

Durston House

Before-School and After-School Supervision Policy

Aims of the Policy

- to establish a framework for the supervision of pupils outside official school hours
- to reflect the school's commitment to safeguarding all pupils in its care

Objectives of the Policy

- to clarify arrangements for supervision of boys both before and after school
- to set out the arrangements for the supervision of boys who are uncollected from school
- to complement the school's **Pastoral Care Policy**, **Safeguarding Policy**, the procedures **Daily Routine**, **Missing Pupils Policy and Procedures**, **After-School Care Procedures** (in the School Handbook), the **Staff Professional Protocol**, and the **Code of Safe Working Practice** (in the Staff Handbook) and the **General Information Booklets** (sent to parents)

Introduction

The security and happiness of the pupils at Durston House is of paramount importance to all adults who work at the school. The same level of care and supervision given to pupils during the school day is afforded to them before school and after school, should they need it. If pupils arrive earlier than the school opening time, or remain at school at the end of the day, whatever the reason, they are supervised by members of staff.

This policy applies to all pupils in the school, including those in Reception (EYFS).

Before School

The school opens at 8.20 a.m. each day. From 8.00 a.m., in all sections of the school, the gates are opened and pupils can arrive early, finding staff on supervisory duty. Supervision is according to the school's Duties Rota, with staff assigned to look after pupils until they can enter the school buildings at 8.20 a.m. For Pre-Prep, supervision applies to Early Birds only, who are supervised indoors. Supervision continues throughout Form Registration until the school gates are closed at 8.40 a.m., after which, at 8.45 a.m., lessons begin.

After School

Lessons end at 3.15 p.m. (Reception), 3.30 p.m. (Year 1) or at 3.45 p.m. (Years 2-8) on non-Games days and by 4.30 p.m. on Games days for pupils in Years 4-8, or Activities days for Years 1-8. In all sections of the school there is at least one member of staff on duty to supervise pupils as they leave. Pupils are supervised, according to the school's Duties Rota and Duties Procedures, at exit areas. Specific times of duty may be different in the respective sections of the school. No pupil is left unsupervised if he is waiting to be picked up. Pupils are released from the school property once parents or carers have arrived to collect them. Sometimes, a third party collects pupils who are not their sons, but this is with the express wish of the pupil's parents and after the adult collecting has made him/herself known to the staff member on duty. Normally, if this occurs, a parent has informed the respective school office about it in advance.

Some older pupils make their own way home, on foot, by bicycle, or on public transport, but their parents would have informed the school giving permission for their sons to do so.

At the end of the duty supervision, **if a pupil has not been picked up**, he is **placed in After-School Care**, from where he is collected.

After-School Care

Durston House provides supervision, in all three sections of the school, for pupils whose parents are unable to arrange collection at the normal time. After-School Carers in Pre-Prep, Junior School and Middle and Upper Schools are specifically employed for this purpose. A register is kept by the After-School Carer and parents pay for the service. Most pupils attend on a regular basis, giving them the opportunity to do prep and catch up on any work missed. Other pupils may attend on an irregular basis, if the office has received notification from parents or if there are any unforeseen circumstances. After-School Care finishes at 6.00 p.m. All pupils should have been collected by this time, from the After-School Care Room. In the unlikely event of a pupil being uncollected at this time, he is taken to No.21, the Headmaster's house, where he is supervised by the Headmaster until the pupil's parent or carer arrives. Attempts to contact those collecting pupils would have been made beforehand, via telephone call or text message. If, for any reason, the Headmaster is unavailable, the pupil remains at school, with the After-School Carer and the SMT Duty person, until he is collected.

Pupils Returning to School after Duty Supervision Times

If the return of pupils to school at the end of the day from Games, a fixture, or an Outing is **delayed by unforeseen circumstances**, the lead member of staff rings the respective school office, or the duty SMT member for that day, informing about the reasons for the delay and the estimated arrival time. Any arrangements that may need to be made are decided by the duty SMT member. If the return is further delayed, the duty SMT member is contacted, or after 6.00 p.m., the Headmaster. Where possible, parents are informed by ClarionCall message to alert them to changed circumstances.

On return to school, it is the responsibility of staff members accompanying these pupils to supervise them until they have been collected or have left school of their own accord. This is done in consultation with the duty SMT member. **If any pupil is left uncollected**, the lead member of staff **places him in After-School Care**, where he is looked after in the usual way.

If the **late return** of pupils to school from Games, a fixture, or an Outing has been **planned**, the lead member of staff would have made sure of the following:

- The planned late return is noted in the School Office diary and any planning documentation.
- Parents are informed of the planned late arrival.
- Pupils take all necessary belongings if the return is after 6.00 p.m., when the school is closed.

Staff members accompanying these pupils supervise them. If before 6.00 p.m., **any pupil left uncollected is placed in After-School Care**. If it is later, the lead member of staff, (and, if possible, another member of staff) remains with the pupil until he has been collected. In the event of a pupil not being collected, the lead member of staff may contact the Headmaster, if he is at home. Otherwise, he or she is responsible for remaining with the pupil, awaiting collection.

Evaluation of this Policy

This policy will be evaluated biennially by the school, amended where necessary and approved by SMT.

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