



THE  
**KINGSLEY**  
SCHOOL

<b>The Kingsley School Supervision Policy</b>	
<b>Regulatory</b>	Yes
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<b>Author and Reviewer</b>	Deputy Head and Head of Prep
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This policy applies to all pupils at The Kingsley School, including those in EYFS.

The Kingsley School takes seriously its duty of care to students, and aims to provide a standard of supervision out of lessons which enables students to be and feel safe and secure. This policy covers: the time between 8.00 am and the official start of the school day, break, lunchtime, private study, bus duty, the end of the school day, and occasions when staff need to wait for students to be collected from a remote location after a trip/visit, or after games or a match.

It has links with the Procedures When Pupils Go Missing, which forms an appendix to this policy, and the Health and Safety and Educational Visits Policies.

At all times, staff should exercise their professional judgement to ensure the safety of the students under their care. This should be done with regard to the age of the students and the situation under supervision.

On occasions when an older student may be given a supervisory role there must always be a member of staff in overall control and readily available.

### **Form Time and Lessons**

It is expected that all teachers will arrive on time for lessons to start promptly.

In the Senior School, if a teacher does not arrive, the Form Prefect should go to the front office, where staff will check for the cover teacher.

When pupils are doing private study in the LRC, they are supervised by the LRC assistant or another timetabled member of staff.

In the Prep School, if a teacher does not arrive on time for a lesson, a nominated pupil should go to the Head of Prep or Prep School secretary, who will arrange for the class to be covered by a member of staff.

### **Start of the Day**

School opens to students at 8.00am.

Until 8.20, Y11 students may go to their common room, Y10 students may go to their form rooms, and Key Stage 3 students wait in their allocated spaces. After 8.20 all girls can go to their form rooms. Although there is no direct supervision until 8.40, there are many members of staff available in the various staff rooms around school and in the main Staff Room. In the event of an emergency, girls should go to the main Office, which is staffed from 8 am or find a member of staff.

In the Prep School pupils booked in for Breakfast Club can arrive from 7.30am. They should be dropped off at the Innovation Station where a member of staff will meet them. There is supervision for all pupils provided by two members of staff on the Prep playground from 8.00am. Pupils and parents should not enter the building without staff permission. At 8.40 they will line up and will be collected by form teachers to start the school day.

**Break**

There is a member of staff on break duty in the Dining Room in the Senior School, and other members of staff are available in the staff rooms.

In the Prep School, two members of staff provide cover on the playground or in the Prep Hall and Library if the weather is unsuitable for outside play.

**Lunchtime**

In the Senior School, there is one member of staff on duty in the Dining Room and another on patrol around the school. The LRC also has a member of staff on duty, and other clubs and activities are supervised by teachers. There is a member of staff on duty in the Sixth Form building at break and lunchtime.

Lunchtime supervision is provided in the Prep School by both the lunchtime supervisors and teaching assistants staff. Pupils are supervised both on the playground and in the dining room. In addition pupils may be attending music lessons, LAMDA lessons or one of the many clubs taking place during the lunchtime. Staff running the club are responsible for the children during this time.

**End of the Day**

Students are not allowed to be in any of the Senior School buildings after 4.00pm unless directly under the supervision of a member of staff. The LRC is supervised until 5.00pm for girls wishing to work in there after school; some parents may prefer to use After School Club, in which case girls may go across to the Prep School at 4.00pm or 5.00pm.

Between 5.00pm and 5.30pm, students can remain in the LRC unsupervised and there is a member of staff in the school office until 5.30pm. If students are still waiting to be collected at 5.30pm a member of staff, probably from the Senior Leadership Team, will wait with the student until they are collected. There is a member of SLT on duty on the premises until 6pm each evening.

After school, the Prep School provides paid care for Prep pupils until 6pm for all pupils, including those Senior students whose families wish to pay for this.

The member of staff on bus duty has responsibility for monitoring the behaviour of the students waiting outside school and getting on to the buses.

He or she must not leave until the last bus has left and should send any Key Stage 3 students still waiting outside school at that time back into school. Prep pupils who travel by bus are escorted across the road by a bus driver who will then hand supervision over to the other drivers.

**On Site After-School Activities**

Senior School students are supervised by the member of staff running the activity. Each activity has a register, a copy of which must be sent to the front office, and the students should sign out as they leave. Students still waiting after the end of the activity will be supervised by the member of staff running the activity, or by a member of the Senior Leadership Team, as appropriate.

Prep pupils who attend after school activities are supervised by the member of staff running the activity until being handed over to the responsible adult collecting them from school. Children staying on at school in Wraparound care are returned to the Prep School gym for supervision and signing in until such time as they are collected.

**Remote Locations (this includes the Games Field)**

If a member of staff is left in a remote location with students who are being collected from that location, they should have with them one of the school mobile phones or a personal mobile so they can contact school, the designated member of staff on duty or acting as emergency contact, or parents if necessary.

Members of staff must wait until the last student, of any age, has been collected.

**Transport to the games field:**

Senior School: If using a Kingsley minibus you do not need an additional member of staff on the bus, if with an external bus company the students must be accompanied by a member of staff.

Prep School: Supervised on **all** buses.

**Special Circumstances**

Staff should follow any specific instructions given by a senior colleague to suit particular circumstances e.g. icy conditions or snow.

**Supervision in EYFS**

EYFS children are supervised in the playground on arrival from 8.am; a formal register is taken at 8.40am. Pupils 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 'Statutory Framework for the Early Years Foundation Stage'.

These ratios are maintained in the classroom and all other learning environments, as well as the school playing fields. There will be a member of staff with appropriate paediatric first aid training available to pupils in the EYFS setting at all times.

On certain days, children in the Reception and Foundation classes will attend assemblies. EYFS staff attend these assemblies and supervise the children accordingly.

At the end of the day parents collect their children from the class teachers at 4pm or from the Wraparound team before 6pm.

After 3.10pm, children in Little Aviators are in the care of the EYFS Wraparound staff member. A register is taken at this time and parents will sign their children out of the club.

## **Appendix 1**

### ***Procedures when pupils go missing at school (Senior School)***

When a member of staff suspects a pupil has truanted from a lesson, the following procedure should be followed:

- The teacher should check whether the pupil is registered as present on the school's Management Information System (MIS)
- The school office should be notified so that the signing out books for the school nurse, external medical appointments and extracurricular lessons should be checked
- The Deputy Head ( or member of SLT who is available should be contacted in the first instance, as well as the pupil's Head of Year)
- A search of the school premises should be undertaken if there is no evidence the pupil has left the building
- The Headteacher and parents will be contacted if the search fails to locate the pupil
- The Deputy Head will report the disappearance to the police
- If a pupil attending the school under a UK Border Agency licence goes missing, the pastoral deputy will inform the Local Authority.

Where a pupil has been allowed out of a lesson and does not return, the Deputy Head or Head of Year should be informed as above.

Staff are reminded that disruptive pupils should not be sent out of a lesson to stand in the corridor. If a pupil is disruptive, they should be sent to the office who will contact Heads of Year or SLT. If a pupil requests to have time out from a lesson they are to be given a named Time Out pass and directed to the Student Hub. From here they may access the Reset Room for up to 15 minutes before returning to class. Should no member of staff be in the Student Hub, pupils should seek help from the Deputy Head Wellbeing and Pastoral or the Nurse. If neither of these is available, pupils should report to the School Office. Office staff will take the pupil to the LRC until a member of the pastoral team is available.

Should a pupil request to leave a lesson to visit the toilet, teachers should issue a named pass and retrieve it from the pupil on their return.

## **Appendix 2**

### ***Procedures when pupils go missing at school (Preparatory School and EYFS)***

The Kingsley School takes every precaution to make the school site is secure.

- Entry can only be gained either through doors with coded locks or through admission by a member of staff. Codes are changed termly.
- All visitors are required to sign in and out of the settings.
- Pupils are only released to a known adult.
- Playtime supervision is well provided for.

If a child is found to be missing:

- The Head of Prep and should be informed immediately if on site by a member of staff.
- The School Secretary will have information from the school nurse, notifications about external medical appointments and a timetable for extracurricular lessons, which should be checked
- A search of the school premises should be undertaken if there is no evidence the pupil has left the building
- The Head of School should be informed as soon as possible, along with the Site Manager.
- This search of the grounds/premises will be undertaken by all available staff, caretakers and any other site team members available.

If a child is not found:

- On completion of the search, parents and police will be informed by the Head of Prep immediately.
- If the Head of Prep or the Head of School are not on site, they should be contacted on their mobile phone numbers as soon as possible. (Head of School via the Front Office)
- If a pupil attending the school under a UK Border Agency licence goes missing, the pastoral deputy will inform the Local Authority.

### **Appendix 3**

#### ***Failure to Collect a Child Policy (Preparatory School and EYFS)***

This policy is in place to clearly state what would happen should a parent/carer fail to collect a child at the appropriate time from the EYFS setting or from the Preparatory School.

It is a statutory requirement for us to contact the Social Services Department if a child is not collected at the appropriate time.

The time for collection of children is 4 pm for all pupils , unless they are booked into After School Club. Parents of children in Little Aviators can arrange to pick up at 3.10pm, if they wish to do so. All other children booked into the After School Club, must be collected by 6 pm

In the event that a parent is unable to collect their child, alternative arrangements must be made by the parent. The Kingsley School must be informed by parents/carers if someone else is collecting their child. The School will not let other parents take children out of school without prior written or verbal consent from the child's own registered parent/carer. If we are in any doubt we will contact the parent/carer.

If a child is not collected we will make every effort to contact the child's parent or guardian first, we will then try all contact numbers given on the child's Information/Registration Sheet.

If we are unable to contact anyone to collect the child within one hour then Children's Services will be notified of a non-collection and the matter will be handed over to their care. The Local Children's Services Team Out of Hours phone number is 01926 886922.

Exceptional circumstances will be taken into account i.e.: bad weather/road traffic accidents.

The Head of Preparatory School will be informed of any incident of failure to collect a child by mobile phone and e-mail.

**APPENDIX 4**

**Information Form – Walking to School Without an Adult**

Person with parental responsibility to complete and return this reply slip to The Kingsley Prep School.

NB There must be a separate form completed for each child for whom there is a request

Name of child: ..... Class: .....

Date: .....

1. I wish to inform you that my child will be walking without an accompanying adult to school on regular basis.
2. I understand that the school will contact me if there are any concerns relating to my child walking to school alone.
3. I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger.
4. I understand that the school requires me to inform them if my child is absent from school for any reason.
5. I understand that the school will endeavour to make contact with me on the morning of registered absence if my child is absent from school and no notice (phone call or letter) has been received (from myself) to the school.

Signed: .....

(Please print name): .....

Contact Number (Parent): .....

Contact Number (child, if they have one): .....



**APPENDIX 5**

**Request Form – Walking Home from School Without an Adult**

Person with parental responsibility to complete and return this reply slip to The Kingsley Prep School.

NB There must be a separate form completed for each child for whom there is a request.

Name of child: .....

Class: .....

Date: .....

1. I wish to request permission for my child to walk home from school without an accompanying adult on a regular basis.
2. I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger, not allowing them to walk home alone in the dark.
3. I understand that the school may refuse permission for my child to walk home unaccompanied by an adult if it is deemed that it is not safe to do so (we will speak directly to you if this is the case).
4. I understand that the school will send written confirmation that my child has permission to walk home without an accompanying adult.
5. I understand that I have full responsibility for my child's safety if they walk home alone.

Signed: .....

(Please print name): .....

Contact Number (Parent): .....

Contact Number (child, if they have one) .....

Address (where the child will be walking to):

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