

Winchester House School Supervision of Pupils Policy

Version 3

Responsible Governor: n/a

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Supervision of Pupils Policy

Contents

Upper School
Bradshaw (Pre-Prep)
Boarders

Key Facts

- Staff:pupil ratios must always be appropriate to the age and needs of the children
- This policy sets out how children are supervised effectively in the interests of their safety at different times of the day, outside of the classroom environment and programme.

Key Amendments

- Covid measures deleted
- Addition of Off Games procedure

Supervision of Pupils Policy

This policy covers the supervision of pupils outside of timetabled lessons and their movement around the school. It should be read in conjunction with the Pupil Registration, Collections and Sign Out Policy.

UPPER SCHOOL

The school will be responsible for the supervision of children from the start of the drop-off window (0815) until children are signed out.

Children in school outside of these times will be supervised if they have been booked into one of the wrap-around care options available (eg breakfast, boarding, clubs, wrap-around care).

Supervision of outside play areas will be staffed in accordance with the RA for [OUTDOOR PLAY AREA RISK ASSESSMENT .docx](#) and at the times detailed on the school timetable and its associated duty rotas.

Role of General Duty Member of Staff

When a Member of Staff is on Y5-8 Duty they should patrol around the following play areas: Main Quad, Hippodrome area including Library, Squash Court Quad, Playground Tennis Courts, Drive area, 3rd form lawn, and timber trail. (NB - Permission to go on the fields/Astro Turf should be sought from the duty person).

In years 3 and 4, children are allowed to play in the Seligman playground and AstroTurf area. Duty staff always stay on the playground.

Duty Staff are expected to be a visible presence, to ensure that standards of behaviour are acceptable and to react appropriately to any incident they are made aware of.

Areas Where Games can be Played in Free Time

The Quad and Squash Court quad

Ball games that are played in these areas should be played with a soft ball that has a low risk of causing damage or injury, examples might include, but are not limited to, Tennis balls, size 1 or 2 footballs / rugby balls. Ball games should be played so as to limit risk of injury to other persons eg balls should not be hit too hard, too high or towards other people.

The Drive

Children may play on the drive between the chain and the top gates if the top gates are closed and the chain is up. The children may play in the row of trees at the top of the drive, but must not climb them. Ball games should not be played in the vicinity of parked cars.

The Muz/Timber Trail Course

Children may not play on the Muz (the area of grass to the east of the ramp between the drive and the Seligman playground as it is not safely fenced off. They are allowed on the Timber Trail course if supervised by a member of staff. Use of the Timber Trail is subject to its own [Risk Assessment](#).

Seligman Area and Music School

Children may play in the area around the Seligman Building and Music School when supervised. Y3&4 may play on the playground equipment and astro turf when supervised by a member of staff. The all-weather playground may also be used by the boarders after activities during the week.

Drayton Garden

Not to be used during the day.

Secret Garden

Not to be used unless supervised by a member of staff.

Bottom Tennis Courts

Children may use the bottom Tennis courts if they are not in use for games.

Swimming Pool Area

The Swimming Pool Area inside the fence is out of bounds at ALL times without the permission and supervision of a Member of Staff. The 3rd form lawn is not to be used without the permission of the duty member of staff if the swimming pool has not been made safe (eg the cover is on).

Children should not use the route between the squash court quad and the 3rd Form lawn that runs between Mobile 3 and the Swimming Pool Plant room.

High Risk Areas

Children may only use the playing fields with the express permission of a duty member of staff. Under no circumstances should children leave the schools premises through the front gate unaccompanied unless a Year 8 boarder walking into town with a houseparents' permission and accompanied by a member of staff. Year 4 and below must always be accompanied when crossing Manor Road. If any risks should arise due to weather or maintenance issues pupils will be informed by tutors or in assemblies. Classrooms that are not safe to be used by children unsupervised should be locked when not in use.

The 3rd Form Lawn

Children may only play there with the permission of the member of staff on duty. This area is designated for activities that preserve the grass from damage. It will be out of bounds when the ground is wet.

The game of **Bulldogs** and any similar games are not allowed. It has been shown that children are not able to play this game without it imposing significant risks of injury to those playing.

The lower area of the 3rd form lawn may not be used for any ball games as this area is adjacent to the historic glass on the Oak Corridor and must be protected from damage.

Wet Break

Children should be sent inside if it is too wet to play outside.

Children should remain within the rooms of tutors of their year group. Additional space will be allocated to specific year groups where there is insufficient space remaining as a result of a tutor room being amongst those that are required to be locked (science labs, DT etc).

BRADSHAW AND EYFS

Throughout a busy and varied school day we will ensure that adequate staff:pupil ratios are maintained, appropriate to the age and needs of the children. For children in Early Years this also means that staff must hold relevant qualifications to be factored into ratios. Where this is not possible, the Chairman of the Board of Governors signs a letter each year to accept responsibility for the safety and needs of children being supervised by unqualified staff. Qualified staff are always readily available when on the School site.

Before school care (Breakfast Club)

We offer before school care from 7.45am with breakfast f. Staff children may also attend. Places are pre-booked to ensure there is adequate staffing. A register is kept as children arrive. Children are supervised by staff and a member of the catering team prepares and serves the breakfast in the Upper School dining room.

Playtimes

The playground equipment can only be used when supervised by a member of staff, so is therefore out of bounds before and after school. When it is frosty, the red playground area will be coned off.

Each term, a rota is completed to ensure adequate playground supervision. To maintain and support good staff:pupil ratios, duty teachers have walkie talkie contact with other staff in the building. There is a First Aid rota so qualified staff are on call at all playtimes.

| Morning | Lunch |
|-------------------------------------|---------------------------------|
| EYFS 10.15-10.45 KS1 10.45-11.10 | Reception & KS1 12.45-1.20pm |

Nursery children have supervised quiet time in Nursery during the lunchtime play. In the Summer Term the rising Reception cohort go out to play.

Staff adhere to a playtime policy. Staff on duty should patrol around the Bradshaw playground and be prepared to stop any inappropriate behaviour. Bikes and scooters are used on the track one way system only. The children also have balls, hoops and skittles to play with but football is not allowed unless children have access to the AstroTurf for ball games. Staff may cone off areas if areas are deemed unsafe because of weather conditions. We endeavour to go outside with the children in most weathers, even if this is just for a short period, to give them fresh air. The climbing frame should not be used in wet or icy weather or in very hot conditions in the interests of safety. All children should have school raincoats, sunhats and fleece hats for protection. In the Summer, children without hats should be encouraged into the shade.

Children use the Bradshaw toilets situated by the back door. These must be checked by a member of staff at the beginning and end of a playtime session.

At the end of playtime, a member of staff will blow the whistle once. This signals that children should come off the climbing frame, off the red area and that all equipment needs to be put away. Gap students will assist with putting away the equipment and then check the toilets. Bikes and scooters only need to be put away at lunchtime play, unless it is wet. At morning play, the parking bays can be utilised.

Any discarded coats should be collected. Two blows of the whistle then signals that the children line up in silence. Good behaviour and lining up can be rewarded verbally with positive feedback, stickers and stars for the 'smartest' line may be awarded. If a child's playtime behaviour is inappropriate they walk around with duty staff. The child's class teacher should then be informed. Serious behaviour should also be recorded on the MIS for future reference. If inappropriate behaviour should occur twice in a week, the class teacher may enforce a missed playtime or lost minutes of Best Self Time. On Friday lunchtime duty, teachers will announce the winning class/es who will then receive an extra 5 minutes of playtime at the convenience of the class teacher. At 3.30pm the blue gate should be unlocked by a member of staff.

There is always a First Aider on duty. Staff can alert a First Aider inside the building using the walkie talkies to assist. The bell at the bottom of the stairs can also be used to alert a first aider.

In fine weather and with a minimum of 4 members of staff, the lunchtime play can take place on the school playing fields after collecting sun hats and applying sunscreen as necessary. It is advisable to check the availability with the Head of Games. Balls and other equipment may be taken to the field by the Year Two children. The duty teacher(s) will assemble children in the main corridor, opening the playground door for ease of access for Year Two children. Children cross the service road onto the field (zebra crossing lines may need to be repainted at the start of the Summer Term) once staff have checked the car park gates. The duty teacher needs to take out cones for lining up and a medical kit. Children should stay within the white line (not always visible) with a duty teacher/gap student at the far side in front of the mound to prevent children running past.

Vigilance needs to be given to cars entering or exiting the car park via the sensors, when Nursery parents arrive to drop off or collect at 12.45pm. Children should not go onto the road or car park area without seeking permission, should not dig in the dirt by the noticeboard, should not play with stones by the side of the AstroTurf and should not play around the rugby post holes. Children (except Nursery) should be escorted to the nearest Year 1 toilets as necessary. A gap student will accompany a few Year Two children to put away any equipment and wait with them until it is time to go into the classroom. Nursery children should be counted and are escorted in first followed by Reception, Year 1 and Year 2. Class teachers should ensure children are encouraged to drink on their return to class.

If the weather makes it unsuitable for outdoor play, then the children will have activities in their classrooms and will be supervised by members of staff.

Nursery children who stay for lunch but not the afternoon sessions will be collected by their parents at approximately 12.45pm, before nap time commences. Nursery staff will facilitate this by handing the children over to their parents on the grassed area by the EYFS entrance.

Movement around the school

Bradshaw children are always escorted between lessons or to lunch outside of Bradshaw, with a staff pupil ratio appropriate to the age of the children. Children follow the yellow lines through the car park inside the chains for safety and cross at the zebra crossing. A member of staff always stands on the zebra crossing to see children across Manor Road.

After school care

The school day finishes at 3.45pm but children may stay to after school clubs or Mini Winnies until 4.45pm. These are all run by school staff or external clubs with a member of school staff in attendance. All club takers from external organisations are DBS checked and undertake the Prevent online training. A register is taken of all children attending the clubs and this stays with one member of staff in Mini Winnies for a roll call in the event of a building evacuation. Staff absence is always covered to maintain adequate supervision and if this is not possible, a club may be cancelled. Mini Winnies numbers are monitored and staff may be asked to cover if numbers exceed 16 or there are a high number of EYFS children. Clubs are dismissed from the classrooms.

At 4.45pm, children may be booked into our Wrap Around Care Provision Mini Winnies Plus which runs until 6.30 each evening. The club is currently run by two members of staff, with limited numbers. Extra staff come to help if numbers go above this or if we have any rising 3s. Staff collect the children who have been booked in from their clubs and take them to the Year 2 classroom at 4.45pm.

Children settle in and may have time to play freely with whichever toys/games are out, for a quarter of an hour before washing their hands. Tea is served, just after 5pm, in the Upper School. Staff and pupils wear HiVis vests. The children return back to the classroom around 5.45pm. From then until 6.30pm the children can be involved in a pre-planned activity such as cooking or painting should they wish, or they can play freely if they prefer. There is a weekly timetable which shows the activities we have planned. The parents arrive to collect their children at any time up to 6.30pm. Staff follow a Late Collections Policy if and as necessary.

Supervision Arrangements for Boarders.

Mornings and Before School Care.

The boarders are woken up between 7-7.10am by the House Parents and Gappers and as per the Boarding Staff Duty Rota. Boarders get dressed and do their ablutions and then gather in the Lounge for 7.30am.

At 7.30am the House Parents hold a House Meeting ensuring all boarders are ok and passing on any information for the day ahead. The Boarders are then sent to line up for breakfast in the Stone Corridor.

At 7.45am, a member of the boarding staff who is on 'Line Up Duty' (as per the Boarding Staff Duty Rota) takes the boarders into the Dining Hall for breakfast. Breakfast runs from 7.45-8.15am and is supervised by the House Parents, Grad Gappers and Gappers.

After breakfast the boarders return to their boarding house to clean their teeth. Teeth cleaning is supervised by boarding staff. The boarders then leave their boarding house and head into school, so they are in their tutor rooms for 8.30am.

Evenings and After School Care

At 6.30pm, the boarders meet in the Reading Room for Boarders Roll Call which is taken by the House Parents. The Boarding Tutors, Graduate Gapper and Gappers on duty also meet in the Reading Room at this time and collect their group of boarders for their activity. Boarding activities take place from 6.30-7.15/7.30 in various venues on the school site (Boarding Houses, Forum, School Hall, Sports Hall, Astro, Playing Fields, Swimming Pool).

The boarders go to and from their boarding activity with the member of staff leading it. If an activity takes place on the Sports Hall side of Manor Road, Boarding staff ensure they cross all boarders across the road.

At 7.15/7.30, boarders return to their respective boarding houses. Year 8 boarders are allowed to stay outside for 'Free Time' until 8.00pm and Year 7 boarders until 7.45pm although this does not tend to happen in the winter months. These boarders are allowed on the Seligman Playground, the lower Tennis Courts and the Third Form Lawn. They are not allowed out of the Upper School site. This 'Free Time' is patrolled by boarding staff.

From 8.00pm, all boarders are in the boarding houses, and all are in their beds by 9.00pm with lights out.

Boarders Bedtimes:

| 'Into house' | | 'Into dorm' | 'Shut Down' |
|---------------------|--------|--------------------|--------------------|
| Years 3-5 | 7.30pm | 8.15pm | 8.30pm |
| Year 6 | 7.30pm | 8.25pm | 8.40pm |
| Year 7 | 7.45pm | 8.35pm | 8.50pm |
| Year 8 | 8.00pm | 8.45pm | 9pm |

Evenings and After School Care – Wednesday

On a Wednesday afternoon all boarders 'sign in' in Drayton at 4.30pm (if they are on an away match they sign in on their return) with the member of Boarding Staff on Duty. Year 8 boarders are allowed into town and are accompanied by a Gapper and a Graduate Gapper who are responsible for them (The staffing for this is on a rota basis and is published in conjunction with the sporting fixture list).

The remaining boarders and those returning from matches have 'free time' within the Upper School and this is supervised by the remaining 'Gappers' and the House Parent on duty. All boarders have 50p to spend on tuck at the boarders 'Tuck-Shop' which is open from 4.30pm-5.30pm and is situated in the Oak Corridor. (If boarders are late back from matches, then the tuck shop may be re-opened after tea.)

At 6.30pm all boarders should line up in the Stone Corridor before tea starting in the Drawing Room.

Following tea, the boarders go straight to their boarding house for Movie Night. The boarders are accompanied back to their boarding houses by the Gappers and House Parents. All Boarders are in bed, having had a shower, by 9pm. Lights out for all is between 8.30 – 9pm.

Off Games

The iSAMS Off-games list should be kept up to date by the Surgery.

Tutors should forward any information pertinent to Off games to Surgery and the Director of Sport.

A spreadsheet is to be completed on Wednesday morning by Director of Sport and shared with US staff and the office to add in any work which could be completed, any information about departure times and any information about pupils who will be with their team.

The children are told to go to the Hippo to register at 2pm by the Off-games supervisor - this should be cross referenced with office for any children who have left the site. Children must then stay around Upper Quad area/Hippo/library under the supervision of the Off-games supervisor until they go to the Off-games supervisors' room of choice at 2.30. At 4.30 they are signed out by the Off-games supervisor.