

Cognita Schools Ltd

Safeguarding: Supervision Policy & Procedures

Including After School Club, Homework Club and Breakfast Club Provision

Meoncross School

including EYFS



Reviewed January 2017

SCHOOL AIMS

- Academic Excellence
- Achievement in a wide range of activities
- Care and respect for the individual within a safe environment
- Creating opportunities for challenge and leadership
- Good discipline and a sense of order
- Service to others – in school and in the community

Meoncross School takes seriously its responsibility to ensure that pupils are supervised effectively to ensure their safety while on school premises or school visits. Staff who supervise are mindful of our Child Protection and Safeguarding policies, our Anti-Bullying policy and our health and safety requirements.

SUPERVISION DURING LESSON TIMES

We ensure that a member of staff directly supervises all pupils in lessons during years R - 11. Pupils in the Sixth Form (years 12 and 13) can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds to unsupervised pupils for reasons of health and safety.

SUPERVISION AT BREAK AND LUNCH TIMES

Teaching staff undertake weekly daytime supervisory duty throughout the academic year, in every area of the school. We particularly encourage staff to be aware of pupils interacting in a way which could be considered bullying, or of pupils who seem distressed.

SUPERVISION OF PUPILS ON VISITS

The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Details of supervision arrangements are outlined in the School's Learning Outside the Classroom - Educational Visits policy.

AREAS ALWAYS OUT OF BOUNDS

Some areas are out of bounds to unsupervised pupils in all year groups. These include the Lower School playgrounds and equipment and all areas behind buildings, including the Gym and the Jubilee building.

Pupils in the Upper School (Years 7 to 11) are not permitted to use the Gym without the direct supervision of a member of PE staff.

SUPERVISION OUTSIDE LESSON TIMES

Wrap Around Provision

BREAKFAST CLUB

Breakfast Club is available from 7:30am for Nursery and Infant pupils. Junior siblings of Nursery and Infant pupils may use this facility, but must book in advance via the Head of Nursery.

Upper School pupils should not be in school before 8:00am.

Breakfast Club runs 8:00am - 8:30am in the school hall for Junior pupils and Upper School pupils, and each pupil will be charged £2.90 for attendance. An optional Breakfast is included within this charge. All pupils who are on site between 8:00am – 8:30am must attend Breakfast Club.

A member of teaching staff is on duty to assist pupils when choosing breakfast, supervise seating and behaviour. Even if a pupil does not require any food they must pay the charge.

AFTER SCHOOL

Pupils should not be in school after 4:00pm unless under the direct supervision of a member of staff or their parents, at one of our designated clubs, which are detailed below and have a range of finishing times.

In the unlikely event that any children remain on site at 7:00pm and contact has not been successful with any named contacts, then Children's Services will be informed of the situation.

Teachers who are running extra-curricular activities know that they are responsible for all pupils engaged in them until the point that all pupils have gone home. Pupils are signed in by the duty member of staff, and signed out when collected by a parent. Parents will have signed in advance as to their choice of arrangements for collection and / or departure.

After School Care 3:50pm – 6:00pm:

Administration

- Pupils can be booked into ASC via their class teacher or via the school office. Food orders should be requested at the time of booking, as are made up to order. Any food orders received after 10:30am on the day of attendance cannot be guaranteed to be fulfilled.
- The ASC list is compiled at 8:50am to each member of staff by a Year 6 pupil who will record pupil's names and their food order.
- Any child going to after school clubs and returning to ASC must have their name put on the sheet.

- Any additions to the list during the day will be emailed to the form and to Year 6 where the names will be added to the sheet.
- Any pupils, who may have been sent home ill during the day, will have their names written in a book which is located in the office.

At 3:45pm

- ASC is held in the Infant block Monday to Friday, unless otherwise notified.
- Junior pupils gather outside the Year 6 Block at 3:45pm where they are checked off by the member of staff on duty and taken to ASC. The Infants are taken to ASC by an Infant teacher, and the Nursery pupils are taken by a Nursery teacher.
- Any pupil not collected by 4:00pm will be sent to ASC. If the said pupil has not been booked into ASC, the school office will attempt to make contact with home to advise them where the pupil is.
- ASC staff can be contacted on the ASC mobile using 07799 897565 between the hours of 3:50pm – 6:00pm in the case of an emergency.
- There are two members of staff on duty each day.
- ASC staff will check pupils into main ASC book and record which members of staff are on duty; in addition there is a separate column for pupils staying after 5:30pm. There is also a column for children attending ASC after a club.
- ASC staff will ensure that the correct box is checked for each child, as there is a charge per session.
- Parents are required to sign their children out of ASC noting the time they are collected.
- After 6.00pm the member of staff on duty MUST enter the time in the signing out book.
- There will be a late collection charge of £5, per 5 minutes, after 6.00pm.

Routine of the session

- Pupil's will eat the provided tea; when finished this will be cleared away (unless some food is required for pupils in clubs).
- Key Stage 2pupils must do their homework.
- Infant and Nursery pupils are to be heard read and then assisted with any homework; they are then free to play with toys.

Upper School Homework Club

Upper School Homework Club is available for all Key Stage 3 & 4 pupils daily between 4:00pm and 5:30pm. Between 3:50pm and 4:00pm pupils are able to remain on site for a short break. Each session is supervised by an academic member of staff who will assist pupils with homework if required.

Homework Club staff staff can be contacted on the Homework Club mobile using 07519 728536 between the hours of 3:50pm – 5:30pm in the case of an emergency.

Pupils are signed in by the duty member of staff and signed out when collected by a parent or if contacted via text message to meet at a pre-arranged point. Parents have signed in advance as to their choice of arrangements for collection and / or departure. If leaving to meet a parent the Duty member of staff will record the time of departure in the log. There is no charge for this provision, however, there will be a late collection charge of £5, per 5 minutes, after 5.30pm.

Sixth Form

- Sixth Form pupils have an access control card which will allow them entry and exit to the site, and keep a log of this.
- In the event of a fire alarm, a roll call will automatically print out to show those remaining on site.
- At the end of the timetabled day, Sixth form pupils may study in the Sixth Form Centre until 5:30pm.

SUPERVISION OF PUPILS ON SCHOOL SITE DURING WEEKENDS/SCHOOL HOLIDAYS

To ensure their safety, pupils should not be in school unsupervised at the weekends and during the school holidays. We advise parents that we cannot assume responsibility for their children during these times unless they are involved in a specific teacher-led activity.

Occasionally the school may make arrangements in the run up to public examinations for pupils to attend revision clinics during holiday time. Such arrangements are made on an ad-hoc basis, and pupils and parents are notified of such arrangements in advance.