

## SUPERVISION

Policy applies from EYFS to Sixth Form and to all Staff	
Date policy reviewed:	01.09.2023
Date of next review:	01.09.2024
Version:	09.23 v1
Author:	Mr Chris Collins

Version	Date	Paragraph	Material change	Approval
09.22 v1	01.09.2022	3.6	Insertion of a new section.	Mr Luke Goodman
09.23 v1	01.09.2023	N/a	No material changes.	Mr Chris Collins

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.

### Related Policies

- Attendance
- Extreme Weather
- EYFS Toileting
- EYFS
- Lost Pupil

### 1. Supervision of Pupils Policy Statement

The Council of Governors and the Head of School are required to ensure that pupils are, as far as reasonably possible, properly supervised throughout the school day to ensure the pupils' health, safety, and welfare.

### 2. Supervision Outside of Lesson Time (All Years)

A duty timetable is posted on all staff room notice boards at the start of each year and updated as necessary. It is essential that duties are carried out promptly. Amendments may be made by mutual agreement and the teacher in charge of the duty rota informed. Should staff on duty require assistance they should report directly to the Infant and Junior School Leaders, the Heads of Year, the Deputy Heads of School, or the Head of School.

### 3. The Hive, Infant and Junior School



All pupils are supervised during lesson time unless they have a specific reason to leave the classroom such as visiting the School Nurse or cloakroom facilities. All Infant and Junior pupils taking taught music lessons are collected and returned by the peripatetic music teacher. EYFS children are accompanied by a second adult for music lessons.

### **3.1 Early Morning Duty 8.00 – 8.30**

Hive pupils who arrive before 8.30 go directly to their classroom for breakfast.

Infant School pupils have an 'Early Birds' club. This is supervised by members of staff in the Rose Theatre. Parents register their child with the member of staff on duty on arrival. Pupils are escorted to their classrooms at 8.25.

Junior School pupils arriving before 8.30 must register with the member of staff on duty in the playground on arrival. Junior School pupils are supervised in the playground or, in the event of poor weather, in After School Activity Club (**ASAC**) and they are sent to their classrooms at 8.30.

### **3.2 Morning Break 10.35 – 10.50 - Infant School**

Pupils are supervised by the members of staff on duty throughout break time. A bell signifies the end of break time and pupils line up in classes and are collected by their teacher or teaching assistant.

In the event of poor weather, pupils remain in their classrooms, where they are supervised by members of staff.

### **3.3 Morning Break 10.35 – 10.50 - Junior School**

Pupils are supervised by two members of staff on duty throughout break time. A bell signifies the end of break time. Pupils line up in classes and are collected by their teacher.

In the event of poor weather, pupils remain in their classrooms. Staff on duty patrol the classrooms to ensure sensible activities are taking place.

### **3.4 Lunch - the Hive and Infant School**

Staff walk pupils over to the Dining Hall from their classrooms, supervise them sitting down, help to serve food, ensure the pupils eat well, clear tables and supervise the pupils walking back to the Infant playground. Teachers, lunchtime supervisors and teaching assistants are on duty in the Dining Hall whilst the pupils eat.

After eating lunch Hive and Infant pupils return to their own outside play area where they are supervised by lunchtime supervisors. A bell signifies the end of lunch time. Pupils line up in



classes and are collected by their teacher or teaching assistant. After lunch, Hive pupils have a supervised rest time in Woods House.

In the event of poor weather, all pupils return to their classrooms where they are supervised by members of staff.

### **3.5 Lunch - Junior School**

Staff on duty walk pupils to the Dining Hall from the playground or classrooms (in the event of wet weather), supervise queues and make sure that pupils select a balanced diet.

After having eaten their lunch, Junior pupils are supervised on the lawn, in the playground and in the 'MUGA' by lunchtime supervisors. A bell signifies the end of lunch time. Pupils line up in classes and are collected by their teacher.

In the event of poor weather, pupils return in their classrooms. Lunchtime supervisors patrol the classrooms to ensure sensible activities are taking place.

### **3.6 Leaving the playground during Morning Break or Lunch Infant School**

Pupils need to request permission from the member of staff on duty before going to the toilets, but are not accompanied by a member of staff to go to the toilet. If they need to see the School Nurse, they are accompanied by a member of staff.

#### **Junior School**

Pupils need to request permission from the member of staff on duty before going to the toilets and they must notify a member of staff if they need to see the School Nurse.

### **3.7 End of the Day for Hive, Infant and Junior School**

Hive pupils with an extended school day i.e. beyond 15.30 remain in the Hive until 16.45 after which time, they join ASAC which is open until 18.00.

At the end of the school day, Infant and Junior School pupils can be collected by an adult at 3.30 (Infants) or 3.30 (Juniors), or go to the following:

- **Late Room:** Infants can attend in Woods House from 15.30 - 16.00. Pupils register when they arrive, are supervised by staff on duty and are handed over to the person collecting them at 16.00.
- **Junior Homework Room:** Juniors can attend the Junior Homework Room from 15.35 - 16.05. Pupils in Year 3 and 4 go to Junior Homework Room in the Ogilvie building and pupils in Year 5 and 6 go to Junior Homework Room in the main school building. This is a service provided so that parents can collect children in the Junior and Senior School at the



same time. Pupils register when they arrive, are supervised by staff on duty and are handed over to the adult collecting them.

- **Senior Homework Room:** Year 6 may attend Senior Homework Room from 16.05 - 18.00. Year 6 pupils can make their own way there (located in the Senior School Library in the Main building) after an extra-curricular activity or once dismissed from the Junior Homework Room. Pupils register when they arrive, are supervised by staff on duty and sign themselves out when leaving.
- **Extra-curricular activities:** All pupils can attend after school extra-curricular activities. Staff running a club ensure that every pupil has gone home at the end of the club with an adult, or they are taken to the ASAC if they are registered to attend on that day or go to the Senior Homework Room if in Year 6.
- **ASAC:** Pupils from Reception - Year 5 may attend the ASAC from 15.30 - 18.00 in Woods House. Every pupil is registered on arrival and supervised throughout by ASAC staff.

In the event of a **pupil not being collected** at the end of the school day/club/activity:

- The member of staff should take them to the appropriate Late Room or Homework Room if it is before 16.05, or to the ASAC after that time (if staffing ratios will allow). If there are no space in the ASAC, the pupil should be taken to the member of SLT on duty. The School Office should be informed of the location of the pupil and contact the parents to inform them that their child needs collecting.
- If at the end of the ASAC a pupil has not been collected, then they must be taken to the SLT on duty who will make every effort to contact the parents/emergency contacts and will wait with the pupil until they have been collected. Social Care will be contacted if there has been no response from the parents/emergency contacts of the pupil within 2 hours.

### 3.8 End of the Day Transfer - Infant School

Pupils being collected from School at 15.30 are escorted by their teacher to the Infant Playground and are met by a parent. Any uncollected pupils will be taken to the Late Room. Infant School pupils who are attending the Late Room will be taken there at the end of the day by a member of staff.

Infant pupils who are going to extra-curricular activities assemble on the ground floor of Ogilvie House where they are registered by a member of staff who remains with them until they are collected by the club leaders. Infant School pupils registered to attend the ASAC are taken to Woods House at the end of the day by a member of staff.

### 3.9 End of the Day Transfer - Junior School

Pupils being collected from School at 15.35 are escorted to the Infant Playground by their teacher and are met by a parent. At 15.45 any uncollected pupils are taken to the Junior Homework Room.



Junior pupils make their own way to Junior Homework Room, ASAC and extra-curricular clubs and are registered by the member of staff on duty/ the activity leader.

### **3.10 After School Gate Duty - Infant School**

A member of Staff (on duty from ASAC) will lock the Clifton Park gates (located on the Infant School playground) at 16.15.

## **4. All pupils**

### **Pupils leaving School during the day**

All pupils are supervised during lesson time unless they have a specific reason to leave the classroom such as visiting the School Nurse, Counsellor or cloakroom facilities. If a pupil has to leave during the school day, parents must inform the School and obtain permission from the School, in advance, by sending an email to [absence@cliftonhigh.co.uk](mailto:absence@cliftonhigh.co.uk), copying in the class teacher/form tutor.

Infant pupils will be escorted to the School Office by a member of staff. All Infant, Junior and Year 7-11 pupils must sign out in the School Office, and sign back in if they return to school. Infant and Junior pupils are escorted back to their lessons by a member of staff.

Sixth Form Students should use the iPads in the Main Building Foyer or Sixth Form Centre Foyer to sign in and out of during their lunch break and after Period 5, if their lessons have concluded for that day.

## **5. Senior School**

### **5.1 Senior School Early Morning 8.00 - 8.40**

Pupils who arrive in School before 8.40 should go straight to their form rooms, unless they are attending an organised activity, in which case they should go to that activity.

Pupils who are going to miss registration due to FAST/EAL/ELD lessons or sports clubs must sign in using the iPad at the School Office, located in the Gatehouse.

Once pupils have been dropped off to School, they should not leave the site, unless the School has been notified by a parent or guardian.

### **5.2 Senior School Morning Break 10.55 - 11.10**

Three members of staff are on duty during morning break. One checks the School Green buildings, form rooms, cloakrooms, and corridors, and two supervise the outside play area. All pupils are encouraged to be outside during break when the weather is fine.



### **5.3 Senior School Lunchtime 13.00 - 14.05**

One member of staff is on duty in the Dining Room to ensure that the dining queue is orderly, and pupils go into lunch in rota order. Two members of staff are on duty outside, supervising the playground. In addition, one member of staff supervises School Green buildings checking that no pupils are in form rooms, cloakrooms, and corridors.

If the weather is wet, Pupils in Year 7 - 10 are allowed in their form rooms and pupils in Year 11 - 13 are allowed in their common rooms.

### **5.4 After School Gate Duty 16.00**

Lessons finish at 16.00 and it is expected that pupils will either depart the School site, be at an organised activity or attend the Senior Homework Room by 16.15. There is a member of staff on duty at the main gates at 16.00. The member of staff will remain until all School buses have departed and will lock both sets of gates at 16.20 ensuring any pupils remaining in any School building or by the School gates at 16.20 goes to the Senior Homework Room.

### **5.5 Senior Homework Room 16.05 - 18.00**

A member of staff is on duty for Senior Homework Room in the Senior School Library. Pupils sign themselves in and then sign out when they leave, which should be by 18.00. The supervising member of staff will not leave the premises until the final pupil has been picked up. The member of staff on duty has a mobile telephone for parents to call if they know they are going to be late, and the number can be found on the School website. If any pupil has not been collected by 18.00, they must be taken to the member of SLT who is on duty and who will make every effort to contact the parents/emergency contacts and will wait with the pupil until they have been collected.

Social Care will be contacted if there has been no response from the parents/emergency contacts of the pupil within 2 hours.

### **5.6 Signing in and out for Sixth Form Students**

The Sixth Form students can be off the School premises at lunch times but must sign in and out using the iPad screen in the Sixth Form Centre, Main School building or School Office. Additionally, Sixth Form Students can depart the School site once their lessons for that day have concluded, if that is after Period 5. Again, this is done on the iPad screen in the Sixth Form Centre, Main School building or School Office.

### **5.7 Seniors signing in and out during Public Examinations**

During public and Autumn Examinations pupils in Year 11 - 13 are not expected to be in school unless they have an examination. Pupils wishing to come to school to study in the library, must



sign in and out on the using the iPad in the School Office. Pupils attending school for examinations are registered at the start by a member of staff.

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