



Garden House School Supervision Policy

**(For the whole school including the EYFS)
Incorporating Bus Policy, Courtyard Policy and Walk Procedure**

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.15am (unless for an organised 1:1 activity or early morning club), and are expected to go home at the end of the teaching day or clubs (usually no later than 5.30pm) unless they are staying late for a function and this has been prearranged with the school. Pupils are not allowed on site without supervision.

The appropriate number of staff (according to the ratios below) must be on site to supervise pupils whenever they are in the school **outside** normal school hours. These ratios must also be adhered to when the children are off-site on educational visits. For walks and travelling to and from off-site venues used on a weekly/daily basis, see the Walk Procedure below.

Off-site and outside normal teaching hours ratios:

- 1:10 (MS2-US2);
- 1:8 (Prep – MS1); and
- 1:6 Kindergarten.

There are usually at least 2 members of staff (a teacher and teaching assistant) assigned to each classroom for all age groups. Sometimes, larger classes of younger children will have an extra teaching assistant present. In EYFS, the statutory ratios of 1:13 (or 1:8 if the adult does not have QTS or NVQ Level 3) for Kindergarten and 1:30 for Preparatory are never exceeded.

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties where required. The main duties are:

- Pavement and door duty
- Break duty
- Lunch-time duty
- Clubs meeting points
- Holding Room

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the Sports Department supervise pupils on both home and away matches.

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 always contact the parent if a child fails to arrive at school without an explanation.

We will not release a child into the care of an adult who is not that child's parent or carer unless we have received authorisation to do so in advance. Arrangements between parents should be made known to class teachers at the earliest moment, in writing. Emergency or last minute plans should be reported to the office, who will pass the message to the class teacher.

MEDICAL SUPPORT

There is always a qualified first aider on site who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. All teaching staff and non-teaching staff are trained and qualified as first aiders, who are able to give emergency first aid. The names of specifically trained paediatric First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our Kindergarten children are in school. First aid boxes are stored around school, and these locations are made known to staff at induction. (The Office first aider regularly checks and replenishes the first aid boxes).

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are supervised by a member of staff on the Fulham bus and are expected to behave responsibly. On the minibus home, pupils are supervised by the bus driver (and video cameras are fitted). We would always investigate complaints about poor behaviour. The bus driver is responsible for escorting pupils off the bus and into school when the mini bus arrives at school. Members of staff will be available on Turks Row to help children out of cars and escort them to the school doors. They will be wearing yellow security jackets. Teachers on the door have two primary responsibilities; to welcome the children and to ensure the security of the door they are manning.

Staff must note that mobile phones are not to be used on the school buses, except in an emergency.

MOVEMENT OF PUPILS BETWEEN SITES

We have a Walk Policy which is strictly adhered to when supervising children between our various sites.

At least one member of staff will have a mobile phone with them at all times when moving between sites or working off site.

At least one member of staff who has undergone paediatric first aid training and has a valid certificate will attend every EYFS trip.

When travelling by school buses the provisions of the Bus Policy (attached), must be adhered to.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

CLUB SUPERVISION

Pupils from 5-7 are always supervised under a ratio of 1:8. For pupils over the age of 8, the risk assessment will be used to ensure that the appropriate ratio of adults to children is implemented.

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pools used by the school without a qualified member of staff in charge, nor are they allowed to use gymnastic or athletic equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have access to the boiler room, kitchen and other parts of the school building not used for teaching.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Our policies: "Security and Access" and "Risk Assessment" and "Health and Safety" describe the arrangements for safety of the entire school.

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.

OUTDOOR PLAY

Staff must comply with the provisions relating to courtyard play in the Staff Handbook.

Updated by Heads June 2019

Review due June 2020

APPENDIX 1 - GARDEN HOUSE SCHOOL

BUS POLICY

(Incorporating the Rules for Behaviour Whilst Using the School Transport)

Children should observe the following rules at all times when travelling on buses:

- 1.** The children must board and leave the bus in an orderly manner;
- 2.** They must remain seated at all times when the bus is moving and they must wear their seatbelts;
- 3.** The children may talk quietly to one another, but under no circumstances may they behave in a manner likely to distract the bus driver or other road users;
- 4.** There should be no eating or drinking on the bus without the express permission of the driver **and** the senior member of staff on board;
- 5.** The bus should be left as clean and tidy as it was when the children boarded;
- 6.** The children must observe the “Rules for Behaviour Whilst Using the School Transport” (see below) when travelling on Garden House buses.

Members of staff must conduct a head count of the children upon boarding the bus. If necessary, a full roll call should be taken. A member of staff should also ensure that all children are wearing their seatbelts.

Members of staff should be seated on the bus in positions where they can safely and swiftly address any issues that may arise while travelling on the bus (e.g. incidents of poor behaviour or travel sickness). Teachers should ensure that the children obey the bus rules and conduct themselves in the manner expected of Garden House children at all times. Mobile phones are not to be used on the school buses, except in an emergency.

Upon arrival, the children should remain seated until it is safe for them to stand and a safe place has been identified for disembarkation and assembly. The children should thank the driver upon disembarkation. Members of staff should help the children disembark.

A headcount should be conducted as soon as it is safe after disembarkation and before the bus departs. The bus should also be thoroughly swept to ensure no items (or children!) have been left on board.

If the same bus driver is collecting you, it would be advisable to take the driver’s mobile phone number in order to liaise about collection.

The Garden House Risk Assessment for buses should be adhered to for every trip.

APPENDIX 2 - RULES FOR BEHAVIOUR WHILST USING THE SCHOOL TRANSPORT

Children who use Garden House buses for transportation to and from school are expected to observe the following rules while on the bus.

1. Children must board and leave the bus in an orderly manner.
2. Children must be seated at all times with their seat belt done up. They should sit properly and legs and feet should not be in the aisles.
3. Children must keep within the bus and are not permitted to put any part of their body of the window.
4. Eating and drinking are not allowed on the bus.
5. Children are expected to talk quietly on the bus and should not shout or cause a disturbance.
6. Children must obey the bus driver and members of staff and are expected to treat any adults on the bus with respect.
7. Fighting, throwing things, behaviour potentially dangerous to other bus users and / or others, and vandalism may result in the immediate suspensions of transport facilities. In such cases parents will be asked to meet the Heads to discuss reinstatement.

These rules are for the safety and comfort of all children using school transport. Children who disobey them will be disciplined. In general a first offence will receive a warning, a second offence a suspension from the bus. (Breach of any part of Rule 7 will result in immediate suspension).

Bus routes and stops are fixed and may only be changed with the approval of the Administration. Under no circumstances may they be changed by pupils or parents. Such action may result in summary dismissal of the driver.

Children are expected to be at the bus stop on time in the mornings. If they miss the bus it will continue to the next stop and parents should not attempt to stop it in between designated stops.

If you feel there is a situation of the bus which needs investigating, please bring it to the attention of the Heads.

APPENDIX 3 - COURTYARD SAFETY POLICY FOR OUTDOOR PLAY

For any other classes or children who may use the Courtyard at any time.

Individual Preparatory classes can use the courtyard under the supervision of their class teacher and the assistant. It is advisable and or essential that two adults are with each group.

It is essential that all children are familiar and constantly reminded of the listed risks below in the courtyard. Balls, hoops, bean bags and skipping ropes may be used at the teachers' discretion but if used the rules below must be emphasised.

RISKS	ACTION TO BE TAKEN
Man holes – these can get very slippery when wet and can result in the children falling over.	Children are told of the danger. When wet cones are put on the man holes to stop the children from running directly over them.
Cobbles – the uneven surface can cause the children to trip up and fall.	Children are made aware of this and told to be careful.
Pavement – children can trip up on the change in level of surface.	Children are made aware of this and told to be careful.
Ledge – children may climb up on it and fall.	Children are told not to climb up. They know they can only sit on it.
Cars – and lorries bringing in supplies	Cars know to go around the far side of the courtyard. There are also two barriers controlled by a security guard.

- Children should be carefully monitored when playing in this area.
- One adult should be positioned at the Lower Sloane Street side of the courtyard in order to prevent children running out into the bit of the courtyard used by vehicles entering or leaving Cavalry Place.
- Do not allow the children to play on the steps leading into the school.

Both morning and afternoon Kindergarten classes are scheduled to use the ground level playground at Holy Trinity School Sedding Street under supervision of the Kindergarten class teachers and assistants. Three to four staff accompany the children to the playground crossing Sedding Street in an orderly and established routine. Children and staff wear high-visibility school yellow jackets.

It is essential that all the children are familiarised and constantly reminded of the listed risks below whilst coming and going from the playground and whilst playing on this site. Equipment taken over by staff can be used at the teachers' discretion. The rules below are addressed must be emphasised. This equipment may include balls, hoops, bean bags and stepping stones.

APPENDIX 4 - GARDEN HOUSE SCHOOL Walk Procedure

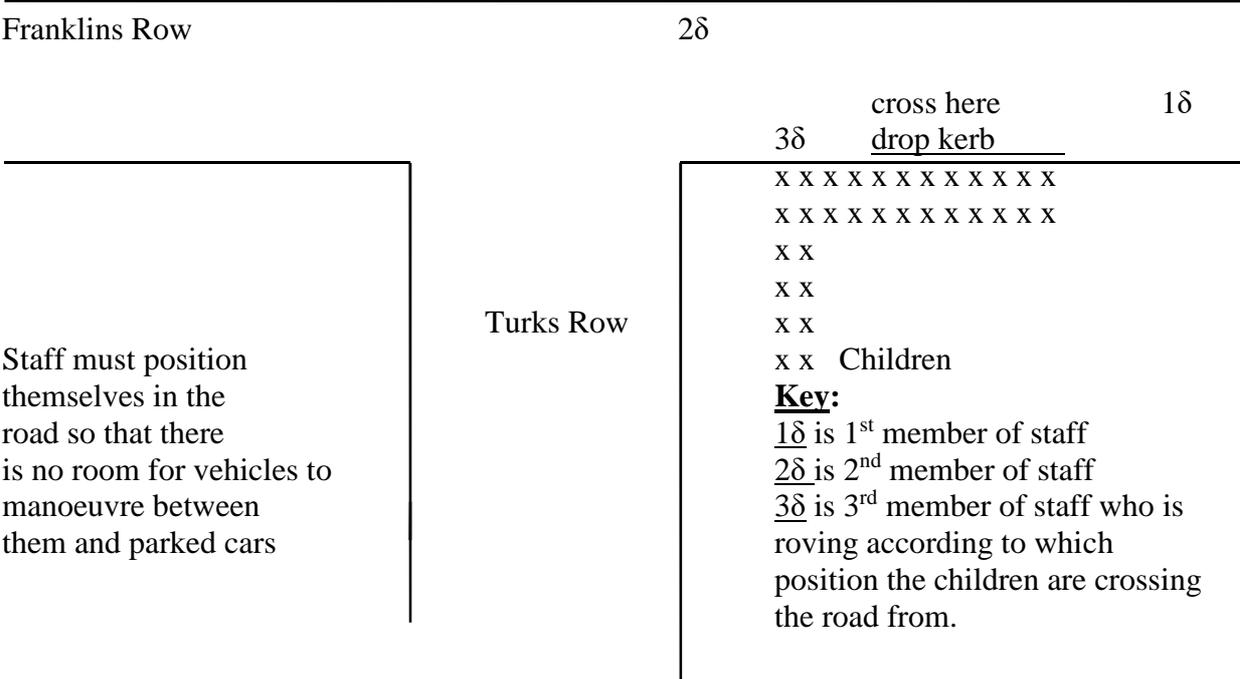
The following Key Points should be observed in every instance where the children are walking on public highways:

- Staff should always wear their high visibility yellow jackets on any walk which involves crossing a road;
- An experienced member of staff should always accompany the children;
- Unless the group is small enough to cross the road holding the teacher's hands, **a minimum of three staff must accompany every walk** (It is permissible for only two teachers to accompany the group if the only road crossing is a zebra crossing. If the walk is going to a site that is not a venue used weekly by the children then in addition to there being a minimum of three members of staff, the ratios for off-site visits must be followed);
- One member of staff should lead the walk, another should walk half way along the crocodile, and the third member of staff should be at the rear of the crocodile. Any further members of staff should position themselves evenly along the crocodile and not walk together;
- Choose sensible children to lead the crocodile;
- Line children up in twos in an orderly fashion;
- Remind the children that they are going for a walk, they must behave in a sensible manner, respect other people using the pavement, and they must pay attention when crossing the roads;
- One member of staff must count how many children are going on the walk and check number on the return journey;
- The children must not talk when crossing roads and must never run across roads;
- When crossing a road, the entire crocodile should remain silent until all the children have safely crossed;
- The front member of staff must remind children that they must not step onto the road until the traffic has stopped and they are signalled to do so by the member of staff in the road in the carriageway nearest to them.
- The staff should only go onto the road when the crocodile has stopped walking and stopped talking. Only give the signal to cross when all traffic is stationary.

Significant Hazards/Risks	Action taken to reduce risk
Encountering the public	All children must be kept together in a group with adult supervision at all times.
Crossing roads/encountering traffic/cars, cyclists and motorcycles.	All staff and children should wear yellow jackets. All children should hold the rope with rings and follow teacher instructions. All children must be kept together. One member of staff should stand in the street which is one way. Same procedure for coming back. Children will have been informed of the appropriate behaviour when crossing the road ie, no talking.
Pavement etiquette	Once having crossed the road children line up by wall until access to Holy Trinity School is gained
Fall/accident	Always take a first aid kit. Children supervised at all times.

Going to Burton Court or the Royal Hospital

When crossing Franklin’s Row, staff should position themselves as detailed below:



Staff in the centre of the road should take up their positions diagonally facing each other with their arms extended fully. They should be looking over each shoulder at frequent intervals checking for traffic and cycles. If anything approaches they must twist their upper bodies and stare at the oncoming vehicle and raise their arm until it stops. They must also warn the other member of staff of any vehicles approaching them from behind.

If when you first position yourself in the road there is no traffic and then something appears, raise your right hand to signal for it to stop. When the vehicle has stopped call the children to cross the road.

When crossing Royal Hospital Road you must do so at the crossing and only when it is green for pedestrians. Staff must make sure that they are divided in the group so that when the lights change there are members of staff on both sides of the road. **ONLY CROSS AT THE LIGHTS WHEN THEY ARE RED FOR THE TRAFFIC.**

You must use your initiative and slot in where you are most needed. Do not hang back at the end of the crocodile and just cross with the children and be a passenger. However, one member of staff must always remain at the back of the crocodile,

Once inside the Royal Hospital Grounds there are still moving vehicles. It is therefore important that the children do not cross over the three small drives until a member of staff is in position.

Remember also that some of the electric vehicles within the park still travel quite fast so please all be careful and keep the children in a crocodile until you can see round the corner.

In the event of an unforeseen occurrence, such as emergency vehicles suddenly appearing when the children are crossing the road, staff should take appropriate action. In this event we would suggest that the crocodile is broken and children are moved quickly to either side of the road. However we can only issue guidelines against this sort of occurrence and your common sense is heavily relied on these occasions.

Every member of staff must be vigilant and participate fully in the supervision of the whole walk. We are all equally responsible for the children in our care.

Going to the Royal Court, Cadogan Hall, or Holy Trinity Church

- If a significant portion of the school is making this journey it is advisable to arrange for two or three members of staff to man the Cliveden Place/Sedding Street crossing managing that crossing for the whole school.
- Cross Lower Sloane Street on the zebra crossing. When using this and the Cliveden Place zebra crossing a member of staff should be stationed on each half of the crossing between the children and the traffic. Please be aware of traffic backing up and be prepared to stop the children crossing if necessary in order to prevent too much congestion.
- Walk around Sloane Gardens on the odd number side
- Bear right at Holbein Place junction with Sloane Gardens and find a safe place to cross Holbein Place. A member of staff must be positioned to stop cars coming from Sloane Square and another positioned to stop cars coming from Sloane Gardens.
- Proceed past the tube, make sure staff man the entrance to the tube – standing between the tube entrance and the children
- Cross Cliveden Place at the zebra crossing
- If going to Cadogan Hall, walk along Sedding Street and cross over Sloane Terrace.
- If going to Holy Trinity, cross Sedding Street and proceed along the north side of Sloane Square to Lower Sloane Street (unless you are using the altar side entrances – in which case go up Sedding Street).
- Enter Cadogan Hall by Stage Door