

## **SUPERVISION**

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|---|------------------|
| Policy applies from EYFS to Sixth Form and to all Staff |                  |
| Date policy reviewed:                                   | 01.09.2024       |
| Date of next review:                                    | 01.09.2025       |
| Version:  | 09.24 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 |
| 09.24 v1 | 01.09.2024 | 3.7 and 3.8<br><br>3.11<br>5.2 and 5.3 | Updated to reflect changes to after-school provision.<br><br>Section updated.<br>Further information included. | 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. If staff on duty require assistance, they should speak 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 children 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 children taking taught music lessons are collected and returned by the peripatetic music teacher. EYFS children are accompanied by a second adult for specialist lessons.

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

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

Infant School children arriving before 8.30am 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. Children are escorted to their classrooms at 8.25am.

Junior School children arriving before 8.30am must register with the member of staff on duty in the playground on arrival. Junior School children are supervised in the playground or, in the event of poor weather, in the Rose Theatre and they are sent to their classrooms at 8.25am.

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

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

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

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

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

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

After eating lunch Hive and Infant children return to their own outside play area where they are supervised by lunchtime supervisors. A bell signifies the end of lunch time. Children line up in classes and are collected by their teacher or teaching assistant. After lunch, when necessary, some Hive children have a supervised rest time in Woods House.

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

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

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

After having eaten their lunch, Junior children are supervised outside by lunchtime supervisors. A bell signifies the end of lunch time. Children line up in classes and are collected by their teacher.

In the event of poor weather, children 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**

Children 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**

Children 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 children with an extended school day i.e. beyond 3.30pm remain in the Hive until 4.45pm after which time, they join the Infant After School Hub which is open until 6.00pm.

At the end of the School day, Infant and Junior School children can be collected by an adult at 3.30pm (Infants) or 3.35pm (Juniors), or go to the following:

School Office 0117 973 0201  
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD  
cliftonhigh.co.uk

Admissions 0117 933 9087  
admissions@cliftonhigh.co.uk



- **Infant Late Room** : Infants can attend in Woods House from 3.30pm - 4.00pm. Children register when they arrive, are supervised by staff on duty and are handed over to the person collecting them at 4.00pm.
- **Junior Homework Room** : Juniors can attend the Junior Homework Room from 3.35pm - 4.00p.m. Children in Year 3 and 4 go to Junior Homework Room in the Ogilvie building and children in Year 5 and 6 go to Junior Homework Room in School House. This is a service provided so that parents can collect children in the Junior and Senior School at the same time. Children register when they arrive, are supervised by staff on duty and are handed over to the adult collecting them.
- **Co-curricular activities** : All children can attend after school co-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 After School Hub if they are registered to attend on that day.
- **After School Hub** : Children from Reception to Year 6 may attend the After School Hub from 3.30pm - 6.00pm, which must be pre-booked on SOCS. Every pupil is registered on arrival and supervised throughout by After School Hub staff and are collected by their parents from the Hive entrance. There are full sessions (3.30-6.00pm) and half sessions available (3.30-4.45pm).

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

Children being collected from School at 3.30pm are escorted by their teacher to the Infant Playground and are met by a parent. Any uncollected children will be taken to the Infant Late Room. Infant School children who are attending the Late Room will be taken there at the end of the day by a member of staff.

Infant children who are going to co-curricular activities assemble on the ground floor of Ogilvie House and a member of staff remains with them until they are collected by the club leaders. Infant School children registered to attend the After School Hub are taken to Woods House at the end of the club by a member of staff.

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

Children being collected from School at 3.35pm are escorted to the Infant Playground by their teacher and are met by a parent. At 3.40pm any uncollected children are taken to the Junior Homework Room.

Junior children make their own way to the Junior Homework Room, the After School Hub and co-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 will lock the Clifton Park gates (located on the Infant School playground) at 4.15pm.



### **3.11 Non-collection of children**

In the event of a child not being collected at the end of the school day/club, the member of staff should take them to:

- Late Room or Homework Room if it is before 4.00pm
- The After School Hub if it is after 4.00pm and the child has not been collected from Late Room/Homework Room or from a co-curricular club/activity.

In the unlikely circumstances that there are no space in the After School Hub, the child should be taken to the member of SLT on duty.

If at the end of the After School Hub at 6.00pm 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.

## **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 School House entrance hall 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 8.00am - 8.40am**

Pupils who arrive in School before 8.40am should go straight to their form rooms, unless they are attending a co-curricular 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 at School, they should not leave the site, unless they are going to a School activity, or the School has been notified by a parent or guardian.

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

Five members of staff are on duty during morning break. One checks the School Green buildings, form rooms, cloakrooms, and corridors, two supervise the outside play area and one supervises the Sixth Form Centre. A further one patrols all these areas and gives additional supervision where the majority of pupils are based. All pupils are encouraged to be outside during break when the weather is fine.

### **5.3 Senior School Lunchtime 1.00pm - 2.05pm**

One member of SLT is on duty outside School House, to ensure that the lunch queue is orderly and that pupils go into lunch in rota order. One member of staff is on duty on the Dining Room door to ensure that the dining queue remains orderly, and a further member of staff patrols inside the dining room ensuring behaviour is positive and pupils eat tidily and respectfully, clearing away after themselves. 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 and a further member of staff is on duty inside the Sixth Form Centre.

If the weather is wet, pupils in Year 7 - 11 are allowed in their form rooms and students in Year 12 - 13 are allowed in the Sixth Form Centre.

### **5.4 After School Gate Duty 4.00pm**

Lessons finish at 4.00pm and it is expected that pupils will either depart the School site, be at an organised activity or attend the Senior Homework Room by 4.15pm. There is a member of staff on duty at the main gates at 4.00pm. The member of staff will remain until all School buses have departed and will lock both sets of gates at 4.20pm ensuring any pupils remaining in any School buildings or by the School gates at 4.20pm go to the Senior Homework Room.

### **5.5 Senior Homework Room 4.05pm - 6.00pm**

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 6.00pm. 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, the number for which is 07305 102774.

If any pupil has not been collected by 6.00pm, 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, School House 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.