

QUEEN'S HOUSE

SUPERVISION OF PUPILS

including EYFS

1. Policy Statement

Woodbridge School recognizes its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety.

2. Procedure

2.1 Early Morning Arrivals

Pupils are allowed on to the School site from 8.30am. They go to class for registration where they are supervised by their class teachers.

2.2 Lessons

Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present, it is his or her responsibility to inform the Head of Queen's House so that cover can be organized, the lesson can be taught and supervision maintained.

2.3 Break Times

As part of their duties, teachers are responsible for supervising pupils at all break times. Duty teachers must check that the gates are locked during break times. Duty teachers should actively patrol the School site so that they can guide and help pupils at break times. If a member of staff is due to miss a duty, it is his or her responsibility to organize a swap with a colleague.

When the weather is inclement, the duty teachers may decide to organize an 'indoor break'. Duty teachers must decide with their colleagues, responsibilities for areas of the School, and actively patrol these. Pupils may be directed to class (in which case, class teachers remain with them) or to the Library or Hall. In very cold weather, the first fifteen minutes of lunchtime break will be spent in classrooms.

2.4 After School

At the end of school, each class teacher is present in the playground to oversee the safe departure of pupils. Any pupil who is on the daily list will be taken to the After School Room. Teaching Assistants supervise pupils in the room between 3.30pm and 4.30pm. The room is a controlled and calm environment where pupils can read or watch television. When ratios exceed 1: 8, the Head of Queen's House (or a nominee in her absence) will be present.

2.5 Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. As an aid to this, all clubs and activities must have a Risk Assessment. If clubs or activities are cancelled, pupils must be informed as early as possible so that alternative arrangements can be made and parents are not inconvenienced.

2.6 Special Events

It is very important that a high standard of supervision is maintained during the School's special events, eg concerts, plays or Sports Day. Risk Assessments are carried out for these events and if the member of staff has any concerns, he or she must alert the Head of Queen's House so that other members of staff can be called upon or alternative procedures can be organized.

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