



King's College School
The British School of Madrid

La Moraleja

Supervision Policy

Policy Statement

King's College School, La Moraleja has put in place procedures and guidance for all staff regarding the proper supervision of pupils in School and on outings and trips. It is recognised that EYFS pupils require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

This policy is available to all interested parties on the School website and in hard copy on request from the School Office. It is available to all staff on the Staff server and in hard copy in the Policies File in the Admin office. The policy is reviewed annually, and when events or legislation requires, by the Headteacher and the Governors. The next review date is September 2017.

Supervision out of Teaching Hours

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School. Pupils who are in years 3-6 who live near to the School and wish to walk to and from the premises or to and from King's College School, La Moraleja should have a letter of permission from their parents. Pupils are not supervised by a member of staff when travelling on the School buses to and from School; with the exception of the driver and the bus monitor. They are issued with a set of rules and expected to abide by them and behave responsibly at all times.

Any complaints about poor behaviour are investigated and dealt with in a swift and efficient manner as soon as is practicable and sanctions are in place for incidents of poor conduct during these journeys.

Before School Care (BSC)

KCS La Moraleja provides before school care for all pupils, including EYFS from 8.00am – 9.00am. Pupils will be supervised under the ratio of 1:4 (2-3 year olds), 1:8 (3-8 year olds) and 1:10 (8+year olds). Pupils that are dropped off at the library during this time will be met by the BSC supervisor signed in. They will be supervised until 9.00am in the Library after which they will be taken to their class or playground. A daily register is kept of attendance and a charge is payable. BSC places are limited and must be booked in advance to ensure appropriate staffing. The School retains the right to deny use of the facility if any child persistently misbehaves.

After School Care (ASC)

After school care is provided for all KCS children from 5.00pm-6.00pm in the Library. Pupils will be supervised under the ratio of 1:4 (2-3 year olds), 1:8 (3-8 year olds) and 1:10 (8+year olds). ASC places are limited and must be booked in advance to ensure appropriate staffing. The School retains the right to deny use of the facility if any child persistently misbehaves.



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Collection after Clubs/Activities

Registers are kept at every session for each club. The School Office has a list of pupils attending clubs in the school. Staff or Extra-Curricular providers who run clubs or activities after School must dismiss pupils to their parent.

Late Collection of Pupils after Clubs/Activities

Children that are not collected after their club/activity will be taken to ASC where a charge may be incurred.

Collection of pupils after school

Pupils not collected by their parents at the usual time will stay in the lunch room and supervised by a member of staff on a rota system. They must be collected by 5pm. Parents must sign out their children.

During the School Day

Registration

An electronic register is taken across the whole school at the start of the day (9.25/30 am) and again during the afternoon registration period. Parents are responsible for notifying the School Office by email or phone call or via the website if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this by 11.00 am at the latest. Pupils who are late for registration or miss it are asked to register in person in the School Office.

Class Supervision

King's College School works within these ratios:

Nursery: All staff have relevant qualifications and one member of staff has Qualified Teacher Status.

Children aged 3+ 1:12

These ratios apply for all areas of Nursery including all break and lunchtimes. Children must usually be within sight of staff and always within sight and hearing

Reception – 1:9 (Each class has one qualified teacher and a full time Teaching Assistant plus student intern.)



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Years 1 – 6 - 1:20

A list of staff qualifications can be found in the Staff Handbook.

Break and Lunch Times (Reception to Year 9)

All members of the teaching staff form part of the rota for Break and Lunch time supervision.

The Primary and Secondary School teachers supervise in the lunch hall and outside along with the school's Ta's and Interns. Appropriately qualified staff are on duty during play times using suitable ratios. For Reception, the 1:27 ratio applies. For Early Years pupils, children must usually be within sight and hearing of staff and always within hearing.

Supervising Changing for PE including Changing Rooms

Pupils from Reception to Year 2 change in their classroom under the supervision of a member of staff. Blinds should be drawn if the classroom is facing a public area. As part of Safeguarding training, staff are reminded to be aware of the Staff Code of Conduct and be mindful of their interaction with pupils when changing.

Pupils in Years 3 to 9 change separately in the changing rooms. These year groups are supervised by a member of staff who positions him/herself between the two changing areas or when possible 2 members of staff. Staff always knock before entering the changing rooms and are aware of the Staff Code of Conduct to ensure that they are mindful of their interaction with pupils when changing.

Collection of Pupils

Early Collection

Pupils who have appointments in School time are collected from the School Office by their parents. Pupils in Reception and Nursery should be brought to the office by an adult. The daily absence register is in the School Office. This file is duly updated.

Collection at the End of the School Day

EYFS and Primary School Pupils (Years 1 to5):

Children that are not attending Extra-Curricular clubs are dismissed formally one-by-one as the parent or designated adult collects them from the Infants Playground. Those who attend After School Care or activity clubs are collected or taken to the lunch room.

Staff 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 advance. Parents are asked to provide the class teacher with a list of individuals with whom they are happy to allow their child to leave the premises if they intend to make ad hoc arrangements. This information is circulated to the clubs providers and kept on file in the School Office.

If a parent is late collecting, the pupil will be taken to ASC.



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Year 6 Upwards:

Children that are not attending Extra-Curricular clubs are dismissed formally from their last lesson of the day in their classroom and leave school on their own.

General Information

If parents are going to be late, they should ring the School Office before 4.00pm. A message will then be given to the relevant member of staff and the child will be taken to ASC.

Uncollected Children

If a child is not collected at the end of the school day/after an extracurricular activity, then the child will be taken to ASC. At 6.00pm at the end of ASC care, the child/ren will be taken to the school office where a member of SLT will supervise. If the child has not been collected within half an hour (by 6.30pm), we will call the contact numbers for the parent or carers. If there is no answer, the School office or member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers the Headteacher will:

- make emergency arrangements for the child (either staying at school, if the School is open or arranging for other care, perhaps with friends)
- inform the Children's Social Care Services that the child has not been collected
- telephone the Police to inform them of the situation; their guidance should then be followed.

Supervision during Educational Visits and Trips

The arrangements for supervision of pupils during trips and outings are described fully in our 'Visits Policy'. As with all Regulatory Policies, we review this once a year in order to satisfy ourselves that it is robust and effective.

Supervision On-Site Outside of School Hours

At least one member of the teaching staff is on duty to supervise pupils whenever they are in School outside normal School hours e.g. if leaving for or returning from a residential trip. Pupils who arrive back from PE Fixtures after normal School hours are supervised by a member of the PE staff until parents arrive to collect. PE staff keep a register of pupils who are under their supervision during the time that they are in their care.



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Unsupervised Access by Pupils

Pupils are not allowed into classrooms without permission from a member of staff. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity. King's College School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. In addition to this, pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

Staff Induction

All new members of staff receive 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. Safe Recruitment practices are followed at all times. See our '**Safe Recruitment Policy**' and '**Staff Induction Policy**' for more information.

Missing Pupils

Registration is taken in Form and Class groups. If a pupil does not turn up for a lesson, every effort must be made to find out his/her location. Please see the '**Missing Pupil Policy and Procedures**' for details.

Created and Reviewed by :	Policy Category:
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Approved by :	Next Review: October 2017
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Approved by KGB December 2016	Next Review: