



**HORNSBY HOUSE  
SCHOOL**

## **Supervision and Safety Policy**

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## **Aims**

The aim of the policy is to ensure that the children are properly supervised at all times. The policy can also be of use to inform other interested parties such as parents and governors as required.

It is very important, in the interest of safety and for the positive ethos of the school, that an effective policy for the supervision of pupils is in place. Many of the following points may also be found in the main Health and Safety Policy document.

## **Before School**

Provision for the care and supervision of pupils whose parents have to deliver their children to school before the start of the school day is made in our 'Early Bird Club.' For all other pupils, adult supervision is in place from 8:10a.m. Parents are advised of this in our Parents' Handbook and reminded at regular intervals throughout the year. Any pupil who is in the EYFS will be supervised by a member of staff, at a ratio no greater than 1:8, who is in possession of at a minimum NVQ level 3.

## **Break Periods**

A rota for adult supervision of pupils is in place based on 'Duty Days'; each staff member is allocated a Duty Day and there is a designated member of staff in charge of each day. A minimum of two adults for the Upper School break time and four for Lower School, plus an appropriate number for EYFS pupils (based on numbers) will always be in place.

Prior to the end of each break period, other members of staff will be informed that the bell is about to be rung, in order that they can promptly leave the staffroom and collect their class from the playground.

In the event of inclement weather, pupils will remain in their allocated classrooms where the allocated duty day member of staff will ensure that there is regular supervision throughout.

## **Lunchtimes**

Pupils are under the direction of a member of the teaching staff (plus teaching assistants for Lower School and EYFS) and two dedicated lunchtime assistants. Pupils in the EYFS and Lower School will either be escorted to the dining hall by a member of staff or, where appropriate, will have their lunch in their classroom supervised by classroom assistants and/or teaching staff.

Throughout the lunch break, the supervision will be as for break times, either in the playground or in classrooms, as the weather dictates.

A variety of activities have been provided by the HHS PTA and the school, both for indoor and outdoor use, and staff should encourage children in constructive play activities.

### **After School**

EYFS and Lower School pupils must be collected by a parent, nominated adult or older sibling (if previously agreed with the parent). Upper School pupils are encouraged to leave school promptly, either with a parent, an agreed person or, if it is the wish of their parent(s), to make their own way home after first having gained the Headmaster's permission.

Numerous after-school interest clubs are provided by members of staff (both from the school and from outside), during which direct adult supervision will be provided.

The school also provides an after-school club, in which adult supervision is available to care for and supervise those children whose parents wish to make arrangements for them to remain on the premises after the end of the school day.

Any pupil who is in the EYFS will be supervised by a member of staff at a ratio no greater than 1:8, who is in possession of, at a minimum, NVQ level 3.

### **Leaving School**

Children in the EYFS and Lower School must be received by a nominated adult or older sibling, if agreed beforehand with the parent(s).

No child should leave the premises during the school day, unless a communication has been received to that effect from a parent. In such circumstances, no children may leave unless collected by a parent, or person pre-nominated by a parent.

### **Absence**

Parents must notify school of all absences. This may be by letter, link from website, telephone or e-mail.

Teachers should notify the school office of any prolonged or suspect absence, or other attendance concerns, in order that that it may be brought to the attention of the Headmaster.

Parents may request absence in advance for special occasions. These requests are made directly to the Headmaster.

## **Sickness**

Parents are discouraged from sending children to school whilst still taking medication, particularly in instances of contagious illness.

In instances of non-contagious illnesses such as asthma, medicines are stored in the Medical Room as per the First Aid Policy.

For pupils with long-term medication requirements, arrangements should be made with the School Nurse for the administration of their medication. In the absence of the School Nurse, responsibility shall be delegated to an appropriately-trained member of staff (see First Aid Policy and Health, Safety and Welfare Policy).

There is at least one (but generally more) member of staff who has a paediatric first aid certificate on site at all times. The duration of the training is a minimum of 12 hours.

## **Movement around School**

Children must walk at all times and move through the school as quietly as possible.

Pupils should only carry messages when capable of doing so and with appropriate levels of maturity, either in pairs or singly given responsibility considerations.

Pupils and staff should respect the arrangements in place for security and should ensure doors and gates are correctly closed after them.

Under normal circumstances, Lower and Upper School children do not have access to the EYFS area of the school.

## **General Safety**

It is the duty of all members of staff to ensure that they are aware of the full Health and Safety Policy and that they adhere to it.

Any concern regarding safe practice should be reported to the nominated Health and Safety Officer, the Bursar or the Headmaster at the first available opportunity.