

Supervision Policy

Teachers at Hollygirt School have a duty of care to all pupils in the school. It is the Headmistress / Head of Juniors' responsibility to ensure that pupils are adequately/effectively supervised while on the school site, while moving between sites as well as during activities off the site. It is also her responsibility to ensure that there is effective supervision of the school buildings and that the site is secure.

All staff employed by the school must have full DBS clearance. No children will be left unsupervised at any time.

Junior School

Before School

Stafford House playground and Room 1 and 2 are available from 8.00am. Optional Breakfast Club is available from 8.00am to 8.20am in Room 2. This is fully supervised. Pupils in Years 5 and 6 are walked to 9 Villa Road at 8.30am. At 8.30am all pupils in Stafford House go to their classrooms where they are supervised by their class teacher (except Mondays).

Lesson Time

Class teachers/Subject teachers are responsible for pupils during their lessons. No class should be left unsupervised for any reason.

Lesson Time Emergency

In case of emergency teachers might:

- Summon a teacher from the adjacent class to supervise both classes while the incident is dealt with
- Nursery/Reception & No. 9 Villa Road: call the office or Headmistress/Head of Juniors, activate the panic button, send 2 pupils to designated class with a message.

Break Time (dry)

At break times a minimum of two teachers / teaching assistants / playground supervisors will supervise the children in the playground. Staff on duty should ensure that they are out on the playground before the children come out. Staff must carry the small first aid kit and whistle at all times.

Pupils requiring additional first aid treatments, e.g. ice packs, will be sent to the Staff Room with a Year 6 monitor. Staff interact with children, join in or talk with the children. All supervisors must watch out for any 'vulnerable children' (children left out of games, the child on their own, the child looking sad and the child without friends) and report concerns to a class teacher or directly to the Head of Juniors. Duty staff will keep relevant other staff informed if there has been an incident. Break time ends with a ring of the bell for children to stand still, and a member of staff will call the classes to line up. All teachers must go to the playground to collect their classes promptly. All other staff must be in the classrooms on time to receive the children.

If a child needs the toilet they will use the ground floor toilets in Stafford House. Nursery and Reception pupils will go inside with an older pupil. Coloured bands will be given to the child if they leave the playground for any reason. The teacher on duty will carry on her/him 5 bands. No more than 5 pupils will be allowed in the building at any one time.

Break Time (wet)

One member of staff should patrol the ground floor, the other the first floor. Nursery and Reception usually in the Library (although flexible arrangement), Years 1, 2, 3 and 4 in their classrooms, Year 5 in with Year 4 and Year 6 will be prefecting. Year 6 prefects will go to their assigned classes to help instigate play and creative activities. Classes should have drawing, reading materials in place and a few games of a suitable nature. Year 6 monitors are pre-selected on a rotational basis.

Lunchtime

Until 12.05pm children are supervised by a class teacher while they eat their lunch. When the bell rings at 12.05pm pupils are supervised by the designated lunch time supervisors.

Emergency during Break or Lunchtime (outside)

Teacher to blow the whistle repeatedly while the pupils are taken inside as quickly as possible.

Movement between Buildings

All Nursery, Reception and KS1 classes moving between buildings must be supervised by staff. When crossing Villa Road, staff must do so at the designated place. Pupils are reminded to walk in twos and quietly.

End of School Day

At the end of the school day all pupils line up in the playground where they are dismissed to parents/guardians or to After School Club staff.

After School Clubs

Those pupils doing an after school activity are under the supervision of that member of staff running the activity until its conclusion. Any pupils who are not collected on time are handed over to the care of After School Club staff.

Trips

Any off site activity must be undertaken in compliance with the school's Education Visits Policy. Supervision must be in accordance with the school supervision ratios. Refer to the Educational Visits Policy.

Visitors

All visitors will sign in and out of school at the Reception in Senior School and wear a visitor's badge of the designated colour for the day. All staff are prepared to challenge strangers on the premises and report concerns to the main school office/ Caretaker.

Additional Security

Whenever children are doing activities in the Stafford House playground, the gate to Elm Avenue will be closed. The side gate at Stafford House is kept locked during school hours and only members of staff are given the door code. There are buzzers on the Nursery/Reception classroom doors to alert staff to people entering and leaving the building.

Senior School

Hollygirt School has secure key codes on all its building doors and additional security on the gates from the avenue. Reception is staffed between 8.00am and 5.15pm (4.30pm on Fridays).

No pupil may leave the school premises, except for travelling between buildings, unless explicit permission has been obtained from the Headmistress.

Before School

The majority of pupils arrive at School after 8am when pupil reception is staffed. They may arrive earlier but must sign in the 'early arrivers' register on entry. Before school starts they are expected to remain in their form rooms. They are not directly supervised up to 8.45am. The White House and its grounds are out of bounds before school.

Registration

It is the form tutor's responsibility to take the morning register at 8.45am. The form tutor is to use the correct coding for absences. From 9.05am the reception staff phone home for any child marked 'N' (no reason given).

Lesson Time

Subject teachers are responsible for pupils during their lessons. Classes should not normally be unsupervised. Should a teacher, or cover supervisor fail to appear, a member of the class should let a senior teacher or Reception know without delay.

Occasionally a pupil may have private unsupervised study time. This will be set in an allocated space: the library, room 5 or at the back of another lesson, and the pupil required to do the set work or private study as appropriate.

All Nursery, Reception, KS1 and KS2 classes are supervised when moving between buildings,

Break and Lunchtime

The White House garden, ICT room and the main building are supervised by duty staff during these times. All pupils up to Year 10 are expected to be outside or in one of the other designated areas, unless in an organised activity at lunchtime.

After School

Pupils remaining at school after 4.00pm should be either in an organised activity or in the supervised Homework Club. They are requested to remain in the buildings and not on Cranmer Street whilst awaiting collection. Homework Club operates until 5.00pm Monday to Thursday and 4.30pm on Fridays. Pupils who are not collected by then will be taken to the After School Club where they can remain until 5.30pm (additional charges apply).

Travel

Many pupils travel independently on school buses, sometimes walking home, or walking into Nottingham to catch a bus. Before they arrive and once they have left the premises the school no longer has a duty of care over them. Guidance on street/road safety is offered.

Out of School Trips and Holidays

All off site activities are undertaken in compliance with the school's Educational Visits Policy and appropriate supervision will be in place and full risk assessments undertaken.

Visitors

All visitors will sign in and out of Reception and will wear a visitor badge.

Missing Pupils

In the unlikely event of a pupil missing from a lesson the following procedure will be invoked:

- The teacher will check first that the pupil should be present - with Reception or on the electronic register.
- The teacher will check they have not signed out for an appointment - and that they are not in sick bay.
- A member of SLT will be informed. They will speak to friends about their likely whereabouts/any issues.
- The member of SLT will organise a full search of the school buildings and grounds, enlisting the support of other available teaching or non-teaching staff.
- SLT will inform the parents/police and any other external agencies as appropriate.
- The incident and any subsequent actions will be logged on the school database.

This policy will be reviewed annually.

Updated August 2020

