



Sullivan Upper Preparatory Department

Supervision Policy

In Sullivan Prep every child's safety and wellbeing is paramount to us. With this in mind, this policy outlines our everyday practices.

Supervision before school

Parents are notified by calendar of the start time of the school day at the beginning of each academic year. Prep 1 children have a 'staggered' start time over their first two school weeks and may go to their classroom from their arrival until mid-late September so they can acclimatise to the larger group in the playground.

Currently two members of staff are on duty in the playground from 8.30am. All children wait there until their class teachers collect them at 8.45am. If the weather is bad, the staff on duty will supervise the children in Dromkeen Hall until their teachers collect them at 8.45am. The class teachers are responsible for the children from that time.

The two side gates are locked at 9am and only the main entrance remains open, currently, for safety reasons. It is anticipated that from Easter 2019 onwards, these main gates will be automated and staff will be the only people allowed to enter and exit through them.

Parents should note that there are no arrangements for the supervision of children earlier than this time. **Parents must not leave children unsupervised prior to staff coming on duty at 8.30am.**

Registration takes place at 8:50am

Responsibility during the school day

- Registration

The responsibility to ensure that a child attends school regularly is that of the parents or carer/s. The Prep Office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office before 10.00am on the first day of absence and this ensures that teachers know why a child is off.

Children are not allowed off-site during school hours unless parents/carers notify the Head Teacher. In the case of children with Supervision Orders, the Head Teacher requests a copy of Court documents and informs the class teacher. Relevant staff are informed and all reasonable care is taken to prevent access.

- Illness

If a child is taken ill during the course of the school day, he/she is sent to the Prep Office. The named First Aider assesses the child and in consultation with the Head Teacher/Class teacher determines whether the child is to be sent home. The Prep Secretary telephones contact numbers

and arranges for the collection of the child. The child remains with an adult until parents/carer arrives. The School Nurse may be asked to consult on cases which raise the First Aider's concern and she will then advise and contact parents/carers as appropriate. The Head Teacher is notified if any child is sent home during the course of the school day.

Children are not allowed to remain unsupervised in school if they are ill.

- Lesson time

No class is left unsupervised for any reason during the school day. If a child is not taking part in a normal lesson, for example PE, the child works in a different class for the duration of that session or remains with a Classroom Assistant.

The Head Teacher ensures that an Access NI, or 'police check', is carried out on helpers. Forms are available from the Prep Office.

Visitors/students sign in at the Prep Office. All staff are aware of the need to check strangers on the premises and report immediately to the Prep Office if there is any concern.

The Prep operates five School Rules as well as individual class rules devised by each class with their class teacher. These rules are displayed in each classroom. Class teachers regularly remind the children of safe classroom practice. Specialist teachers operate the school and class rules in conjunction with class teachers. Club leaders are given a copy of the School Rules and maintain the same system whilst our children are in their care.

- Supervision at playtime

Playground duty demands a high standard of care and in particular requires that the teachers and classroom assistants patrol the playgrounds. A Duty Rota operates in the Prep and this is displayed in the Staffroom. There are always at least two people on duty both in Lower and Upper Prep areas and a member of the teaching staff is included with non-teaching supervisory staff.

It is the responsibility of the Head Teacher to explain to new teachers their supervisory responsibilities.

If a child is not allowed to go out at playtime due to illness or behaviour issues, they are to be sent to the Prep Office with a note of explanation from the class teacher or parent. It is the teacher's duty to allocate cover, or cover herself, children in her own class who do not go out to play.

The staff on duty must be in position ready to receive the children (Lower Prep) or lead the children to their play area (Upper Prep). Children are not allowed in the playground without an adult responsible for supervision present. Helpers/volunteers/students are an additional, but not responsible, source for supervision in the playground. Prep 7 playground monitors arrive daily to help with play; they do not have a supervisory role.

Duty teachers reinforce playground rules regularly and the Head Teacher reinforces these rules as appropriate.

If a child has a serious accident at playtime, for example a head injury or a wound that needs dressing, they must be accompanied to the Prep Office by another child or classroom assistant

depending on the nature of the accident. Depending on the severity of the incident, the School Nurse may be informed and her presence/advice requested. A sticker is given to a child with a head bump as well as verbal information, to whomever is collecting the child, from the class teacher or First Aider. Parents are phoned to ensure appropriate communication about an injury or head bump if attention is required. Appropriate documentation is filled in by the first aider/Nurse and registered regarding accidents.

When children need to go to the toilet, they must ask permission from the supervisors on duty and one member of the supervisory staff will be on duty outside Dromkeen door to ensure their safe passage back to the playground. To ensure children are not left vulnerable should the school minibus, or like vehicle, arrive to pick up or make a delivery, the minibus driver will alert the supervisory of his arrival on site and staff will be put in positions to help with children's supervision and safety.

The two side gates to the Prep are closed and locked at 9am and re-opened for the 2pm pickup. The main entrance to the school site is scheduled to have electronic gates fitted for staff entrance and exit only. This will ensure delivery trucks, and like, will be controlled by the office with appropriate supervisory arrangements put in place for children's safety.

If the weather is fine, the KS2 children may use the playing fields. Wet breaks are held in classrooms for KS2 with a variety of indoor games for the children to play. Lower Prep classes may meet in Dromkeen Hall for a DVD if the weather is bad. At no time do the children run around their classroom unsupervised. The duty staff patrol the classrooms as appropriate to their Key Stage.

- Mid-day Supervision

There are a number of adults responsible for lunchtime supervision and duty staff in the Lower Prep P1-P3 classes. Their lunch is held in Dromkeen Hall and afterwards the children move to play outside in the playground.

P4-7 children eat at the Silver Robin cafeteria and leave Loughhead House with their class teacher at 11.40am for a 11.50am start. They are supervised by a number of supervisory adults along with a Prep supervisor in the canteen. A further teacher meets the KS2 group at 12.15 in the Canteen after lunch to assist with movement to the playground and supervision of play for 15 minutes before returning to Loughhead House for afternoon classes which begin at 12.30pm. one person escorts the Prep 4 children from the Canteen to the Lower Prep playground for their supervised play to 12.30 and returns to the KS2 playground to continue supervision.

Any child not using the playground equipment appropriately is spoken to immediately and reminded of its safe use. Sanctions are used for inappropriate play: for example, a timeout. Any inappropriate behaviour is reported to the class teacher at the end of play. If a child requires going to toilet whilst in the playground they must ask permission and they are then escorted by a member of staff.

If a child has a minor accident the child is sent to the Prep Office. The Head Teacher and named First Aider advise when the accident is of a serious nature and take appropriate action.

All injuries are entered in the Accident Book. Bumped-head stickers are given to children who have hurt their heads/faces. If school staff are at all concerned about a child's injury the Prep Secretary notifies the parents/carers immediately.

The legal duty of care over children who remain at school during the mid-day breaks is the Head Teacher's.

When the behaviour of a child during the lunch break threatens health, safety and welfare of others (both adults and children) the child's parents will be notified and sanctions discussed with the Head Teacher.

- **Supervision after school**

The school day finishes at 2pm for Foundation Stage pupils (P1 & P2) and 3pm for classes P3-P7. All children in P1-P4 finish at 2pm on Fridays. The children are escorted from their classrooms in P1-P3 and handed over to parents/carers, club leaders or After School Club staff as appropriate. P4-P7 classes are escorted to the front of Loughhead House and dismissed for parents/ carers to collect, to clubs & to the After School Club staff, as appropriate.

Any child left on the premises after the end of the school day is the responsibility of the parents. The Prep Secretary will endeavour to contact parents and alert them to this situation. Supervision of the child until pick up will follow.

Parents must ensure they make appropriate arrangements for their children at the end of the school day. It is the parents' / carers' responsibility for after school care for their child/children. The school provides extra-curricular activities for assorted age groups along with an After School Club (paid) facility which will keep children from 2-5.30pm. No child is allowed to remain unsupervised on either Prep or Senior School grounds or move from the Prep to the Senior School grounds to wait unsupervised for an older sibling finishing at 3.30pm. Child protection and health and safety issues are at the core of our practices. No person under the age of 18 is allowed to collect a younger sibling from the school's premises.

Because of the very young age of the children, every care is taken to ensure they feel safe and secure at the end of the day if their parents/carers are late. The class teacher will always wait with younger children to avoid them becoming unduly upset. Parents/ carers should note that both P1 & P2 teachers are timetabled for other classes from just after 2pm and they should therefore avoid late pickups to ensure the classes awaiting those particular teachers are appropriately covered.

- **Supervision of Physical Education**

The same principles of care apply during physical education lessons as to other school activities. It is the PE specialist teacher's responsibility to consider such factors as the safety of apparatus being used, the condition of the floor/field, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the children.

Children are not allowed to wear watches and/or jewellery for any PE lesson. Earrings must be removed or covered with plaster which must be brought into school from home. Should the earrings not be able to be removed, the child will be unable to participate.

Children have swimming tuition at our swimming pool on the Senior School site and the specialist teacher and /or the class teacher/ classroom assistant accompanies the children to and from the site

as by arrangement. The specialist teacher remains responsible for the supervision of the children at all times.

The importance of a high degree of poolside supervision cannot be over-emphasised. If a child's behaviour gives cause for concern they will remain at school and not participate. Parents will be informed by the Head Teacher should this occur.

- **Children moving around the building**

At the beginning of each new term it is the responsibility of the Head Teacher to inform the children in Assembly about the five School Rules. All staff are responsible for ensuring that the children move around school safely. Children moving to the Prep Office with a message or task should walk on the My Lady's Mile side of the school from Loughead House to Dromkeen House and back. This is to minimise their opportunity to come into contact with vehicular traffic coming onto the site. Two children should be sent at any one time with no-one going on their own.

- **School visits**

It is the responsibility of the Head Teacher to ensure that appropriate procedures are established for school visits. A Risk Assessment is completed prior to each and every trip for permission for the trip to go ahead. The Headmaster has access to all Prep Risk Assessment Forms for consent on the RMStaff site.

The lead teacher of the trip should complete this form and forward it to the Head Teacher 2 weeks prior to the proposed visit. Before passing to the Headmaster for approval, the Head Teacher must be satisfied that the activity will be efficiently organised and supervised.

Accompanying teachers have a 'duty of care' with respect to the children in the school party and every reasonable precaution or care is taken to secure the safety and wellbeing of children.