



RYDES HILL
PREPARATORY SCHOOL & NURSERY

Pupil Supervision and Non-Collection of a Child Policy

This policy includes EYFS

Statement of Intent

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. This policy provides a summary of the process by which this obligation is fulfilled.

Pupils' arrival and departure

Pupils may arrive at school from 7.30am (for a pre-booked Breakfast Club) and are expected to go home by 6.00pm at the latest when the "Stay & Play" facility finishes - unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties when required.

The main duty times are:

- Breakfast Club (7.30am – 8.00am)
- Early morning duty (8.00am – 8.20am)
- Break duty (10.30am – 10.50am)
- Lunch-time duty (12.15pm – 1.30pm)
- After-school duty (3.15pm – 6:00pm)

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.

Registration

Children arriving for Breakfast Club (7.30am – 8.00am) must go straight to the Acorns classroom and sign in immediately or be signed in by their parents. Children attending 'Early Birds' (8.00am – 8.20am) go directly to the tennis courts. Nursery children are ticked off on the register as they arrive. All other children are supervised on the playground.

During wet weather, children attending 'Early Birds' (8:00am – 8:20am) should go directly to the Friends Hall where they will be supervised by staff.

We take a formal register of pupils when they get into class at the start of the morning and afternoon sessions. Children attending Stay & Play and other school staff run after school clubs, are signed in and out by the staff member in charge. Children attending after school clubs not run by the School but held on the school premises, will be sent to these clubs by School staff and registered by the person running the club. Should any pupil fail to arrive at the club, the person running the club is responsible for ascertaining the whereabouts of the pupil.

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.

Medical Support

There is always a qualified First Aider available on site 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 the First Aiders are available from the School Office. We always make sure that a qualified Paediatric First Aider is on duty whilst our EYFS children are in school. This also applies during our All Year-Round provision.

First aid boxes are in all potentially high-risk areas, as well as in the School Office. The School Secretary/First Aider in the School Office, regularly checks and replenishes the first aid boxes. Parents decide whether the AAI/EpiPen required by their child remains with their child at all times or is stored in the medical cupboard in the School office. All teaching staff have also received Paediatric Anaphylaxis Training.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school.

Supervision during Educational Visits

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

Unsupervised access by pupils

Pupils are not allowed to use the adventure playground, gymnastic or athletic equipment, without supervision. Pupils are expected to follow reasonable instructions given to them by teachers, non-teaching staff or qualified leaders in adventurous activities. Pupils attending extra-curricular activities are supervised by the staff leading these activities. Occasionally, parent volunteers may accompany staff on these trips in order to help support the staff with tasks such as distributing lunch, timing of races etc. Volunteers will not be left alone with children.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, etc. All flammables are kept securely locked in appropriate storage facilities.

Staff Induction

All new members of the teaching staff and lunchtime supervisors, receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside lesson times.

Non Collection of a Child

This guidance applies to a child:

- If not collected at 3.40pm (Pre Prep Children)
- If not collected at 1.00pm (Nursery morning session)
- If not collected at 4.00pm (Nursery Term Time)
- If not collected at 6.00pm (Nursery All Year Round and Stay and Play)
- If a child is not collected in accordance with the times above and no previous notification has been given, the child will be escorted to the 'Stay & Play' after school club, where the child will be safely looked after.

If this non-collection is considered unusual or if the school has not had a call from the parents within 20 minutes of the child's expected collection time, explaining the delay in collection, a member of staff will be asked to call the contact numbers for a parent/carer. Staff will take care when speaking to the child to avoid alarming them.

If there is no response from the parents' or carers' contact numbers or the emergency numbers by the time the Stay and Play Club finishes, the child will be escorted to the SLT member of staff on duty who will continue to try to contact the parents' or carers' or emergency contact.

In the event that the child has still not been collected, nor contact made with a parent/carer or emergency contact, the SLT member of staff on duty will contact Surrey County Council Emergency Duty Team on 01483 517898 and will confirm the request via email to edt.ssd@surreycc.gov.uk (This service is available Monday to Friday from 5pm to 9am only)

Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's home and will check with the Police. The Head and SLT will make a full written report of the incident.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

During the admissions process the School will obtain a record of a minimum of two contact telephone numbers for each registered pupil and may also obtain email addresses or other relevant contact information. A minimum of two contact telephone numbers will be maintained whilst the child is a registered pupil.