addresses and telephone numbers of 2 adults who are authorised by the parents to collect their child;
- Information about any person who does not have legal access to the child and who has parental responsibility for the child.

On occasions when parents are aware that they will not be at home or their usual place of work, they record an alternative point of contact with the school.

#### **4.1.1 Nursery and Junior School**

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parent must record the name, address and telephone number of the person collecting their child and give it to the Nursery Manager or member of staff on duty in the Junior School reception. We agree with parents how to verify the identity of the person and will ask for a password.

Parents are informed that if they are not able to collect their child as planned, they must inform the school so that back-up procedures can be implemented. We provide parents with school telephone numbers. We also inform parents that, in the event that their child is not collected by an authorised adult and staff can no longer supervise the child on our premises, that we apply our child protection procedures (as set out in the Safeguarding: Child Protection Policy).

If a child is not collected at the end of the session/day, then staff will follow the procedure below:

- The register is checked for any information about changes to the normal collection routine;
- If no information is available, parents are contacted at home or work;
- If this is unsuccessful, the adults who are authorised by the parents to collect the child and whose contact numbers are recorded on the database and registration form will be contacted;
- All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those named on the database and the registration form unless an alternative prior arrangement has been agreed therefore a password would be necessary.

If the child has not been collected by 6:00pm and no contact has been made then procedures for uncollected children will be implemented. Staff will:

- Inform the Head of the Juniors, the Headteacher and The Nursery Manager if applicable;
- Continue to contact all named authorised adults.

After 6.30 pm Social Services will be contacted if no contact has been made. If Social Services are informed the following procedures will be implemented:

- The child stays at the school in the care of a member of staff known to the child until the child is safely collected either by the parents or a social worker.
- It is the responsibility of Social Services to find the parents or relative. If they are unable to do so the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go and look for the parent, nor do they take the child with them.
- A full written report of the incident is recorded in the child's file.

Depending on circumstances, the school reserves the right to charge parents for additional hours worked by all members of staff.

#### 4.1.2 Senior School

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parent must record the name, address and telephone number the person collecting their child.

Parents are informed that if they are not able to collect their child as planned, they must inform the school so that back-up procedures can be implemented. We provide parents with school telephone numbers. We also inform parents that, in the event that their child is not collected by an authorised adult and staff can no longer supervise the child on our premises, that we apply our child protection procedures (as set out in the Safeguarding: Child Protection Policy).

If a child is not collected at the end of the session/day, when that was the expectation, then staff will follow the procedure below:

- The register is checked for any information about changes to the normal collection routine;
- If no information is available, parents are contacted at home or work;
- If this is unsuccessful, the adults who are authorised by the parents to collect the child and whose contact numbers are recorded on the database and registration form will be contacted;
- All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those named on the database and the registration form unless an alternative prior arrangement has been agreed therefore a password would be necessary.

If the child has not been collected by 6:00pm and no contact has been made then procedures for uncollected children will be implemented.

Staff will:

- Inform the Deputy Head (Seniors) and the Headteacher;
- Continue to contact all named authorised adults.

After 6.30pm Social Services will be contacted if no contact with parents has been made. If Social Services are informed the following procedures will be implemented:

- The child stays at the school in the care of a member of staff known to the child until the child is safely collected either by the parents or a social worker.
- It is the responsibility of Social Services to find the parents or relative. If they are unable to do so the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go and look for the parent, nor do they take the child with them.
- A full written report of the incident is recorded in the child's file.

Depending on circumstances, the school reserves the right to charge parents for additional hours worked by all members of staff.

## 4.2 Late Collection Charge

There may be unforeseen occasions where parents are late (after 6:00pm) to collect their children.

We understand that sometimes these circumstances are unavoidable. Therefore we will not charge parents on the first instance of lateness if the pupil is collected before 6:15pm. If the pupil is not collected by 6:15pm we reserve the right to charge parents £20 for every 15 minute period after 6:00pm.

If a pupil is not collected by 6:00pm on a second or subsequent occasions we reserve the right to charge parents £20 for every 15 minute period after 6:00pm.

## 5 Cover Lessons

### 5.1 Introduction

The term 'cover' refers to any occasion when the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach.

Any system of 'cover' must ensure **that the learning of the pupils does not suffer** from the absence of the normal teacher. Therefore:

- It is the responsibility of all teachers to set appropriate work for the pupils;
- It is the responsibility of the Head of Department to ensure that each class has work and the necessary resources to complete that work;
- It is the responsibility of the 'cover supervisor/cover teacher' to assist the pupils' learning during that lesson.

### 5.2 Expectations of Cover Lessons

The 'Usual Class Teacher' will:

- Set work that is appropriate for the class – i.e. that pupils can do with a minimum of support;
- Ensure work is differentiated and includes appropriate extension tasks;
- Ensure that there is a range of activities and sufficient work for the entire lesson;
- Ensure that resources are available and it is clear where they are available;
- Leave all work in a wallet / file on the desk of the usual teaching room;
- Ensure that the prepared work is in place at the end of the day prior to the absence;
- Provide a register / seating plan.

The 'Cover Staff' will:

- Ensure that the seating plan is followed;
- Ensure that pupils understand the requirements of the work;
- Ensure that pupils are engaged purposefully – supporting / directing, as appropriate;
- Ensure that a register is taken;
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment;
- Ensure that school policies regarding behaviour management are followed;
- Deal with any immediate problems or emergencies according to the school's policies and procedures

- Liaise with the class teacher, Head of Subject where issues arise, e.g. unsatisfactory behaviour / unsatisfactory cover work.