



Broomwood Hall School Limited and Northcote Lodge School Ltd

SUPERVISION POLICY

Broomwood Prep – Boys, Girls and Broomwood Pre-Prep

Policy Summary

The health, safety, and welfare of the pupils in our care is our first concern. All staff at Broomwood – teachers, catering, maintenance and administration staff – have a duty of care for the children within the school, acting legally in the place of their parents (*in loco parentis*) while they are with us.

Pupils will remain supervised throughout the time they remain in the school's care and cover should always be arranged if a person in a supervising role is forced to leave the children in their care for a period of time. Specific attention will be paid to ensure that children do not gain unsupervised access to risky areas and that risk assessments are carried out for high risk activities. Further supervision instructions, including road safety and school trips, are provided in the Staff Handbooks.

This policy should be read in conjunction with Broomwood's Supervision Policy (EYFS).

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Intended Audience

- Broomwood Staff
- Parents

At the Start of the Day

Broomwood Pre-Prep.

The front doors are opened at 8.15 am. Parents are advised that children must never be left on their own in the grounds earlier than this. Pupils are not allowed into the buildings before that time unless they have special permission, early choir practice, squad practice or music lessons. The doors are closed at 8.30am. Pupils arriving late must be accompanied into the school by their parent or carer and handed over to a member of staff. If the doors are closed, any children arriving at No 50 must be walked down to the Vicarage by their parents or carers. The school secretary will then escort the child to their classroom.

Any children who arrive at school at 7.30am may join the early waiters club, which is supervised by a member of staff. This club runs until the other children arrive at 8.15am.

Broomwood Prep – Girls & Boys

The front doors are opened at 8.00 am. Pupils are not allowed into the buildings before that time unless they have special permission, early choir practice, squad practice or music lessons. Pupils should wait for a designated member of staff to escort and register them for their before school activity. The doors are closed at 8.20 am. Pupils arriving late must sign in at the school reception.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation. In the Early Years, the children also self-register when they come into school, empowering them to take charge of their own routines and helping them to develop a sense of independence and responsibility from a young age.

Lesson Time

Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason and children should not be left unsupervised in classrooms at any time. In the case of an emergency, a teacher may ask a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with.

Broomwood Prep – Girls & Boys

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology room, the art room etc. Doors to these areas are kept locked at all times when not in use. All flammable materials are kept securely locked in appropriate storage facilities.

Lunch & Break Times

All pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Duty staff supervise in the playground and around the school sites throughout the duration of break time. In the Early Years, staff: pupil ratios are strictly adhered to, and the children are always within sight and hearing of these adults.

Sporting Activities

Before the children take part in a sporting or physical activity it is the responsibility of the teacher, coach or other individual in charge to have a risk assessment in place for the activity being undertaken. Full guidelines for managing sporting activities are

included in the Staff Handbook. Sports staff supervise pupils at both home and away matches.

Pupils who are 'off games' will either sit at the pitch side/ hall supervised by the teacher taking the lesson or be sent to a colleague's classroom and supervised by the teacher in that room.

Illness & Medical Support

If a child is taken ill during the day, the school secretary or Matron will call home and ask for the child to be collected. If the child needs to wait in reception, they will be looked after by the school secretary. Several members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. First aid boxes are in all potentially high-risk areas, as well as in the school office. Further details may be found in our 'First Aid' policy. The School Matron is a qualified nurse who is available to deal with any accidents or emergencies at the Broomwood sites, or to help if someone is taken ill. All staff have basic first aid training which is renewed every three years.

Broomwood Pre-Prep

A qualified paediatric first aider is always present whilst the Pre-School and Reception class children are in school. For Early Years children, refer to our document: 'Information for Parents of Early Years Children'. A copy of this may be viewed on the school website, in our reception area or a copy sent to parents on request.

Commented [LM1]: Is this on the website or sent somewhere?

After School

Collection

At the end of the day, the form teachers stand outside with their class until the pupils have been collected. The form teacher 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 in advance. The member of staff will always ensure eyesight of each parent/carer before releasing the child.

Pre-Prep staggered end of the day timings (Monday – Thursday):

Little Broomwood 3:00pm

Reception 3:15pm

Year 1 & Year 2 3:30pm

All Broomwood Pre-Prep pupils finish at 3:15pm on Fridays

Broomwood Prep – staggered end of the day timings (Monday – Thursday):

Year 3 – 4 3:50pm/5:20pm

Year 5 – 8 5:20pm

on Fridays, all pupils finish at either 3:20pm (Years 3&4) or:

- at Broomwood Boys, 3:30 pm;

- at Broomwood Girls, 3:40 pm.

In the prep school a pupil can walk home on their own if the parents have given the school permission in writing, in advance, for this to happen.

Late Collections

If no-one turns up to collect a child for whatever reason, that child remains in the care of the form teacher until he/she is collected. If the form teacher is unable to wait with the child, they will make arrangements for them to be cared for by someone else until they are collected, usually the school secretary, Deputy Head/Head or Late Duty Staff. Usually the school secretary will phone either a parent or emergency contact asking them to collect the child.

For Early Years children, refer to our 'Missing Child and Late Collection Policy and Procedures' document. A copy of this policy may be viewed on the school website, in our reception area or a copy sent to parents on request.

Wraparound Care

At the Pre-Prep early drop off and late pick up of children is available during term time only on request through the school secretary.

Early Waiters – Vicarage – Early waiters provision 7:30am – 8:15am

Late Waiters – Vicarage – Little Broomwood and Reception late waiters at the Vicarage are given a snack and are picked up by 3:25pm to assist parents with siblings and staggered finish times

Junior Adventurers Group (JAG)

JAG, provides flexible care until 6pm every day. This is an arrangement between the company and the parents. Bookings can be made in advance and up until 2.30pm on the day. Emergency bookings can be taken after this time if there is availability by arrangement through the school secretary and JAG.

Clubs

Supervision arrangements for after school club activities are the same as those during lessons; pupils must not be left unattended at any time. Staff involved in science, art or design technology activities must adhere to the sections of the Health and Safety policy which related to their department. Club staff will dismiss the children at the end of the session, from the front door, as they would at the end of the school day. If no-one turns up to collect a child, the 'late collections' procedure (see above) is followed.

Commented [LM2]: just checking it is

Commented [SB3R2]: Is this in relation to the collection at the end of the clubs? We do follow the procedure after clubs as per the late collections paragraph

Commented [LM4R2]: I just wanted to flag that it says a copy is kept in the reception area etc - not sure if it is at the Vic. It doesn't apply to us

Commented [LC5R2]: Missing child policy - to confirm there is not a copy held at the Vicarage reception desk

Commented [LC6R2]: Added staggered collection times for the end of the day - you might want to add Upper School collection time here too

Commented [CM7R2]: there will be. All EYFS policies should be kept in the front office. Rose and Ruth are going to get it sorted.

Out of Hours Activities

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or any other event that brings pupils into school out of hours.

Outings

The arrangements for the supervision of pupils during educational visits and trips out of schools are detailed in our 'Off site Educational Visits & Residential Trips' policy and for EYFS children in our 'EYFS Educational Visits' policy.

Absence Cover (Teachers)

When a teacher is absent, all their daily duties will be assigned to colleagues or supply staff by a member of the Senior Leadership Team.

Visitors to the School

As part of the school's requirement to protect the pupils in its care, all visitors are expected to sign in and out at the school office, where they will receive a lanyard which they are expected to wear for the duration of their visit. They will also receive information on the safeguarding processes in place along with the people to contact if you they have a safeguarding concern. All staff are advised to challenge strangers on the premises and to report concerns to school reception.

Additional Policies, Procedures and Legal Framework

This policy should be read in conjunction with the School's Staff Handbook, 'Information for Parents of Early Years Children', and the Health and Safety; First Aid, Medicines and Medical Condition Management; EYFS Missing Children; EYFS Supervision; Offsite Educational Visits and Residential Trips; and EYFS Educational Visits policies.