



## Pupil Supervision Policy (including EYFS)

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1. General Procedures
2. Specific information for Nursery to Year 3
3. Specific information for Years 4-8

At Highfield and Brookham, we have a legal duty of care to all our pupils and the responsibility to ensure that we have in place safeguarding procedures for supervising pupils throughout the school day in order to ensure their health, safety, welfare and good conduct.

Every member of staff at Highfield and Brookham School acts in the best interests of pupils at all times. It is recognised that we act 'in loco parentis' and, therefore, should do our utmost to ensure the welfare of the pupils during the school day.

### **School Boundaries**

Pupils are not allowed off site at any time, without being accompanied by a member or members of staff.

Boundaries are clearly marked around the school site and pupils are reminded regularly where the boundaries are.

All new pupils in Nursery to Year 3 to the school are taken on a familiarisation walk with their class teacher, during which the school boundaries are made clear. All pupils in Years 4-8 have the boundaries explained to them in an age-appropriate manner by either their Form Teacher or Head of Phase. On the day before the Autumn Term new pupils in Years 4-8 also meet their Form Teacher and Head of Phase to be shown the boundaries as part of their familiarisation afternoon. New boarding pupils are also shown boarding boundaries by the Boarding Team when they first come into board.

### **Unsupervised Access by Pupils**

#### **The Swimming Pool**

Pupils are not allowed into the Swimming Pool without a qualified member of staff in charge.

#### **The Astroturf All Weather Pitch**

Pupils are not allowed into the Astroturf area without a member of staff present.

## **Cricket Nets**

In the summer term when the cricket nets are in operation, pupils may use the nets unsupervised only with a tennis or incrediball. Pupils may only use a hard cricket ball if there is a member of staff directly supervising the nets and children batting are fully padded up. In the summer term the staff duty rota includes a specific member of staff to supervise the cricket nets at morning and lunchtime breaks.

## **The Sports Hall**

Small groups of pupils may use the Sports Hall unsupervised at morning break, lunch break and afternoon break. The member of staff on duty based near the playground will patrol through the Sports Hall on a continuous circuit and will monitor this area. If the member of staff feels there are too many pupils there they will either reduce the numbers or, in liaison with the rest of the duty team, stay in the Sports Hall. Pupils playing unsupervised in the Sports Hall at these times are only allowed to play non-contact games. Outside of these times break times, pupils are not allowed to be in the Sports Hall unsupervised. In wet weather a member of the duty team will stay in the Sports Hall as there will be increased numbers of pupils using it.

## **The Adventure Course and Zip Line**

Pupils may only use the Adventure Course & Zip Line (located on the far side of the Athletics Field) if a member of staff is present. In the summer term the staff duty rota includes a specific member of staff to supervise the cricket nets at morning and lunchtime breaks. Children may use the playground equipment and sandpit situated next to the tennis courts unsupervised.

## **The Changing Rooms**

We recognise the Changing Rooms to be an area of the school that requires particularly close supervision for safety and pastoral reasons.

The external doors to the Changing Rooms remain locked at all times, other than when there is a member of staff present to supervise changing.

All children know that they must not ever be in the Changing Rooms without staff supervision present.

## **Use of Sporting Equipment**

Pupils are not allowed to use gymnastic or athletic equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

## **Areas of Particular Risk / Locked Areas**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, the Design Technology Rooms, the Ceramic Studio, etc. Doors to these areas are kept locked at all times

when not in use. All flammables and hazardous substances are kept securely locked in appropriate storage facilities. The Science Laboratories should always be locked when not in use. The **ONLY** exception to this is when the Lab Technician is in the Prep room, in which case children of form groups who register in either the Biology or Chemistry Labs may be allowed to sit quietly during break times to catch up with work/read.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

### **Security, Access Control and Workplace Safety**

Our policy: 'Security, Access Control Workplace Safety and Lone Working' describes the arrangements for safety of the entire school.

### **Pupils' Arrival and Departure**

The earliest day pupils may arrive at school is from 7.30am as part of early morning wrap-around care. Day pupils are expected to go home by 6.30pm, unless they are staying late as part of wrap-around care, staying for a function, or engaged in directly supervised activities.

Pupils are not allowed on site without supervision.

### **Supervision Whilst Travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from school. 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', this includes EYFS children.

### **Medical Support**

School Nurses are on duty from 08:15-17:15 Monday to Friday and when the school is open on Saturdays. The nurses are responsible for ensuring all pupils' medical information is up to date and stored confidentially in line with the Nursing and Midwifery Councils code of conduct. For those with pre-existing health issues, the nurses will liaise with parents or next of kin to develop individualised care plans and or risk assessments, they will share an appropriate level of information to teachers and other staff as necessary with parental consent to help maintain the health and well-being of the child. The nurses provide support and care to all members of the school community. For those who become injured or unwell while in school, the nurses will assess and give treatment as necessary, arrange for further assessment or intervention as appropriate under the circumstances and may need to arrange for the pupil to go home or be seen by GP, Minor Injuries Unit or A&E.

When pupils are due to leave the school site for the purpose of educational trips or sporting fixtures, the nurses ensure the lead staff member for the trip has been briefed about the medical needs of those in their care. Including individualised care plans or risk assessments and whether a pupil has an emergency bag that needs to go with them. Staff taking children out of school for educational visits and matches are required to collect a First Aid Kit, which involves checking the SMI (Serious Medical Information) for the relevant pupils and signing that any particular needs are understood and they know how to respond in an emergency.

The nurses are trained in first aid and help manage the first aid training of staff both teaching and non-teaching. Emergency equipment (Automated Defibrillators, Adrenaline autoinjectors, Salbutamol inhalers) and first aid provisions are placed around the school to enable a quick response to an emergency or first aid incident. The Nurses check and replenish these termly. (For detailed information please refer to the first aid policy.) Walkie-talkies are used at break time and lunchtime by the duty staff to ensure that medical support can be provided as soon as it is needed in Prep and Pre Prep staff take a small provision of first aid equipment in a bum-bag on break duties.

The nurses provide an annual refresher on allergy awareness and treatment including anaphylaxis and how to use an AED and a Salbutamol inhaler to all staff.

Designated members of staff also have OPUS Pharmacy Training so they are qualified for the administration of medication in the nurses absence.

## **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. New members of teaching staff are taken on a familiarisation walk with Deputy Head (Management & Operations), during which the School Bounds are made clear and all the necessary procedures for signing in and out of school are explained. 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.

We believe we have a duty of care to all school staff and adult volunteers. Therefore, we strongly advise that they should avoid supervising any pupil alone at all times. If a one-to-one situation is unavoidable, then school personnel should take the necessary precautions beforehand as set out in the school's code of conduct and safeguarding procedures.

## **Children of Staff**

We are happy for school personnel to bring their own children to school to attend school events such as school concerts, sports day etc. However, we do stress that school personnel must at all times seek permission from the Head for their children to attend and must supervise them at all times. This supervision cannot impede staff from fulfilling their school duties.

School personnel may bring their children to school after school hours when preparatory work is being undertaken, but again permission must be given and children must be supervised by their parents at all times.

### Specific Information for Nursery, Reception, Years 1, 2 & 3

There is structured supervision for all EYFS children throughout the school day starting at 8.15am. On arrival at school, children should reach their classrooms between 8.15am and 8.25am, where they will be welcomed by the class teacher and teaching assistant. All Pre-prep children may attend the early morning before school club. This takes place in Foxgloves class from 7.30am.

All the pupils, including those in the EYFS, spend much of the school day with their class teacher, who takes full responsibility for their welfare and the learning opportunities throughout the day. At times during the week other staff will also be involved in leading some activities, including lessons for music, PE, gymnastics, dance, swimming, Spanish and Forest School.

We are aware that our responsibility of supervising pupils begins when they arrive at school. Therefore, we ensure that all parents are informed of the time that school starts and that children should not be dropped at school before supervision is available.

#### **Ratios**

All pupils, including those in EYFS, will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the DfE. There will always be a member of staff with appropriate paediatric first aid training available to pupils in the EYFS. Furthermore, staff across the school are paediatric first aid trained and there is an ongoing rolling programme of training.

#### **Supervisory Duties**

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 late duties, which are covered a member of SMT.

During the week there is a Duty Rota to ensure adequate supervision of pupil, particularly at the following times:

- Before School Club – organised by Justine Briolas (7.30am – 8.15am)
- Early morning duty (8.00am – 8.15am)
- Morning break duty (10.30am – 10.55am)
- Lunch-time break duty (11.45pm – 12.50pm)
- After School Care and clubs (3.30pm – 5.30pm)
- Owls (5.30pm – 6.30pm)

Details of supervisory duties are laid out in the Staff Handbook.

Arrangements are made to ensure pupils are supervised during play rehearsals, or other events that bring small groups into school out of hours. Games coaches supervise pupils on both home and away matches.

#### **Registration**

We take a register of pupils at the start of the morning (8.20am) and afternoon sessions (12.50pm).

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. For all year groups, from Nursery through to Year 3, we will only release a child at the end of his or her session into the care of a parent or other adult whose name has been notified to us in writing in advance. In an emergency, we will contact the parents directly to check on the status of anyone we do not know arriving to pick up a child.

The staff on duty at Before and After School Care keep their own register signing children in on arrival and out when they are collected by and appropriate adult.

### **Music or other Lessons**

If a child is taken to a music, tennis, learning support or OT lesson, the teacher should sign the child out on the sign-out sheet in the reception office and sign them back in on their return. All pupils should be handed over to a Brookham member of staff on their return.

All specialist teachers are expected to keep a register at the start of all academic lessons and must raise the alert if a child is absent without explanation.

### **Assemblies**

The Reception children join with Years 1, 2 and 3 every week for Monday and celebration assemblies. EYFS staff attend these assemblies and supervise the children accordingly.

### **Lunchtimes**

At lunchtime, the EYFS children (except the Tiny Bears) eat in the dining room. The Nursery and Reception children have their lunch assisted by the EYFS staff. All staff sit with and supervise their children throughout lunch. After lunch, the Reception children go out to play. They are supervised by the staff on duty. The EYFS staffing ratios are adhered to; as a result, there is always a qualified teacher on duty alongside the teaching assistants. The Year 3 children have their lunch at playtime at a later time than the rest of the Pre-Prep. Again, they are supervised by the staff on duty and staff sit with them and supervise throughout lunch.

### **After School Care**

All children, including Nursery and Reception, can attend After School Care until 6.30pm. Nursery and Reception children will be supervised by the early years' staff.

## Specific Information for Years 4-8

### **Pupils' Arrival and Departure**

Day pupils may arrive at school from 8.00am, and are expected to go home by 5:20pm unless they are staying late for a function, or engaged in directly supervised activities.

There is an option for day pupils to be booked in for supervised early morning wrap-around care from 7.30am. There is also an option for supervised wrap-around care at the end of the day where day pupils may stay for prep or also stay for prep and supper before going home at 7.00pm

Pupils are not allowed on site without supervision.

On arrival at school children congregate in the playground where a member of staff is supervising. A bell will be rung at approximately 8.15am. Children are then collected by their form Teacher before heading to their Form Room for registration.

**The Gates by the Collection Point are open at the following times (a senior member of staff is present at the gate to greet children in the morning and to answer queries children or parents may have):**

*8.00am – 8.30 am (Mon-Fri)    8.45am – 9.00am (Sat)    4.30pm – 6.00pm (Mon, Tues, Thurs, Fri)*

*3.30pm – 6.00pm (Weds & Sat)*

**Parents are required to sign in and wear a visitor's badge during following times:**

*8.30 am– 3.30 pm (Mon-Fri)    9.00am – 2.00pm (Weds)    9.15am – 2.00pm (Sat)    6.00pm – 7.55am*

### **Supervisory Duties**

At least two members of the teaching staff are 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 late and weekend duties.

Staff are on duty in all Boarding Houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

During the week and on Saturdays there are Duty Rotas to ensure adequate supervision of pupils, particularly at the following times:

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| • Arrival of pupils (8.00am – 8.15am)      | <i>(8.45 – 9.00am on Saturdays)</i>           |
| • Early morning duty (8.00am – 8.15am)     | <i>(8.45– 9.00am on Saturdays)</i>            |
| • Morning break duty (10.30am – 10.50am)   | <i>(10.30 – 10.55am on Saturdays)</i>         |
| • Lunch-time break duty (12.40pm – 1.40pm) | <i>(12.45-1.45pm on Saturdays)</i>            |
| • Afternoon break duty (3.35pm – 3.50pm)   |   |
| • Homework Clubs (4.40pm-5.20pm)           |   |
| • Day pupils' sign out 1 (4:40pm-4:55pm)   | <i>(3:30-4.00pm Wednesdays and Saturdays)</i> |
| • Day pupils' sign out 2 (5.20pm-5:40pm)   |   |
| • Prep Duty (5:30pm – 6:30pm)              |   |
| • Evening duty (6.30pm – 8:30pm)           | <i>(3.30 – 6.00pm on Saturdays)</i>           |



Details of supervisory duties are laid out in the Staff Handbook.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Games Coaches supervise pupils on both home and away matches.

Supervision in the boarding houses is arranged and organised by the boarding staff.

In the evening, children must remain in lit areas of the school grounds, unless supervised by members of staff.

**Members of Duty Staff carry a walkie-talkie, collected from Meeting Room 2, while on duty.**

## Registration

We take a register of pupils at the start of the morning (8.15am) and at the start of afternoon sessions (1.40pm).

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.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system at the Front Office when Boarders leave the school, and by registering attendance at the start of the morning and afternoon sessions and at Prep and at Boarders' supper.

There are regular checks throughout the day:

1. **Breakfast:** All Boarders are checked downstairs by Boarding Staff
2. **8.15am and 1.40pm Registration:** Form Tutors in the morning and subject teachers in the afternoon check everyone is present. On Wednesdays, Thursdays and Saturdays, children are registered by Year Group, before Games/Matches and enrichment activities.
3. **Lessons:** If a member of a Form is unexpectedly absent, the member of staff should check ISAMS and Reception to see whether the child is elsewhere:- e.g. in the Health Centre, with the Matrons, having a Music Lesson or at a Learning Support Lesson. (In the case of a senior form, a 'messenger' can do this).

**Music or other Lessons:** If a child does not arrive for a Music, LAMDA, Learning Support or OT Lesson, the teacher should go straight to the lesson the child would otherwise be in. (A messenger may be sent if it is a group lesson).

All teachers are expected to check that all pupils are present at the start of all academic lessons, and must raise the alert if a child is absent without explanation.

4. **Games:** Children who are "off games" should be in the Library having been registered by a staff member against an emailed list sent to SMT and all members of the games staff prior to the games session.
5. **6.00pm or 6.20pm Boarders' Supper:** Everyone is ticked in at Supper – the member of staff in charge of Supper is responsible for ensuring everyone is accounted for.
6. **8.00-8.30pm:** Children are accounted for with the shower list.
7. **Bedtime:** Boarding staff check all boarders who are staying at school that night are in bed.

8. **Late Night:** Boarding Staff do an absentee and fire list check before 1030pm which is communicated to all boarding staff and senior staff.

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**Reviewed and updated September 2023 GH/SF/ADJB/SC**

**Reviewed and updated September 2024 GH/SF/ADJB/SC & CLT group**

**Reviewed and updated September 2025 GH/ADJB/SC**

**Next review and update September 2026**