# 14a. Supervision of Pupils

This policy applies to the supervision of pupils in EYFS, Key Stage 1 and Key Stage 2. Please also see 14d. EYFS Supervision.

- During term time, pupils are allowed on the premises between the hours of 8:00am – 5:45pm when they will be supervised by school staff.
- During the school day, all external doors are inaccessible from the outside without knowing the codes. Only members of the Lyceum staff know the codes. No one else can enter without permission from the Internal Operations Manager or another member of staff.
- Visitors to the school are required to sign in and wear a visitor's badge on a colour coded lanyard whilst on the premises. Lyceum staff wear blue lanyards; part-time music teachers wear yellow lanyards; visitors and club leaders wear orange lanyards; guest parents wear green lanyards.
- Visitors who are not DBS checked will be accompanied by a member of staff at all times whilst in the school.

**Starting the School Day**

- Before school clubs start at 8am. Parents/guardians hand over responsibility of their child to club staff in the outdoor playground or at the front desk entrance. At the point of responsibility handover, the club leader will mark them on the club register. At the end of the morning club, Assistant Teachers will take children to their classrooms where they are registered on a hardcopy of the class register and on the Data Management System.
- Most pupils are dropped off in the playground between 8:30 – 8:40am. At this time, the playground is supervised by a member of SLT. There are designated areas for each class to enter the building from which are supervised by either class teachers or assistant teachers. EYFS and KS1 children are met and welcomed to their rooms by an adult. KS2 children make their own way upstairs to their classrooms and are met by their teachers or assistant teachers indoors.
- When in the classroom, Class Teachers take the register on a Data Management System (ISAMS).
- If a pupil arrives in school later than 8:40am, the parent/guardian must drop the child to the front desk and explain the reason for late arrival to a member of the team at the front desk. This is logged on ISAMS.

**Supervision During the School Day**

- During lessons, pupils are supervised by the Class Teacher, Specialist Teacher or Assistant Teacher named on the class timetable. There should always be at least one member of Lyceum staff in the room. If the supervising adult needs to leave the room, they must first ensure another member of staff is supervising the children.
- During break times and lunch times, pupils are supervised by the Assistant Teachers or Teachers named on the timetable. There should always be at least one supervising adult for Y1-6 and 2 for EYFS. We follow the guideline ratios of staff/pupils suggested by the Department for Education (DfE). On occasion, SLT may give permission for different ratios.
- In transition times, groups of children are escorted through the corridors by a member of staff. They walk on the right hand side, in single file, in silence.
- On occasion, two pupils may be sent on a short, clearly defined route through the school unaccompanied by an adult. Children will be chosen carefully and reminded of the expectations to ensure good choices are made. For example, a child who has recently hurt their leg would likely not be chosen.
- The PM register is taken after lunch on ISAMS on the school's Data Management System.

**End of the School Day**

- Children will be escorted to the designated club rooms. From this point, they are in the supervision of club leaders. At the point of responsibility handover, the child is marked on the paper register supplied daily by the Front Office. Pupils are signed out at the end of the club by their parent/guardian.
- At the end of the school day, the Class Teacher takes their class down to the playground where they are picked up by a parent/guardian.
- If there are any children who are not picked up and have not been registered for club, the Class Teacher takes the child to the front desk and rings their parent/guardian. If the parent/guardian is running late, they must pay for the pupil to attend an after school club. At the point of responsibility handover, the child is added to the register.

**Supervision Off-site**

- When going off-site for PE lessons, trips, sports fixtures or for any other reason, pupils will always be supervised by at least two adults. We are guided by the ratios provided by the DfE. On rare occasions, SLT may give permission for different ratios.
- Before going off-site, the register is taken to ensure no children are left on site accidentally. At least one adult will ensure they are able to access a register off-site (usually the school's Data Management System via a mobile app).
- Headcounts are taken by the main supervising adult (or any other supervising adult) at regular intervals, whenever there is a venue change or whenever the supervising adults deem it necessary. Staff may also choose to do a roll call.

- When attending swimming lessons, the pupils will not be accompanied in the changing room by adults who do not have a DBS check. All Lyceum staff are DBS checked.
- On school trips, the AM and PM resister is taken via the school's Data Management System mobile app.

**Measures in Place to Ensure a Pupil Does Not Go Missing**

- Any off-site educational trips are properly researched and risk assessed. For off-site trips we are guided by the ratios suggested by the DfE. On rare occasions, SLT may give permission for different ratios.
- When a venue is being considered, attention is paid to: facilities, toilets, suitability for age, access, cost, health and safety within the venue, special clothing requirements, eating facilities, transport to and from the venue.
- In the unlikely event that a child does go missing, the lead supervising adult will immediately inform the Headmaster and follow the Missing Child Policy which can be found in the Safeguarding Policy.