



Duncombe
School

An Independent Preparatory
School and Nursery

Safeguarding: Pupil Supervision Policy

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
February 2014	Callum Douglas	Review	Spring 2017
September 2016	Ian Thomas	Change of Policy Name	Spring 2017
February 2017	Nicola Sands	Review & Minor Change	Spring 2020

This policy sets out to support all the aims of the School by ensuring that all pupils are properly cared for in a warm and caring environment and in a position to access the education that the School aims to provide.

Mission Statement

'Duncombe School will educate the whole child, fostering the individual's highest academic, creative, social and recreational standards within a happy, caring and stimulating environment.'

Mission Statement – Treetops

'Our primary purpose is to support children and parents through the early years of education. Treetops offers a carefully managed induction programme to School life and subsequently a broad and challenging education within a caring and secure family environment.'

School Aims and Philosophy

- To educate the whole person (academic, spiritual, moral), promoting respect for Christian values but recognising and respecting beliefs, needs and achievements of others in our multi-cultural society.
- To provide a structured and happy environment where each member of the community is valued and secure and where there is a commitment to encouraging individual development.
- To promote high standards in all areas of life.
- To encourage self discipline, self motivation and self respect through promoting competition against self and objective standards rather than each other.
- To provide each child with a broad and balanced curriculum that encourages children to realise their full capabilities.
- To foster a lively and varied learning environment adopting teaching styles relevant to each child's learning.

SAFEGUARDING: PUPIL SUPERVISION POLICY

Date created: February 2014 CD

Date for review: Spring 2020

Aims and Objectives

Duncombe School is committed to ensuring pupils are safe and appropriately supervised both in School and during School activities or educational visits.

This document should be read in conjunction with the School's Safeguarding Policy, Anti-Bullying Policy, Missing Pupil Policy and Pupil Behaviour Policy. Duncombe School is committed to safeguarding and promoting the welfare of pupils' in its care.

The Governance Committee and the Headmaster are required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the School day and that the School is a safe place for pupils and staff. All members of staff at Duncombe School have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Headmaster's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

Breakfast Club

Breakfast Club is offered to pupils on a pre-booked basis allowing pupils to be dropped off at School at 7.30am. From Easter 2017 two separate Breakfast Clubs will operate, one in Treetops for pupils in Early Kindergarten through to Reception and one in New Hall for pupils in Years 1 to 6. Booking forms are sent to parents shortly after each half term to allow them to book Breakfast Club for the following term. There is a staff rota in place for the supervision of Breakfast Club.

Moving around the site

All staff take an active interest in the conduct and demeanour of pupils as they move around site. Any untoward or dangerous behaviour will be challenged.

Break time

There are staff throughout the School building during break time. All pupils, unless with prior permission or request of a member of staff are to take part in outdoor playtime during break in the School grounds during the designated play period for the Key Stages. There is a staff Duty Rota in place for the supervision of Break time. During Wet Break, pupils will be relocated to their classrooms or Old Hall, where supervision will be taken by the members of staff on duty.

Lessons

Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised. Should the need arise staff may;

- Summon help from a teacher in an adjacent classroom.
- Send the individual with another accompanying pupil to the Main Reception

Staff supervision

As part of their duties, teachers are responsible for supervising pupil behaviour during morning and lunchtime breaks (grounds and buildings, ICT), according to the duty rota published by the Deputy Head. Duty Teachers should be aware of the School Rules, and should actively patrol the School site with these in mind. If a member of staff is due to miss a duty it is his or her responsibility to organize a swap with a colleague and inform the Deputy Head.

There is no general supervision of the site for day pupils after 4pm. Pupils in Lower School who are awaiting for pupils in the Upper School to finish (ie siblings) need to be checked into the late supervision room. Pupils still engaged in activities will do so under the supervision of staff leading those particular activities; otherwise they will be expected to have left the site.

Sport and activities

Appropriate staffing levels are in place for all sporting activities and risk assessments will have been undertaken where appropriate; (see separate Health and Safety and Risk Assessment Policy for further details). Staff involved in such activities must be aware of the relevant Health and Safety procedures and will ensure that appropriate supervision is in evidence at all times during the activity.

Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled, pupils must be informed as early as possible so that they can make alternative arrangements.

Special Events

Risk Assessments must be carried out for special events held on site, be signed by the organiser and all other staff directly involved, and be countersigned by a member of the Leadership Team or the EVC. All events held off site (educational visits) must have their own risk assessment in accordance with the Educational Visits Policy.

Pupil Absence

Pupils are registered by their class teachers between 8.35am and 8.45am using the electronic Management Information System and all absences are followed up. If permission has been granted for a group of pupils to be absent from the School on outings or School trips, accompanying staff leave a list with the office. There is a separate policy document covering procedures for a missing pupil.

Pupils off site

When pupils are not on-site, during the course of the School day they are the School's responsibility and members of staff should again recognise a responsibility, even though they may not be specifically responsible for these pupils or be on duty. Action should be taken, as deemed appropriate, to promote pupils' safety, welfare and happiness.

Should a member of staff identify a matter of concern, they should telephone the School and speak to either the Headmaster or Deputy Head, ringing the School telephone number will allow this if the direct dial number is not known.

Staff Absence

Any member of staff who wishes to be away from School must gain permission from the Headmaster. Cover arrangements for staff are handled by the Deputy Head.

SAFEGUARDING STATEMENT

Duncombe School is committed to maintaining a safe and secure environment for all pupils and a culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding Policy'

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