

Supervision of Pupils Policy- Junior/ Infant School

Teachers at Rossall School have a duty of care to all pupils in the School. It is the Headmaster's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also his responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. The Council and the Headmaster are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Supervision during the School Day

Before School	Boarders: the Houseparent or designated Resident Tutor is responsible for the supervision of boarders in the house Day pupils: the Form Tutor takes responsibility for the pupil once he/she has arrived at school. The Junior and Infant School buildings will be open from 0815.
Breakfast	All pupils are supervised by a member of one of five duty teams, who undertake breakfast duties on a rota basis.
0830 – 0845	Form tutors are responsible for pupils at this time.
0845 – 0900	On certain days, pupils will have form time, hymn and choir practice or assembly. These are all supervised and all are expected to attend.
Break Time	All pupils are supervised by a member of staff, who undertake break duty on a rota basis. They are present in the playground at all times
Lesson Time	Teachers are responsible for the supervision of their class. - No class should be left unsupervised for any reason. In case of emergency teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - call the Junior School Office, or the Head of Juniors/ Head of Infants - send the pupil with another accompanying pupil to the Medical Centre, having informed them first via the Junior School secretary.

Lunch Time	Junior School- All pupils are supervised by a member of staff, who undertakes lunch duty on a rota basis. Staff who take lunch in the Dining Hall are expected to sit with the pupils and supervise them at this time. The member of staff on duty will accompany the pupils back to the Junior School playground after lunch is taken. Infant staff also sit with and supervise their pupils at lunch. All pupils are then supervised in the playground until 1.30pm when lunch break ends and pupils return to their form rooms for registration.
After School Activities	Junior School- Those doing an after school activity are under the supervision of the member of staff running the activity until its conclusion at 5pm. They must ensure those staying at school until 5.30pm return to the duty staff member for supervision until they are collected. Pupils not doing an activity will report to the member of staff on duty in the Junior school library where a register is taken. There is free time until 4.30pm when supervised prep begins until 5pm. Those being collected at 5pm will then depart whilst those remaining will be supervised by duty staff until 5.30pm-which is the latest collection time. Infant School- supervised Infant clubs run between 3.20pm-4pm. The supervising adult ensures the children are collected at 4pm. Those Infant children requiring after school care attend Rascals - which is a supervised facility until 5.30pm, run by Mrs Smith in classroom 1J.
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Pupils who are off games	Pupils who are off games will be either: - in a form room supervised by a member of staff - at the pitch side/gymnasium, supervised by the teacher running the activity
After Activities (for boarders only)	Once after school activities and supervised time have finished, the pupils return to the houseparent or the designated member of the boarding staff. The duty member of staff's name is displayed in the boarding house. Matrons are also present in the house. This responsibility continues until pupils go to tea, resuming immediately after they have left the Dining Hall to return to house or to meet with friends.
Tea Time	Houseparents are responsible for the supervision of pupils inside and immediately outside the Dining Halls on a rota basis.
Overnight supervision	Overnight supervision of boarders is the responsibility of the Houseparent (or designated resident tutor)

Pupil Absence

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the Junior School office or the Head of Infants and to give the likely duration of the absence. If this is not possible, please ring School Reception on 01253 774201 as soon as possible after 8.30 am.

Visitors

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at School Reception, where they will receive a badge which they are expected to wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and to report concerns to School Reception.

Classrooms

Pupils should not be left unsupervised in classrooms outside lesson times.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please read the 'Health & Safety For Pupils On Activities Outside School' Policy, available in the Common Room Policies File, on the CR Intranet and the School website.

Absence Cover Supervision of Pupils

Please refer to item 9 of the Common Room handbook for details of absence cover arrangements for lessons and activities.

For further guidance on pupil supervision on co-curricular activities please read the 'Health & Safety For Pupils On Activities Outside School' policy

Date of policy: September 2009

Revision of policy: September 2011