



HOLMWOOD HOUSE SCHOOL

PUPIL SUPERVISION POLICY (Including EYFS)

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 7.30am, and are expected to go home at various times throughout the afternoon depending on their year group but by 6.05pm unless they are staying late for a function or are boarding. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of supervisory duties. A rota is prepared by a member of staff each term. Staff are on duty in the boarding houses in the evening. Pupils are able to call on a member of staff at any time if necessary.

The main duties are:

- Early morning duty (8.00am – 8.25am)
- Break duty
- Lunch-time duties
- Changing room duties
- After-school duties (3.25pm – 6.30pm)
- Boarding duty (6.05pm – 8.30pm)

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 PE Department supervise pupils on both home and away matches.

OVERNIGHT STAYS

The arrangements for the supervision of boarding pupils of the school are set out in our Boarding Policy.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions - in Years 4 to 10, this takes place in the first lesson after lunch by subject teachers. Parents are responsible for notifying the school, either by telephone or in writing, 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 only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance. The school

will always call home if a child has failed to sign out at the end of the school day.

We make sure that we know the whereabouts of all boarding pupils at all times by registering attendance in the boarding house immediately after day school finishes and again when they report to the Overnight Stay staff at bed time, from 8pm onwards. They are in supervised groups at all times.

MEDICAL SUPPORT

There is a qualified first aider on duty in the front office or boarding house 24 hours a day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. In addition to our health and wellbeing assistants, a number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of 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 EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the surgery. They are not used by anyone other than trained First Aiders and the school wellbeing team regularly checks and replenishes the first aid boxes.

SUPERVISION WHILST TRAVELLING ROUTINELY TO AND FROM SCHOOL Parents are responsible for ensuring that their children travel safely to and from school when in their own transport. The school offers a minibus service and the drivers receive safeguarding and behaviour management training when they begin at the school. Minibus drivers carry mobile phones and can contact the school/Headteacher in an emergency. They also carry the contact numbers of the children on their buses. Where the regular minibus drivers are not available and a taxi is hired as an alternative, a member of school staff always accompanies the bus driver.

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. Our arrangements for the supervision of EYFS children on visits is described in our Policy for Educational Visits by EYFS Children.

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment (including apparatus in the playgrounds) without supervision. Pupils are expected to follow instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

EYFS PUPILS

The arrangements for the supervision of EYFS pupils in the Reception classes of the school are set out in our policy: Information for Parents of EYFS Children.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Our policy: Security, Access Control Workplace Safety and Lone Working describes 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. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

Reviewed by: _____ **SLT** _____ **Date:** July 2025