



**BURGESS HILL**  
— GIRLS —

<b>Supervision of Pupils (Whole School including EYFS)</b>	<b>14 a</b>
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<b>Responsible for Initiating Review of Policy</b>	SLT
<b>Committee to Review</b>	SLT
<b>Last Review Date</b>	April 2018
<b>Review Period</b>	3 Years
<b>Approved by (Committee and Date)</b>	SLT April 2018
<b>Approved by Board of Governors</b>	
<b>Effective Date of Policy</b>	April 2018
<b>Next Review Date</b>	April 2021
<b>Related Policies</b>	

The health, safety and welfare of the pupils in our care is our first concern. All staff at Burgess Hill Girls, teaching and non-teaching staff have a duty of care for the pupils within the school, acting in loco parentis. No pupil may be left unattended.

All 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 areas within the building and grounds that should be regularly checked when on duty. Supervision instructions for specific activities, including road safety and school trips are included in the School Visits & Trips Policy and Staff Handbook.

#### **At the start of the day**

Pupils are allowed into the Junior School (Learning Hub) from 8.00am, unless arrangements have been made for a child to attend Breakfast Club. Pupils are allowed into the Senior School from 7.45am. If an earlier arrival is required it must be made by prior arrangement.

#### **Registration**

The register is taken at 8.30am by the form tutor and again at 1.55pm Junior School is 1.30pm. 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.

#### **Lesson Time**

Lesson registration is taken at the start of each lesson in senior school and the teachers are responsible for the supervision of their class. In an emergency, teachers might summon a teacher from an adjacent classroom to supervise both classes while the incident is dealt with.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the design technology room. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

#### **Lunch and Break Times**

All pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Duty staff supervise the grounds and dining hall throughout the duration of break time. In the Junior School, a minimum of two members of staff (teaching or support staff) are on duty in the playground at all times..

#### **Wet Break Times**

All pupils are supervised inside the building during wet weather. The staff also undertake a duty on a rota basis.

#### **Sporting Activities**

Full guidance for managing sports activities are outlined in the Staff Handbook and PE and Games Policy. Sports staff supervise pupils at home and away matches. .

**Illness and Medical Support**

The school has an on-site nurse during the school day (term time only) to deal with any medical situations that may occur. A number of the teaching staff and non-teaching staff at Burgess Hill Girls are qualified First Aiders at work. First Aid boxes are in all potential high risk areas and in the School Office. Further details may be found in the First Aid Policy.

**Late Collections**

If a child is not collected from school at the end of the prep session at 6.15pm (6pm in the Junior School, 6.30pm in the Nursery) the SLT member of staff on duty will be called to make the appropriate arrangements to ensure the child is safe and looked after while parents are making their way to the school.

**After School Clubs**

Supervision arrangements of after school activities are the same as those in lesson time; in particular, pupils must not be left unattended at any time. Staff in charge of clubs will ensure all pupils leave the school at the end of the session or attend prep. If pupils are not collected then the late collection procedure is followed.

**Late Duty**

All SLT members have a rota and will stay on the premises each evening until all pupils are collected.

**Outings**

The arrangements for the supervision of pupils during educational trips and visits are detailed in School Visits & Trips Policy.

**Absence Cover (Teachers)**

When a teacher is absent, all their daily duties will be assigned to colleagues by the Deputy Head in Junior School and the assistant head in Senior School

**Visitors to the School**

As part of the School's requirement to protect the pupils in its care, all visitors are expected to sign in and out of the school office, where they will receive a badge which they are expected to wear for the duration of their visit. All staff are advised to challenge strangers on the premises and to report concerns to the School Office.