



**Haberdashers'
Castle House School**

A6ii / A6iii / A12 Staff / Pupil Supervision & Lost Pupil Policy

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This Policy applies to the whole school including Early Years Foundation Stage (EYFS), the after/before school clubs and all other activities provided by the school. It applies to all teaching and support staff, students on placement, the Trustees, governors and volunteers working in the school. It is publicly available on the School website and on request a copy may be obtained from the School Office.

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Mission Statement

A Castle House Education strives to help children understand their own unique talents and motivate their passions through a creative, comprehensive and challenging curriculum. This is delivered in a nurturing and stimulating environment to enable children to start their journey to becoming inspired, compassionate and fulfilled citizens.

Castle House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Equality Statement

At Castle House School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the School, irrespective of race, gender, special educational needs and disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the School feel proud of their identity and able to participate fully in School life. (See also Inclusion Policy and Staff handbook).

Introduction and Aims

Castle House School is committed to safeguarding and promoting the welfare of pupils in its care. The Principal is required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. All members of staff at Castle House School have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Headteacher's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

The policy and procedures for the supervision of children at the **start of the school day**, during **break/lunch times** and at the **end of the school day** are given, as well as what to do if a child goes **missing either at school or on an outing**. Procedures for dealing with **personal accidents** are also given.

Supervision duties for Teachers and Supervisory Assistants

There is a list of supervision duties issued each year and checked each term. The teachers and other supervisory staff must be responsible for checking and noting their own duties. The outline arrangements for playground supervision are the same at morning break and at lunch times.

The Start of the School day **Supervision before School**

All parents are made aware of the starting time of the School day. Pupils are not allowed to enter the School before 8.25 unless under the supervision of staff. Before School Supervision is offered to pupils from 8.00 am in the main hall.

Nursery at the start of the day

Nursery children come in through the Grey gates at 8am where they are met by nursery practitioners. A 7.30am drop off is available by arrangement.

Reception - Year 6 at the start of School

All years arrive from 8am if attending Morning Club, entering via the grey gates. All pupils should aim to be in school by 8.20 and wait on the upper playground until the whistle is blown at 8.25 am and they are collected by their class teachers.

Moving around the School

All staff take responsibility for the behaviour of pupils as they move around site.

Registration

Each class is registered between 8.25 and 8.30 via Scholarpack. The Parents of any unaccounted children are contacted by 9.30 am at the very latest by the School Secretary. The School Secretary informs staff by email of any absent or late children by 9.30 am. Registers close at 8:45 am. Afternoon registers are taken again at 1.10pm. All notes of absence are kept by the Class Teacher. Any unusual length of absence or repeated late arrivals is recorded and reported to the Headteacher who may contact the Social Services if there is a concern.

Registration & Late Children

Any child arriving after the gates have been closed at 8.40am must come with their parent or carer to the main reception where they will sign in. Registers will be updated accordingly after the Office Staff have notified the class teacher. Registration for Nursery is in the Nursery on arrival

Morning Break: 10.40-11.05

There is a staff Duty Rota in place for the supervision of Break and Lunch times. Those on duty are responsible for supervising pupil behaviour during morning and lunchtime breaks according to the duty rota published by the Headteacher. If a member of staff is due to miss a duty it is his/her responsibility to organise a swap with a colleague and inform the Headteacher.

No child is allowed outside the door unless a staff member is on duty. All pupils, unless with prior permission or request by a member of staff, are to take part in playtime during break in the School playground. If there is a

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medical reason why the child cannot go to pay the class teacher will ensure the child is supervised. Nursery children have supervised breaks in the EYFS areas, adjacent to their classrooms.

If first aid is required during morning play, the child/children should be sent to the school office for treatment. If there is a major accident the Office would be contacted and a paediatric first aider would attend their child/children in the playground. If an injury requires hospital treatment parents will be contacted straight away and an ambulance called.

At the end of break time, children will line up quietly, change shoes and teachers will accompany children to their classes.

Lessons

Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised. Should the need arise staff may;

- Summon help from a teacher in an adjacent classroom.
- Use a phone by the classroom to call the School Office or Headteacher's Office
- If appropriate, send the individual with another accompanying pupil to the School Office.

Collection of a child during the day

If a child is collected before the end of the day, the adult collecting the child has to sign him/her out. This will be updated on Scholarpack The Office Staff are responsible for administering this system. The child is then signed in again by the adult if the child returns during the day.

Sport

Appropriate staffing levels are in place for all sporting activities and risk assessments will have been undertaken where appropriate.

Staff involved in such activities must be aware of the relevant Health and Safety procedures and will ensure that appropriate supervision is in evidence at all times during the activity.

Members of staff take the children for their weekly swimming classes. The children walk to and from the local Swimming baths. When attending Sports fixtures children are usually transported via the school minibus.

Main School Lunchtime 12:00- 12:45 pm

Nursery Lunchtime, supervised by Nursery staff: 11:45 – 12:15pm

Depending on the age of the pupil, Nursery are supervised eating lunch in their classroom or in the school hall by Nursery Class staff.

All other children have lunch in the school hall and are supervised by two members of staff.

The children line up to collect their lunch and they are expected to return their plates and cutlery to the collection area table by table. Good manners are a given as is polite conversation. After their lunch, the children go out to play. However, no one, is allowed to leave the Hall until a member of staff is on duty.

Lunchtime Supervision Arrangements

The Duty Teachers,;

1. Encourage good table manners and orderly behaviour in the Dining Hall.
2. Check what is needed is on a table.
3. Ensure children are responsible for clearing the table.
4. Encourage children to eat the meal provided and encourage them in the avoidance of waste.
5. Supervise the orderly return of dishes etc. to the given point.
6. Clean up after the spillage of food, water or sickness during the meal.
7. Ensure that the children leave the dining room in an orderly manner.

End of Day

The school day ends at 3.50pm. Clubs operate on Mondays, Tuesdays, Wednesdays and Thursdays and finish at 4.45pm. Adhoc arrangements are available for any children not collected, but only by arrangement. The nurse closes at 6pm.

Collection of a child for a private lesson during the school day

The Peripatetic Teacher will provide the Class Teacher with a rotating timetable so that the same lesson is not missed each week. The Peripatetic Teacher will **collect and return the child to the class**. In the event of fire, the Peripatetic Teacher will accompany the child to the fire assembly point so that the private lesson child is accounted for and ensures the child returns to the class line. If the class moves to another lesson e.g. to the gym the Peripatetic Teacher collects/returns the child from/to that lesson.

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Clubs and Activities

After School Clubs (4pm onwards)

Children attending after School Clubs held in the main school building are expected to go to the relevant room where they will be met and registered by the club leader. Children attending sports clubs outside the main building will wait to be collected from the playground school hall by the club leader. Attendance registers will be taken and the register kept by the Club Leader until after the children have been signed out by their parent/carers. It is the responsibility of those leading the club to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled, The School Office, pupils and parents must be informed as early as possible so that they can make alternative arrangements. If parents cannot collect their children at the earlier time, the office must be advised.

External matches/competitions

All events and Educational Visits held off site have their own risk assessment in accordance with the Educational Visits Policy. The school always complies with the pupil/adult ratio according to age group. Staff accompanying residential trips have enhanced DBS checks.

Any children playing in an external match or competition are notified by letter of the date/time/venue etc. requesting contact details and medical information.

Emergency Evacuation Procedures

These are detailed in the Staff Handbook

Appendix 1 : General Guidance for Playtime Supervision

1. Undertake playground duty, supervising by *circulating* amongst children. Staff should carry out this supervision separately, not in pairs.
2. Supervise children in designated areas, other than the playground, during Wet Play.
3. Attend to minor accidents and send wounded child with a friend to report to the School Office for First Aid during morning playtime and to the staffroom during lunch break. The Duty Teacher (the attender of the accident) must fill in the details of the accident in the Accident Book as soon as possible and return it to The School Office. The First Aider should record any treatment given. Both should sign the completed document.
4. Report to the Headteacher, any untoward circumstances or behaviour. Children are encouraged to be kind to one another in line with our school motto 'Kindness Counts'.
5. Ensure the safety and well-being of the children during the whole playtime.

Rules for Playground

1. Children should not bring any equipment into the playground e.g. pencils, paper, scissors etc.
2. Children are encouraged to put food wrappers, apple cores etc. in the bins. Snacks are to be eaten standing not running.
3. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission. If it was a real emergency the child would be accompanied by an adult.
4. Children respond to the teacher signalling the end of break in silence and are expected to line up quietly.
5. Teachers/Learning Support Specialists collect their classes from the playground.

Appendix 2: How to deal with Personal Accidents

- **The soiled area** is ventilated and **isolated** from other children. It is treated with absorbent granules ASAP and assistance is called for cleaning support.
- The child is comforted.
- **When two staff are present**, a change of clothes and wet wipes is provided, encouraging and aiding the child as far as is possible without close physical contact, to change into fresh apparel. Plastic/rubber gloves are always used. A plastic bag for soiled clothes is provided and a check is made that hands have been washed afterwards.
- Early Years children will require extra support especially if not toilet trained.
- The parents are notified **immediately** if the child is unwell or unable to attend to herself hygienically. (The Office will make contact.) The parent must attend to the child in this instance and take her home.
- As a **matter of courtesy** in any such event, if the situation is not an emergency, the Class Teacher will notify the parent at the end of the day.

Appendix 3 : Procedure for Lost Child Procedure (Within the building and outside areas)

Aim: We have a duty under the Welfare Requirements to safeguard and promote children's welfare, we have processes in place to ensure the building, and surrounding site is secure. In the unlikely event of a child going missing from the grounds the following process will be followed:

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Procedure for lost child:

- As soon as a child is thought to be missing, inform your work colleague and your line manager and the main office, who will alert the Headteacher.
 - Gather remaining children with your colleague. Remain calm, do not alarm the other children.
 - Make a quick, but thorough, search of all areas the child has most recently used.
 - Remaining team will search all areas of the buildings and grounds. Those searching away from the immediate building will have a school mobile phone with them so that contact is maintained with all staff.
 - Once the child is found, the incident will be recorded accordingly and parents informed by the Headteacher.
 - A risk assessment will be undertaken to establish precautions to be put in place to ensure the incident does not happen again.
 - If the child is not found on the premises, police will be called (999) and parents are immediately informed.
 - Staff will continue to search until advised otherwise by the police. ▪ The Headteacher will inform ISI.
 - Reports of the incident will be produced, signed and dated by all those involved in the incident.
- Procedure for lost / uncollected children Page 2 of 2 Castle House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.
- A risk assessment will be undertaken.

Appendix 4 : Procedure for uncollected children

At Castle House School we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are asked to advise the Main School Office if they will be late to collect their child.

The school day ends at 3.50pm and the Nursery closes at 6pm. Afternoon club sessions usually end between 4.30 and 5pm. Any child due to be collected at 3.50pm whose parents/carers have not arrived by 4pm will be taken to will join a school club and every effort made to contact them parents/carers to ascertain the situation. If no contact has been made by 6.15 pm, police and social services will be contacted. Any child not collected from an after-school club will also be taken to Nursery and the same procedure followed.

A child will never be released to an unauthorised person, even if the collection is late, unless an authorised person contacts the school prior to the end of the day and gives authority for a third party to collect. The authorised person should give the name and a physical description of the unauthorised person. A clear message will be recorded by the school administrator and passed on to the relevant members of staff. Staff must check the description and details before dismissing the child.

If someone other than the parent/carer will be collecting a child on a more permanent basis we ask that the parent/carer introduce the third

Appendix 5: Supervision ratios

Supervision in the EYFS

Staffing arrangements are made to meet the needs of all children and to ensure their safety through adequate supervision. Nursery and Kindergarten adhere to the ratios outlined in the EYFS 2023.

Staff: child ratios

For children aged under two:

There will be one member of staff for every three children

For children aged two:

There will be one member of staff for every five children

At least one member of staff will hold a full and relevant level 3 qualification

At least half of all other staff will hold a full and relevant level 2 qualification

For children aged three:

There will be one member of staff for every eight children

At least one member of staff will hold a full and relevant level 3 qualification

At least half of all other staff will hold a full and relevant level 2 qualification

For children aged four or over, in Reception

In our Reception class, where pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children.

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In EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), the staffing ratio must be at least 1:8. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification. This applies to our Reception class.

Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the governors/proprietor are satisfied with the qualifications or experience). In such Reception classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full and relevant level 3 qualification.

For teaching staff with QTS the following statement applies:

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status or another full and relevant level 6 qualification, an instructor, or a suitably qualified overseas trained teacher, is working directly with the children: There will be at least one member of staff for every 13 children. At least one other member of staff will hold a full and relevant level 3 qualification.

Appendix 6: Changing for PE

Most children changing for a double period of PE will be supervised by PE staff at either a beginning or end of a lesson. Children taking part in a sports club or a single period of PE will change in school in readiness for the lesson or club. It is acceptable for children to change to/from PE kit during parts of breaks, provided their form teacher considers them mature enough to do so sensibly and gives permission. The children are expected to behave sensibly and to go out as soon as they are changed. All staff should be vigilant if in the vicinity of children changing at break and intervene if there is inappropriate behaviour.

Appendix 7: OUR EXPECTATIONS OF PUPILS AND PARENTS

Castle House School is proud of the behaviour of its pupils and this is frequently commented upon in a favourable way by visitors to the school and by the general public when the children are out on school trips. The children are excellent ambassadors for the school and it is our intention that they should remain so. We do not have a formal Home/School contract, but we would like to draw to your attention some of our expectations. Children are expected to abide by the School Rules. Courtesy and good manners are expected from all the children and encompassed within these are respect for adults, for each other and for their environment. An emphasis is put on kindness and caring for each other. Children are expected to be sporting and encouraging to others at all times, including members of other teams. Children should at all times be properly dressed in the correct school uniform, available from the School Uniform Shop. Parents of children wearing non-standard items of uniform will be contacted and asked to rectify the matter. Children need to bring the correct equipment and books to school for each lesson. We set homework and expect it to be presented on time. If difficulty has been experienced, a note to, or a word with, the appropriate teacher to explain the situation helps to avoid any misunderstandings. We do not allow sweets to be eaten on the school premises, but children are allowed to bring a piece of fresh or dried fruit to eat at break. We expect and encourage parents to be supportive both of their children and of the school and its ethos. If parents or their children have a problem with something at school, we expect you to tell us about it as soon as possible, so that we can deal with it. The first point of contact is the child's own form teacher. Car parking can be a problem at the school. Please respect other parents and do not block the driveway. Staff and parents also have other children to collect, or appointments to attend and need to be able to get out. If you have to come in to school, we ask you to park at the side of the drive or in a neighbouring road or car park.

Appendix 8: PASTORAL CARE AND THE WELFARE OF PUPILS

The welfare, health and safety of pupils at school and in the nursery (EYFS) are paramount. Our policies have regard to a range of government advice documents, including the DfE guidance, "Health and Safety: Responsibilities and Powers". All staff are considered responsible for the pastoral care of the children of Castle House. Pupils should feel that they are able to approach any member of staff if the need arises as all staff take part in their pastoral care. In all we do, we seek to safeguard and promote the welfare of pupils at the school, having regard to guidance issued by the Department for Education. The principles of "The Castle House Way" guide all that we do. These principles devised by staff and pupils together underpin the attitudes of all members of the school community and should guide their actions and responses to situations. All pupils are kept aware of these principles on a regular basis. They are enclosed with our prospectus, so that families know what we expect, even before they visit the school. The pupils are divided into forms and the teacher of each form is primarily responsible for those pupils to create a relationship, to guide their behaviour both in and outside the classroom and the standards expected of them as well as academic work. In turn the pupils look to approach their form teacher for help and support both in times of difficulty and success. Wider pastoral care is provided by the house system which begins in Year 1. There are three houses, Maryvale (Red), Chetwynd (Green) and Pitchford (Blue). Each house is led by two teachers. Being a member of a house introduces the pupil to the wider school family. The house system encourages team membership, working for the good of the

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house rather than the individual. This is encouraged through house points, house matches, sports day and swimming gala. Pupils feel the support of the house as well as contributing to its success. Children are encouraged to be kind and take care of others and to speak up if they feel someone is being unfairly treated or bullied by others. Members of the Management Team are expected to be available to talk to pupils on any subject and female staff particularly to female members of Year 6 in connection with health and hygiene (menstruation). If a member of staff feels unable to deal with, or needs help with a situation, then members of the Management Team should be consulted.

The motivation of pupils is an important part of the life of Castle House School and Nursery and praise and encouragement are given when and wherever possible. Words of praise, smiley faces and sticky stars are used in the Nursery and Reception (Early Years). In Years 1 to 6, house points are awarded both for academic and cultural progress, effort and success. Cups are awarded to the house with the highest points. Badges for outstanding merit are awarded weekly for Years 1 to 6 and these pupils stand up and are applauded in assembly. Courtesy badges are also awarded for those pupils who are well mannered to both adults and their peers. Their courtesy award also receives special mention in assembly. Sanctions – see Policy for Promoting Positive Behaviour The school has specific policies for: Anti-Bullying Safeguarding Children and safer recruitment Promoting health and safety of pupils on activities outside the school The school and Nursery EYFS staff carries out risk assessments, with regard to government guidance, "Health and Safety: Responsibilities and Powers".

The school undertakes its responsibilities to maintain fire safety in accordance with Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006 superseding previous legislation. The school has a separate written policy on First Aid which should be followed by all staff. School staff are deployed to ensure the proper supervision of pupils The school keeps a register of sanctions given to pupils for serious breaches of discipline. The school and nursery maintains admission and attendance registers in accordance with the Pupil Registration Regulations.