

**THE FALCONS
PRE-PREPARATORY
SCHOOL FOR BOYS
INCLUDING THE EARLY YEARS FOUNDATION STAGE**



SUPERVISION POLICY
**(including missing child procedures and child not collected
from school)**

Introduction

At The Falcons School for Boys the pupils are carefully and positively supervised throughout their day at school; in class, in the gym/dining room, in the playground, in the locker room, in the specialist rooms, on the sports field and visits, during clubs and between lessons.

The boys should be under supervision at all times during the school day. From time to time it may be desirable that boys are allowed to exercise some personal responsibility e.g. delivering a message or the taking the register back to the office, and of course visiting the toilet. However, each teacher has a responsibility to ensure the safety and good conduct of all boys under his/her care at any particular time and should always be aware of their whereabouts at all times.

Arrival

Boys normally arrive at school between 8.15 and 8.50am, unless they use the school bus which arrives before 8.15am. Those arriving on the bus are met by a member of staff and taken to the Nursery where they are supervised. At 8.15am boys in Reception, Year 1 and Year 2 are collected from the Nursery by morning duty staff and taken into the playground. The bus arrives again at 8.40 and the boys on it are handed over to the member of staff on duty at the front door.

The gates to the playground are opened at 8.15 and two members of staff supervise boys who arrive until 8.30, when the school doors are opened and boys may go to class. At 8.30 a member of staff greets arriving boys and parents at the gate or front door by shaking hands and saying good morning. They do this until 8.55 when the gates and door are closed. Pupils arriving after this time have to enter by the front door, using the buzzer and signing in as late with the school office.

Wet morning arrangements

At 8.15 boys are supervised in the gym until 8.30, when they may go to class. The member of staff greeting from 8.30 stations themselves by the gym door if it is too wet to stand at the wooden gates. Staff at the front door greet as usual.

Registration

This takes place at in the morning at **8.50am** and must be done carefully using the registers that are kept in the school office. Registers must be returned to the office immediately the roll is called. Registration for the afternoon period is taken at **1pm** for Nursery and Reception and at **1.30pm** for Year 1 and **2pm** for Year 2. Send register to the office immediately the roll has been called.

If a class goes straight to a specialist lesson after lunch the specialist teacher must collect the register on their way to their lesson and take the roll call sending the register to the office immediately afterwards.

Care and supervision of pupils at playtime

It is often at unstructured break times that boys are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. To ensure the most secure play environment for all boys, adequate teacher supervision of breaks is vital. To that end a playground rota is devised by the Deputy Head and displayed in the staff room.

Whilst it is clear that playground duties are always the most onerous that fall to teachers, their execution is plainly crucial as serious consequences can follow for pupils and staff should there be an untoward occurrence.

Duty teacher responsibilities

- To be where they are supposed to be to carry out their duty **ON TIME**
- To patrol all areas of the playground interacting with the boys, encouraging and instigating appropriate games etc.

DO NOT STAND AND TALK WITH A COLLEAGUE AS THIS IS NOT APPROPRIATE SUPERVISION

- Keep a close eye on what is going on and look out for individuals or group actions which may be considered intimidating (bullying), give rise to injury (over-enthusiasm or aggressive play/games), or cause damage
- Enforce the playground rules
- Be aware of such individuals whose presence on school premises is not justified
- In the event of an accident, take appropriate action
- Introduce the end of playtime in an appropriate manner and supervise an orderly line up of classes until teachers arrive to collect

Inclement weather

In the event of the weather being too bad for playtime to take place outside, the boys will need to remain in their classrooms, and this calls for very careful supervision, observing the following procedures:

- A member of SMT decides if the weather is bad enough to stay indoors and communicates this decision to the other year group leaders.
- The usual outdoor rota is suspended and year group teachers and assistants supervise in the classrooms, taking turns to have a break. However, **at no time** should a class be left without a supervising adult.

Responsibilities of staff at the end of breaks

At the end of outdoor breaks, teachers will proceed to the playground without delay to escort the boys into the classrooms.

Timings of outdoor breaks

Morning

10.00 - 10.15 : Nursery
10.30 - 10.45 : Reception
10.45 – 11.00 : Year 1
11.00 - 11.15 : Year 2

Lunchtime

12.15 - 12.30 : Nursery
12.30 – 13.00 : Reception
13.00 - 13.30 : Year 1
13.30 - 14.00 : Year 2

Absence of duty teachers

In the event of the absence of a duty teacher, any supply teacher employed in their place will assume their duty. The Deputy Head teacher will ensure they are aware of their duties.

If no supply teacher is engaged at the time of an absent teacher's duty, other members of staff will, on a rota basis, fill that duty.

Should a member of staff feel for any valid reason that they cannot complete a duty, they must inform the Deputy Head, who will endeavour to cover it.

Departure (end of the day)

Early Years

Nursery

Boys in the Nursery are handed over by the staff to their parents/carers, either from the Nursery or by the playground gates in the afternoon.

Reception

Boys in Reception are handed over to their parents/carers in their classrooms at the end of the day.

Years 1 and 2

The boys are brought down to the playground by their teachers and are handed over to their parents, who enter by the wooden gates.

DO NOT HAND A BOY OVER TO ANYONE YOU OR THE BOY DO NOT RECOGNISE WITHOUT ASKING FOR PROOF OF IDENTITY. IF IN ANY DOUBT, HOLD ON TO THE BOY AND SEND FOR A MEMBER OF THE SMT. CHECK MESSAGE BOOK FOR ANY CHANGES TO PICK UP ARRANGEMENTS.

As boys leave they must shake hands with the teacher on the gate or at the front door.

Children not collected at designated time

If a child is not collected at the end of the day (or after a school club) and ten minutes has elapsed, the boy should be taken to the school office for a call to be made to his parents/guardian. [If a nursery boy is not collected at the end of the morning session, at 12 mid day, he should remain in the nursery for the afternoon session until his parents are able to collect him.]

If they cannot be contacted then the boy should be taken to after school care club whilst the office or SMT member continues to contact the parents. If at the end of after school care (5pm), parents have still not been contacted, the boy will be given into the care of a member of the senior management team who will continue to try and reach the parents using all the contact details in the boy's file. If contact is still not made, then the Headmaster will be informed and a decision will be taken by him as to the next steps.

Supervision in minibus

- No matter how many children are in the minibus (min 1 – max 14), there should always be another adult in addition to the driver
- Follow the protocols set down in the minibus and trips policies.

Supervision on trips

Full guidance regarding supervision on trips away from school is given in the School Educational Trips policy, and should be followed to the letter.

General Ratios

These ratios apply in the classroom and on the playground.

Nursery

Teacher to boy 1 – 13

Assistant to boy 1 – 8

Reception

Teacher to boy 1 – 30

Assistant to boy 1 – 8

Years 1 & 2

Teacher to boy 1 – 30

Assistant to boy 1 - 18

Special Ratios

The school's Educational Visits policy details the ratios which must be applied for trips out of school and residential visits.

MISSING CHILD PROCEDURE

Prevention

Every effort is made to ensure the safety of boys whilst they are in the school's care. To prevent a child going missing, all children are registered twice a day, at the start of the day and after lunch.

For school trips off the premises, it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made.

Boys are supervised at all times, whether in the classrooms before school starts, during all break times, meal times, PE or games lessons, and in after school clubs.

Action

If a child is suspected of being missing from the school premises, the following actions apply:

1. A check is made with the school office to see whether the child has another commitment
2. A senior member of staff is informed
3. Available staff will check grounds and rooms to ensure the child has not hidden or been locked anywhere within the grounds. This search should take no longer than 15 minutes
4. Contact should then be made with the police, and then the parents, by the senior member of staff (unless there are reasons connected with the child's welfare which indicate that this should not be done)
5. A written record of the incident and any action taken should be made as soon after the incident as practicable, and placed in the pupil's confidential record.