

# SWANBOURNE HOUSE SCHOOL

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## 14a Pupil Supervision Policy (B8, E6, E9)

Applicable to the Early Years Foundation Stage

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### Review Arrangements:

Date	October 2020
Review Date	October 2021
Custodian	Director of Pastoral Care



## MISSION AND VISIONS

To unlock and develop the confidence and individual talents of each child.

- a. To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
- b. To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
- c. To ensure both day and boarding pupils are well prepared within the context of a character and values education for their next school and adult lives in a fast-moving and challenging globalised world.

## CONTENTS OF POLICY

The policy states the parameters for the effective supervision of day and boarding pupils of all ages.

## RELATED POLICIES

- Safeguarding Policy
- Educational Visits Policy
- Security Access, Workplace Safety and Lone Working
- Policy for Educational Visits for EYFS Children
- Guidance on Missing Child Policy and Procedures when a Child is not Collected on Time- Appendix A
- Rewards and Sanctions Policy

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## PUPILS' ARRIVAL AND DEPARTURE

Please refer to [COVID addendum 2020 in place](#)

### Main House (7s – TY)

Day Pupils may arrive at Reception from 7:30am (supervised Breakfast Club runs from 7:30am until 8:15am, initially at Reception or in the Dining Room for Breakfast, before going to the BM Hall from 8:00-8:15); other Day-Pupils not attending Breakfast Club should arrive through Pupil Reception between 8:00am and 8:25am (any pupils arriving after 8:00am but before 8:15am will also go to the Hall). They are expected to go home by either 4:40 pm, 6:00pm (if staying to Prep), 6:30pm (if staying until after tea) or at another time appropriate to any activity that they may be attending, unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff (plus some non-teaching) are expected to take their share of break and lunchtime supervisory duties, as well as late and weekend duties. A duty rota is produced each term by the Assistant Head ensuring that every

area of the school site is supervised during the various break times; there is always a team of at least four staff on duty in the various lunch sittings too.

At break times during the school day, there is duty team of staff, who wear hi-vis jackets for increased visibility, who supervise in various dedicated zones around the school. Staff are instructed to monitor pupil's behaviour closely, following the Swanbourne Way, to ensure no physicality between the children. We encourage plenty of outdoor play: children are allowed to play in the woods, climb trees and make camps, but they should ascend trees with their feet no higher than the height of an average adult. They should stay well clear of the Ha-Ha Wall; Out of bounds areas during break times are from the top of the golf course and down onto the Bottom Pitches. Children should also not play in front of the school, on the Carriage Sweep or cross the driveway. During the Summer Term, children may (with supervision on the Paddock) play in the cricket nets. Older children (10s and above) are allowed to play on the Green Astro, when supervised. At other times, it is kept locked.

More specifically, 8s are allowed to play on the climbing frame on C Lawn, but there are also football goals on C Lawn and T Lawn: C Lawn for the 7s and T Lawn for the 8s and 9s. 7s, 8s and 9s are all issued with a football licence, which they themselves are involved in the drawing up of during PSHE sessions near the start of each year, so that all are agreed on a responsible code of conduct. Football licences can be revoked for a short period of time by any member of duty staff for any breach of this code of conduct – they should inform the child's Form or Personal Tutor if this is the case. For poor behaviour during break time, children may also be 'tagged' to the duty member of staff (have to stay with the member of staff on walkabout duty), or sent to W4 where they may be asked to complete some written work as a punishment (see Behaviour / Rewards and Sanctions policy).

At the end of a break time, school bells will sound five minutes before the start of the next lesson. 7s and 8s should line up on C Lawn, from where they will be collected by their teacher.

Co-ordinated by a member of SLT, there is a duty team of staff for each day which supervise prep (post 4:40), tea and evening signing out. The Boarding House parents (or Assistant) are on duty in the boarding house in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

### **Manor House (3s – 6s)**

Breakfast Club opens in the 3s-6s from 7:30am. This is supervised by two members of staff. Pupils may go into the classrooms from 8:15am, with teachers. The doors close at 8:45am and access after this time is by ringing the doorbell. The end of the academic day is 3:30pm. There is Cabin Club (after school care) until 6:30pm. This is run by a minimum of two members of staff and is always staffed within the legal ratio. All members of staff are expected to take their share of break and lunchtime supervisory duties which is set on the rota.

The main duty times are:

Break duty (10:15am – 10:45am)

Lunchtime duties (two sittings between 12:15pm and 1:15pm)

## **Saturdays**

On Saturday from September 2019, we run an Enrichment Programme, compulsory for children in the 11s and Top Year and optional for those in the 9s and 10s. There is no Breakfast Club facility for day pupils to arrive early on Saturdays. The doors at the Pupil Reception are manned from 8:30am before activities start at 8:45. Children register in each of their activities. Break duties are performed by members of SLT supported by Gaps.

## **Boarders**

All pupils are expected to return after tea to the boarding house by 6.20pm for Registration, or on the 'darkness' bell if earlier. Pupils are not allowed to leave the boarding house after shower time or the boarding house activity has finished, if later.

## **Leaving the Premises** (other than for an official School Activity)

No pupil may leave the premises at any time during the school day, except with appropriate permission, having been signed out, and when escorted by parents/guardians. The only exception is Senior Prefects who are allowed to go to the village shop, minimum 2 pupils on Wednesdays between 10:45am and 11:30am.

## **REGISTRATION**

**ALL PUPILS:** We take a register of pupils at the start of the morning and afternoon sessions: in the mornings this is completed by Form Teachers (or Personal Tutors for 9s-TY on Wednesdays); in the afternoons, this is completed during lunchtime. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Children are signed out by their form teacher in form rooms at the end of each day; there is a senior member of staff responsible for checking that pupils depart with their parent / guardian at Pupil Reception every day if the children are going home.

**BOARDERS:** We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house at 6:20pm. The register will be checked again after the last lights out time (9:30pm)

**MANOR HOUSE:** We operate identical registration procedures to the Main House; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual, whose name has been notified to us in writing or telephone in advance.

## **MEDICAL SUPPORT**

There is a qualified nurse or first aider on duty in the Surgery or easily contactable by radio elsewhere on site from 8.30am to 6:00pm every day who is available to administer first aid, to deal with any

accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are available in school and in first aid notices that are displayed around the school. First aid boxes are in all potentially high risk areas, as well as in the School Office. (The School Nurse regularly checks and replenishes the first aid boxes).

### **Epipens box**

Children who have Epipens for severe allergies all keep one in surgery, at Reception and, in most cases, on their person. There are photos of children who have such allergies on display in the staff room and in the Dining Room for catering staff.

### **Inhaler box**

There is a box of inhalers also kept in surgery / Reception. A list of asthmatics is kept up to date and is displayed in staff rooms – before trips lists of medical needs are checked by the trip leaders and appropriate medication is taken as necessary.

**EYFS:** There are always adequate qualified paediatric first-aiders in the Manor House.

## **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy on Educational Visits.

## **UNSUPERVISED ACCESS TO RISKY AREAS OF SCHOOL BUILDINGS & GROUNDS BY PUPILS**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use any gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the ceramic studio, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear 'out of bounds' signs are displayed on the road way to Junior staff accommodation and compound and leading up from the Golf course.

Clear signs are displayed.

When weather conditions are inclement, a senior member of staff will inform staff and pupils that certain areas of the school may be out of bounds (for example, the wooded areas during high winds,

or outside, during heavy rain). Duty staff are also expected to ensure that children are wearing suitable clothing for the weather.

### **STAFF INDUCTION**

Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

# APPENDIX A TO A12 PUPIL SUPERVISION

## SWANBOURNE HOUSE SCHOOL



# MISSING CHILD and ARRANGEMENTS WHEN A CHILD IS NOT COLLECTED POLICY & PROCEDURES

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(Including EYFS)





## **CONTENTS OF POLICY**

The policy consists of two parts, the first covering a missing child and the second covering the procedure to be followed by the school in the event of a parent failing to collect a child at the appointed time.

### **PART ONE: MISSING CHILD POLICY**

#### **INTRODUCTION**

The welfare of all of our children at Swanbourne House is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios in Manor House (3s-6s) and Main House (7s-TY) ensure that every child is supervised the whole time that he or she is in our care. Supervision takes place in line with safety and the ethos of freedom for children to enjoy the wider school grounds.

It is the responsibility of all staff to read the policy and act at all times according to its guidance. Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to school guidelines. Completed registers must be completed/returned to the school office before 9:00 am and again before 2:00 pm.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office so that registers can be updated.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for the handover of their child at the beginning and end of sessions.

If a parent takes a pupil out of school during the day, they must sign them out at the appropriate location for their child. The school office completes the 'Off Site Register'

#### **PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL**

Start of the school day:

- The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa. Before 8:00am, this is at Reception (to Breakfast Club), then from 8:00am-8:30am this is at Pupil Reception, where there will be a member of staff present.
- There are clear procedures for welcoming pupils into all parts of the school.
- In the Main House the doors at Pupil Reception are closed at 8:25am. In the Manor House the doors are closed at 8:45am. After this time parents will be required to ring the appropriate doorbell in the Manor House or pupils report to the main school office via the main entrance in the Main House.

During lesson time:

- Staff mark registers promptly and accurately.
- All staff must ensure that the external gates to any outside area are closed when pupils are playing outside. The exception is the main entrance gate.

- If pupils leave the classroom security to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.

During playtime:

- Duty staff should be on the playground before pupils come out.
- External gates remain closed.
- Staff patrol all areas in the playground throughout the session.

At home time:

- Pupils leave by assigned exits (from April 2019, at all normal departure times, the Pupil Reception).
- Pupils in the 3s are collected by their parent /carer from the 3s classrooms. Staff call the children when they see the parent / carer.
- Children leave with a designated adult
- Children who are not collected go to Cabin Club to wait

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL INCLUDING DURING BOARDING TIME**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. A child may be considered to be missing if their whereabouts is unknown or they are not present when expected to be and after initial enquiries (music lesson, surgery, office etc.) they are still unaccounted for. If a child was found to be missing, we would carry out the most appropriate actions noting the times that actions were taken:

- Take/check a register in order to ensure that all the other children were present. A bell/whistle would be used to gather children if they are outside and those within 3s would be gathered by their Room Leader
- Inform the relevant staff in the child's section of the school. Within the Main House (7s-TY) this would be the Duty/Senior Staff through the school Office in the day time but directly after 6pm. During Boarding time, this would be directly to the House Parents or Assistant Housemaster. Within the 3s-6s the Head of Lower School, Head of EYFS or Head of KS1
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children with a suitable area of the school.
- At the same time, inform and arrange for one or more adults to search throughout the school
- Within the 3s and 4s particular attention would be given to carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform the Head and/or the Head of Lower School, (who, in turn would inform the Head), the Designated Safeguarding Lead, Assistant Head and the Bursar. A fire alarm would be used (with air horns used to summon from Games as necessary) to get the whole school to assemble.

- Senior staff would arrange for maintenance and senior staff from both Main House and the Manor House to be called by telephone and radio for an 'Active Search' of the rest of the school premises and grounds and immediate vicinity of the school. In the case of Boarding, the House Parents would arrange for all available duty staff and staff in school accommodation to complete an 'Active Search'
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her staying in contact with the school

On the result of the '**Active Search**' being negative:

- The child's parents would be informed by a senior member of staff with an explanation of what had happened, and what steps have been set in motion. They would be asked to come to the school
- The Head, Designated Safeguarding Lead, Head of the Lower School or Bursar would notify the Police
- The Head would notify the Chair of Governors
- Efforts would continue within and beyond school to locate the child until found or until all reasonable expectation of finding the child has been exhausted and the matter is in the hands of the police

A full record of all activities taken up to the stage at which the child was found would be made for the **incident report**. If appropriate, procedures would be adjusted.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity

If the child is **still missing**, the following steps would be taken:

- The remaining children would be taken back to school if deemed appropriate
- Inform the Head or Head Lower School by mobile phone
- Contact the venue Manager and arrange an '**active search**'
- Designated Safeguarding Lead and Bursar to be informed

On the result of the '**Active Search**' being negative:

- The trip organiser would in liaison with the venue manager telephone the Police and then the school.
- A senior member of staff would then telephone the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or Swanbourne House School
- Efforts would continue at the site to locate the child until found or until all reasonable expectation of finding the child has been exhausted and the matter is in the hands of the police
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

## **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head/Designated Safeguarding Lead/Head of Lower School will speak to the parents to discuss events and give an account of the incident
- The Head or Head of Lower School will promise a full investigation
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the activity/outing, the length of time that the child was missing and how she/he appeared to have gone missing, lessons for the future
- Media enquiries to be referred to the Head or Head of Marketing and Communications

## **PART TWO - PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

### **STATEMENT OF INTENT**

In the event that a child is not collected by an authorised adult at the end of a school session/day, Swanbourne House School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced teacher or teaching assistant who is known to the child.

### **AIM**

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **PROCEDURES**

1. Parents of children starting at Swanbourne House School are asked to provide specific information which is recorded on our Registration Form, including:
  - home address and telephone number
  - place of work telephone number (if applicable);
  - mobile telephone number (if applicable);
  - email address
  - details of restricting court orders
2. For children in the 3s to 6s at the beginning of the year a Permission Collection form is completed by every family giving names of the adults with permission to collect their child.

This form is updated every year but parents are informed that it is their responsibility to update the school of any changes to contact details.

3. On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the school in writing how they, or the adult in 'loco parentis' can be contacted.
4. For children in the 3s-6s, on occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name of the person who will be collecting their child in a Collection Book based in every classroom. We agree with parents how the identification of the person who is to collect their child will be verified. In the case of the 3s, the collection board is completed daily.
5. Parents are informed that if they are unable to collect the child as planned, they must inform us as to who will collect their child and are asked if their child knows that person. Alternatively the child will stay on the school premises with a member of staff until collected.
6. If a child is not collected at the end of the day, we follow the following procedures:
  - in the Manor House the Collection Book/Board is checked for any information about changes to the normal collection routines;
  - if no information is available, parents/carers are contacted at home or at work;
  - all reasonable attempts are made to contact the parents/carers and messages left if contact is not possible
  - in the Manor House (3s-6s) the child stays at school, initially in Cabin Club, in the care of at least two fully-vetted staff members until the child is safely collected;
  - in the Main House (7s-TY) the child will remain in the Front Hall under the supervision of duty staff until 8:15pm or with the boarders
  - the child does not leave the premises with anyone other than those who are named in the Collection Book, recorded on the collection form or whose name has been given to a member of staff
  - If another person does come to collect the child, the parent will be contacted by telephone to confirm that this is correct

#### Manor House Children after Cabin Club closes

- In the 3s-6s (including EYFS) if there is no response by 6.30 pm. (when Cabin Club closes – 5:30pm on an exeat or start of half-term Friday), the adult in charge of Cabin Club will contact the Main House Duty Staff (or on an exeat or start of half-term Friday the Head at Garden House or another senior member of staff)
- Cabin Club Staff will bring the pupil to the Front Hall of the Main House if they have still not been collected by 7:00pm; on an exeat or start of half-term Friday Cabin Club staff will need to contact the Head at Garden House or another senior member of staff if the child is still with them at 7:00pm
- Cabin Club staff will explain to duty staff all that has been done and will bring a copy of the names of the children and contact details of the family in printed form.
- Main House duty staff, if contact has not already been made with parents, should continue to call.

- Main House duty staff should email the Head of Lower School the collection time of the children so that appropriate charge can be made.
- If children have not been collected by 8:00pm, Main House duty staff should call Garden House or if the Head is not available another member of SLT in order to hand over the child to a senior member of staff.
- Constant effort to contact the parents will be made throughout this time.
- If no successful contact is made, the senior member of staff will call Social Services to seek guidance.
- A report of this incident will be made and discussed with parents.

We undertake to look after the child safely throughout the time that he or she remains under our care



SWANBOURNE HOUSE

# Covid-19 School Policy and Procedure Addendums Autumn 2020

*In light of the need for children to behave differently when they return to school, the following additions to the School's normal policies and procedures now apply.*

## Behaviour policy

On the return to school in September 2020, the normal behaviour policy applies in terms of our expectations of all children, and normal sanctions, with restorative work, may be issued if necessary. Any issues or concerns should continue to be logged as normal on iSAMS. This will ensure that necessary staff are made aware. However, we will not use W4 as a classroom suitable for group detentions; instead teaching staff who issue sanctions will be expected to follow up as necessary with individual children and keep children in if necessary. If there needs to be a further sanction, this will be followed up by Personal Tutor and the Head of Middle / Senior School as appropriate. For serious misdemeanours, the Director of Pastoral Care or a member of SLT may become involved. This could result in a final warning, parents being informed as well as the Head, and further sanctions being imposed.

For a serious breach of our code of conduct, especially involving any deliberate breach of the health and safety guidelines laid down by the Government during this time, parents may be asked to collect children immediately.

In particular, the following rules and guidelines will apply:

- Children will be collected and dropped off from designated areas and must enter and exit the buildings as per the plans outlined to parents and staff, to ensure that all children sanitize appropriately on arrival. Children should only access their individual classroom areas and should not gather in communal areas in large groups (the stairs of the Evans Building, for example).
- Pupils should ensure that sanitizing and hand-washing becomes a very routine part of their day, and as a minimum this must be carried out on arrival in school, before break time snack, before lunch and after going to the toilet.



- During break times children are only allowed to socialise with others from within their 'bubble' and should only play in their designated area.
- Children should not share bottles or food or drink. Similarly they should not share resources and are expected to provide their own stationery.
- If children sneeze or cough, the 'catch it, bin it, kill it' message will apply – children should all have tissues with them. Equally children must tell an adult immediately if they are feeling unwell or have any symptoms of coronavirus. While of course it is not a misdemeanour for them to feel unwell, it is important that we look after all children.
- Coughing or spitting towards any other member of the community would be considered a serious misdemeanour (see above).
- It is particularly important during these times that all at Swanbourne House continue to show respect to every member of the school community.

## Fire Procedure

**Main House:** In case of the fire alarms sounding, children and staff should assemble on C Lawn as normal, though must maintain a clear distance of at least four metres between each year group. Staff who have fire exits leading directly from their classroom should ensure that these are used to enable other classes to use main exits as necessary and ensure as much social distancing is kept as possible. Normal procedures then apply regarding registration and re-entry of school buildings.

**Manor House:** In case of the fire alarms sounding, children and staff should exit their building via the nearest exit. Everybody should then assemble on the grass below the hard KS1 play area in front of Manor House in their year groups. Each year group must maintain a clear distance of at least four metres between each year group. Normal procedures then apply regarding registration and re-entry of school buildings.

## Procedure for Beginning and End of School Day

*It should be noted that the new Registration Procedure comes into effect from September 2020, with the following Covid-19 amendments:*

**DROP-OFF:** Parents of children in the 3s to 8s may park in designated areas, and bring their children into school. Parents from 9s to TY should not park their car, but use the drop and go facility. If parents have more than one child, they should follow the rule for the youngest sibling.

**REGISTRATION:** Morning registration will be held in classes (except for Wednesdays when Personal Tutors will register); teachers will be in form rooms from 8am (the Hall will not be used as a holding

space) and registration will be kept open until 8:45am, after which children will be marked late. Children arriving after this time should sign in at Main Reception as normal. Assembly will be held virtually on Mondays and shown through form teachers; 7s and 8s will have Chapel on Tuesdays, 9s and 10s will have Chapel on Thursdays and 11s and TY will have Chapel on Fridays. There will be form time on other days between 8:15 and 8:45.

END OF DAY: At the end of the day the following procedure will apply:

4:15-4:30: EH will be present at Pupil Reception with a walkie talkie and will radio to 7s and 8s form teachers when a parent has arrived outside to collect. At 4:45, remaining 7s and 8s will go to tea.

4:30-4:45: 9s and 10s expecting to go home will gather in the Hall. EH will be present at Pupil Reception and, with the assistance of another member of duty staff, will call for children whose parents have arrived to collect. At 4:45 any remaining 9s or 10s whose parents have not arrived will be sent to the Prep bubble for the 9s and 10s.

4:45-5:00: 11s and TY expecting to go home will gather in the Hall. EH will be present at Pupil Reception and, with the assistance of another member of duty staff, will call for children whose parents have arrived to collect. At 5pm any remaining 11s or TY whose parents have not arrived will be sent to the Prep bubble for the 11s and TY.