



SALISBURY CATHEDRAL SCHOOL

Supervision of Children Policy

INTRODUCTION

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff. Boarders require additional arrangements for their supervision outside the normal school day. EYFS pupils require additional supervision and protection, both on site and during visits.

CONTENTS OF POLICY

This policy applies to the whole school including boarders, Early Years and out of hours clubs.

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.00am, and are expected to go home by 5.30 pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of 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 and weekend duties. Houseparents are on duty in the boarding house in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Early morning duty (8.00am – 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm – 6.00pm)

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. Members of the PE Department supervise pupils on both home and away matches. The Choristers have the Chorister Parent to oversee all their activities in conjunction with the houseparents.

BOARDING

The houseparents organize the boarders out of school hours care and ensure that adequate cover is in place.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. 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.

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We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

For EYFS pupils, we operate identical registration procedures; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

MEDICAL SUPPORT

There is a qualified first aider on duty 24 hours a day, The rota is available in the Reception area of the school and is organized by the School Nurse. They are able to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our Nursery children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office. (The School Nurse regularly checks and replenishes the first aid boxes).

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. The outside of area of the school in the car park has clear footpaths for staff, visitor and pupil use.

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."

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

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

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.

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. 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. The school produces a 'yellow sheet' daily which sets out they day's arrangements.

EYFS PUPILS

The arrangements for the supervision of EYFS pupils in the Nursery Department of the school are set out in the pre prep handbook

However, the staffing arrangements for the Early Years Foundation Stage require the school to have the following qualifications and child: adult ratios. In Reception classes where the majority of pupils are five or over within the school year, the staffing ratio is a maximum of 1:30 provided that the person has Qualified Teacher Status.

For Nursery and children of three and above, the ratio is 1:13 with Qualified Teacher Status. At least one other member of staff will hold a full and relevant level 3 qualification. If there is not a person with Qualified Teacher status the staffing ratio will be 1:8 and at least one person will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification. Pupils that are 'rising three', namely those who will be three in their first term, are with the 3 year olds and will therefore be counted as three year olds at the setting. For out of school care, the school endeavours to ensure that the ratio of adults to children is a maximum of 1:8 for pupils aged five to seven. The current out of hour's employee has Qualified Teacher status.

ROTA

The table below sets out the supervision of children in the whole setting as per the September 2011 timetable.

BS = Boarding staff
DS = Duty Staff

HP = House Parents
CT = Class teachers

G = Gaps
Ch Tu = Chorister Tutor

Time	Groups	Place	Person/s responsible	1 st Aid
Get up to 0800	boarders	57A/Palace	BS & Gaps	AT
0740-0750	Duty Choristers	Palace	Ch tu & Cath staff	AT
0800->	Day pupils	D2 & D3	Sign in	Mon AT rest of week HD
0750->	boarders	Palace	Assistant housemistress (except Fridays)	Mon AT rest of week HD
Morning choirs etc	various	Palace	Music staff	As above
From 0830-0900	Non-musical activities	Palace	Form tutors	Mon VT rest of week HD& VT
0900-1000	All	Whole school	Timetabled staff & perries	Mon VT rest of week HD&VT

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1000-1030	All	Break in/out	Duty staff	Mon VT & IG rest of week HD & VT
1100-1320	all	Whole school	T'tabled staff	Mon VT & IG Rest of week HD & VT
Wed 1230-1300	Yr 5-8 non match pupils	Break	DH	HD & VT
1320-1350	All	Break	Duty staff	Wed HD & VT rest of week VT & IG
1320-1350	Activities	various	Staff & perries	Wed HD & VT rest of week VT & IG
1350-1400	Registers	various	Form tutors	Wed HD & VT rest of week IG
1400-1600	All	various	T'tabled staff & perries	Wed HD & VT rest of week IG
1600-1620	Chorister	Little tea	Duty staff	Wed HD rest of week IG
1620->	Duty choristers	Rehearsal	Ch Tu & Cath staff	Wed HD rest of week IG
1610-1630	Day pupils	Little tea	Duty staff	Wed HD rest of week IG
1610-1630	Boarders	Little tea	Duty staff	Wed HD rest of week IG
1630-1700	Boarders	Free time		
1630-1730	Day pupils	Day prep	Duty staff	Wed HD until 1700 then IG rest of week IG
1700-1730	Boarders	Free time	Assistant housemistress (except Fridays)	Wed HD until 1700 then IG rest of week IG
1730-1830	Day pupils	Boarders' prep	Duty staff	Mon, Tues & Wed IG. Thurs & Fri IG until 1800 then AT or RT
1730-1830	Boarders	Boarders' prep	Duty staff	Mon, Tues & Wed IG. Thurs & Fri IG until 1800 then AT or RT
1810	Day duty choristers	Sign out	Duty staff	Mon, Tues & Wed IG . Thurs & Fri IG until 1800 then AT or RT
1810-1830	Boarders Duty Choristers	Palace		Mon, Tues & Wed . Thurs & Fri IG until 1800

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				then AT or RT
1830- end of supper	All boarders	Undercroft	Boarding staff	Mon, Tues & Wed . Thurs & Fri IG until 1800 then AT or RT
Free time: End of supper until boarding house	Some boarders	Outside (summer)	Boarding staff	Mon, Tues & Wed . Thurs & Fri IG until 1800 then AT or RT
1900	Jnr boarders	To 57A	Boarding staff	Mon, Tues & Wed IG. Thurs AT Fri AT or RT. No cover in Palace if IG, AT or RT back in BH
	Snr boarders	Prep	Duty staff	Mon, Tues & Wed IG. Thurs AT Fri AT or RT. No cover in Palace if IG, AT or RT back in BH
1930	Snr boarders	Music pract & late prep	Duty staff & organ scholar	Mon, Tues & Wed IG. Thurs AT Fri AT or RT. No cover in Palace if IG, AT or RT back in BH
2000	Snr boarders	To 57A	Boarding staff	Mon, Tues & Wed IG. Thurs AT Fri AT or RT. No cover in Palace if IG, AT or RT back in BH

HD – Hannah
 VT – Viv
 IG – Iona
 AT – Alison
 RT – Rod

Person responsible for this policy: Headmaster

Last Review: December 2011

SMT Review: January 2012

Next Governing Body Review: Lent Term 2012