

**Peponi House
Preparatory School
Nairobi, Kenya**



**Supervision of
Children**

The Supervision of children is an area that overlaps with many others and therefore this document must be read in conjunction with

- Behaviour Policy
- Fire Safety Procedure
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- School Trips and Educational Visits Policy
- The Staff Handbook (especially sections involving duty requirements)

The following information is presented as if in the order of a day.

Arrival at School

Pre-registration supervision is provided by a duty teacher. Children are encouraged not to arrive before 7:30am, unless required for an early morning squad, in which case the organising teachers must be present before the time designated for the beginning of the squad practice. Squads should have a register of attendance maintained.

Details of the pre-registration duty requirements can be found in the staff handbook

Restrictions once on site

At no time during the school day should children leave the school site unless accompanied by their parent or guardian, or a member of staff on official school business. Children leaving with parents / drivers / ayahs must first obtain a leave pass from the Back Office.

Children should not enter any of the following *unless with permission from relevant (usually the duty) member of staff*:

- the classrooms during break
- the I.C.T. department
- the library

Children should not enter any of the following *unless accompanied by member of staff*:

- the swimming pool area
- the Science Labs (though Year 7 and 8 children are allowed to deliver prep books before Assembly)
- The Art/D.T. Room
- Workshops
- The PE store
- Car Parks

Children are not allowed to enter any of the following:

- the staffroom
- the Estates Manager's Office
- the Bursar's Office
- the kitchen
- the support staff's quarters
- a member of staff's private office (unless that specific member of staff has given permission)

At break time, children should be restricted to the playing field area. Without good reason, they should keep off the concrete area around the classrooms.

Children should only enter the Dining Pavilion at meal times: break; lunch; tea after a home match.

'PRACTICAL' SCHOOL RULES

These rules all help to protect us.

- We think before we act
- We look out for the safety of others
- We wear our hats for outdoor activities, including break-time
- We walk on paths and concrete areas
- We only bring food, sweets or money to school by invitation on special occasions
- We know that there are some rooms/areas we may not enter without permission

REGISTRATION

This is the basis for knowing which children are actually present in the school and without which it cannot be known which children are in school and need supervising. Registration should be carried out by the class teacher / admin tutor. In their absence the DHP must organise an alternative teacher to carry out the duty. The registration period lasts 10 minutes and is also used for important communications and diaries should be checked at the same time.

Registration is done electronically through 3SYS. Registration must be completed by 8.00am. Any pupil who arrives later than 8.00am should be entered into 3SYS as Late. They should report to the school office. Any child leaving the school for any reason must sign out at the school office. Likewise, a child arriving at school after registration must sign in at the office. If a group is to go on a trip immediately after the start of the school day, the children involved must be registered first. In the event of a power cut or electronic problem, registration must be done by hand and the list taken to the office by 8.00am.

Lesson Times

All teachers are responsible for the behaviour of the pupils in their lessons. For details please refer to the Behaviour Policy.

Break Times

All teachers are responsible for the behaviour of the pupils during break time. However, some teachers will have specific duties allocated at specific times. Details of who has which allocated duty can be found on the duty notice board in the staff room. Individual teachers will have their duties published on their timetables. Expectations of what to do while on a specific duty are published on the duty notice board in the staffroom and can be found in the relevant section of the staff handbook.

ACTIVITIES and HOTS

Those taking an activity are required to keep a register of attendees and to make themselves aware of fire evacuation routes etc.

A register of pupils' names must be taken before each Activity Session. In the event that a member of staff is absent and children therefore have to go to another Activity, they **MUST** go to the Activity as directed by the member of staff in charge of Activities.

Wet weather routine

If it is raining, **every member of staff is on duty** and should go to their classrooms to supervise the pupils. Pupils should remain in their classroom.

It is at the discretion of the DHP and SLT as to when pupils get their break time snack.

The priority is that children are under cover during heavy rain and must not be allowed to "make a run for it".

Do not send the pupils to PE / Games if there is heavy rain. PE / Games staff should take over supervision of pupils at the end of break / lunch, as arranged by the Director of Sport.

During Games - use your discretion. However, children must not be allowed to play games in the rain if they have not brought a towel and do not have a set of dry clothes to change into.

Changing Rooms and Supervision

Supervision of children changing for swimming and PE lessons.

All changing is to be supervised by the member of staff taking the lesson. Unsupervised changing **MUST NOT** take place at break time or at lunch time.

For Late Practice, the staff taking the practices **MUST** supervise the children in the changing rooms both before and after the session. The staff members concerned are responsible for ensuring that the children are collected by their parents / drivers. The children **MUST NOT** be sent to Late Duty.

If there is a lot of noise – go in. If need be find a gender-appropriate member of staff.

Swimming

To ensure the children are correctly supervised at all times, please follow this simple procedure:

THE START OF THE LESSON: Please wait with the children outside the changing rooms until the last boy/girl is ready and then escort them **TOGETHER** to the pool area. This stops children wandering around the quad in swimming costumes.

THE END OF THE LESSON: Please escort the children to the changing rooms **TOGETHER**. Line them up on poolside until all children are ready to leave (all children must leave the poolside together).

Children not swimming, must be with you at all times – before and after the lesson. Do not let them wander around the quad making noise.

After swimming, if there are no games or PE lessons that day, children **MUST** change back into their school uniform.

Car Park at the End of the School Day (3:45pm - 4:45pm)

Details of the requirements of this duty can be found in the staff handbook.

During the time of the Juniors' departure there are usually two members of staff on duty (3:45pm - 4:15pm) and Junior Department children are taken to the shelter by their teachers.

During the time of the Seniors' departure there is usually one member of staff on duty in the car park itself and one on a general patrol/sweeper duty (4:15pm - 4:45pm).

On busier days more members of staff are allocated to these duties.

Practices

Sport

Major Sports	September Term	-	Cricket / Rounders
	January term	-	Hockey
	April Term	-	Rugby / Netball
Minor Sports	September Term	-	Athletics
	January Term	-	Swimming / Squash
	April Term	-	Cross country / Tennis / Football

There will be late practice for Minor Sports on Thursdays from 4:15pm – 5:00pm

Music

Lunchtimes throughout the year:

Monday 1:20pm	-	Senior Choir
Thursday 1:20pm	-	Ensembles Groups

Afternoons throughout the year

Wednesday 3:45pm	-	Junior Choir
Monday 3:00pm	-	Orchestra

Senior School Play

In the September Term, pupils in the senior play have rehearsals during Friday Activities and some lunchtimes after discussion with the Music teachers. There will also be rehearsals on Sundays, a schedule being published by the Director(s) in advance.

Junior School Plays

The Year 3 and 4 pupils put on a play in the January term. The Year 2 pupils put on a play in the April term.

Children at school after 4:45pm***All Children (Except those doing Late Practice)***

If children have not been collected by 4:45pm the car park duty teacher will bring them up to the School Reception area where they must work or read quietly. It is a specific duty of the teacher on the 4:15 - 4:45pm car park duty to make sure that all children have been handed over to the late duty teacher and that no child is left unsupervised in the pick-up area. It is a specific duty of the teacher on the 4:15 – 4:45pm sweeper duty to make sure that by 4:45pm no children are wandering around any part of the school unsupervised. If a child has swimming training, the child is the responsibility of the swimming department until their swimming session starts. Between 3.45 – 4.45pm swimmers may wait at the car park until they are collected by the swimming coach at the start of their swimming session.

Children taking part in a late practice

After the late practice children should make every effort to get ready to go home quickly. If there is no one to collect them at the car park then they are the responsibility of the sports teacher / coach who must remain with them until the child is collected. They may not be sent to Late Duty.

Children at School after a match

After a match children should make every effort to get ready to go home quickly. It is a specific duty of the coach to be with the children until the last one has been collected.

No children should be at the car park on their own after 4:45pm

No children should be wandering around the school after 4:45pm; they are either in the late duty room or with a teacher on late practice.

Parents and drivers are asked to come up to the Reception Area and collect their children.

School match procedure

All Matches

Coaches are required to publish teams with the children's full names **before 7.30am the day before the match.**

On match days, coaches are required to post accurate team lists on the sports notice board, on the sports notice board in the staffroom and to give a copy to the secretary. There should also be lists on Firefly. In the event of any emergency or enquiry about the whereabouts of a particular child, it is vital that these reflect accurately the children taken from school.

Home matches

Most home matches start in normal games time. The coach needs to ensure that the team plays host after the game. This involves looking after the opposition at teatime, offering sandwiches etc., and then waving the team off. Peponi team-members must not depart before the opposition.

The Director of Sport ensures that half-time fruit and after match teas for teams and parents have been organised for the correct time.

If a child has to miss a lesson as a result of a match scheduled during a lesson, said child should excuse themselves from that lesson by informing the relevant teacher personally.

Away matches

After an away match, coaches must remain with pupils at the car park until all pupils have been collected.

In Nairobi, on weekdays:

At the beginning of each academic year, parents of prospective team-members sign a declaration that they agreeable to their child playing in the Nairobi area without being notified of every match by letter. The time of departure and pick-up time from the venue or from Peponi are stated on the team sheet. This is posted on the sports notice board **and** on the board behind the secretary's desk. Lists are also on Firefly.

Outside the Nairobi Area:

Children will need a letter for these fixtures. This should state the venue, time of departure and pick-up after the match. The parent's signature with a contact number for that day, giving permission for the child to travel by school transport, is required before (s)he departs for the match. Reply slips must be deposited into the Reply Slip Box for the child to be allowed to go.

Weekend events

On the school calendar, there is a request that parents make their children available for weekend events. Staff should notify children of their involvement as early as possible. The parent must sign a permission letter.

Other school trips

Parents are notified of these by letter and they must sign a permission slip for a child to travel by school transport.

Staff must fill out the school trip form, if possible as much as a week beforehand, notifying other teachers of when children will be absent from their lessons.

Return journeys

Always plan to return to Peponi by 6:15pm at the latest. This is particularly relevant for a day trip to Pembroke.

Convoy

If two or more vehicles go on a trip, then the drivers must make every effort to stay in convoy.

Mobile Phones

If the team(s) is/are not always going to be in contact with the school, then the coach is required to take a mobile phone.

Bus Capacity

The number of children the buses are insured for:

Buses	27 children + 2 Adults + 1 Driver (Children are not allowed to sit in the front seats.)
Minibus 1	12 children + 1 Adult + 1 Driver (Children are not allowed to sit in the front seats.)
Minibus 2	8 children + 1 Adult + 1 Driver (Children are not allowed to sit in the front seats.)

ALL CHILDREN MUST WEAR SEATBELTS AT ALL TIMES.

Children on expeditions

Please see the separate PHPS School Trips Policy

Emergency Procedures

Breach of Security

- Never put your own safety in jeopardy. Avoid confrontation at all cost. Assuming that it is a 'break in' situation, remember that the school's most valuable resources are human. Items of equipment can be replaced.
- Alert others as soon as it is safe to do so – the most effective means being by pressing a 'panic button'. These are located as follows:

Inside: *the main office / reception area.*
the Estate Manager's Office.
the Head's Office.

- Also bear in mind that the askaris carry remote controlled panic buttons, radios and that there are fog horn alerts in every classroom.
- If there is a concern then the teachers will sound off the fog horn in their classroom.
- This indicates 'lock down' and that all persons should get inside immediately and must remain inside until given an 'all clear'.
- There are different locations for different times of the day. All the children are aware of these locations and practices are completed once a term. The rule is that if you are indoors, you stay where you are. If you are outside, you go to your own changing room or nearest room and stay there.
- The all clear will be signaled by the school fire alarm being triggered by a member of the SLT. The children will then follow the normal fire procedure.
- This will allow all children and staff to be registered in an orderly and effective manner.

Injury

- Do not attempt to move the injured party if they have fainted or fallen and/or there is any possibility of damage to the head, back or limb.
- Remain with them. Send for the School Nurse (or, if she is unavailable, for a member of the SLT) giving clear instructions as to the location of the incident.
- Allow Nurse/SLT to manage the incident, giving assistance only if requested.
- It is the responsibility of Nurse/SLT to make the decision if necessary for an ambulance to be called.
- No member of staff without protective gloves should feel obliged to tend to an open wound.

Fire

Familiarise yourself with the Fire Safety Procedure

- Ensure that:
 - a) you are the last person to leave the room;
 - b) the drills are conducted in silence;
 - c) the children remain in line and do not run.

- All staff and children must report immediately to the assembly point in front of the sports pavilion

- Specific responsibilities are as follows:
 - School Secretary to ring the Fire Brigade;
 - Back Office Staff
 - i) to take registers, staff sign out form and the daily fire list from the DHP's office to the assembly point
 - ii) to take team sheets, trips sheets and pupil sign out sheets to the assembly point
 - The School Estates Manager to check classrooms, changing rooms and to identify the location of the fire and divert accordingly.
 - The Deputy Head Pastoral to check that all members (staff and pupils) of the Senior Department are safe and liaise with the Head of the Junior Department to ensure that all members of the Junior Department are safe.

Members of staff must 'sign out' on the form on the office door if they leave the school premises during the day, between 7:40am and 4:15pm, and 'sign back' when they return as a part of fire safety precautions.

Fire Procedures and Safety Measures

Remember

- Registers must be completed on 3SYS no later than 8:00 am. The register for the day will be printed at 9:00 am.
- Make sure children know to sign out if they leave school before the normal time. If they come to school late, or return having signed out, they must sign back in at the school office.

School Trips

- If you are taking a trip or match, it is essential that details of travellers be published in the staffroom and left with the secretary. These must include:
 - The names of children involved in the trip.
 - The names of the staff involved, the destination and the expected time of departure and return.
- If the trip is residential, telephone and email contact details of the relevant parents must be included.

Fire Drill Procedure

- Familiarise yourself with your class route and the Assembly point, making sure that you are aware of alternatives.
- Display a copy of the Fire Drill route in your classroom and explain it to the children.

In the event of a Fire/drill

- Line your children up and lead them, IN SILENCE, to the assembly point using the designated route unless it has been made unsafe.
- Count heads, initially, and compare with the total.
- The Headmaster (or DHP) will organise a search immediately if necessary.
- If a fire occurs during lunch, lead the members of your table to the assembly point where they will assemble in class groups.
- If a fire occurs during break or lunch time, escort children to the assembly point, where Form Teachers and Tutors take registration.

Should you discover a fire

Operate the nearest fire alarm point. These are located as follows:

- Reception Area (x2)
- Art/DT Centre
- Junior Quad
- Information Centre
- Geography Classroom
- English I Classroom
- Physics Lab
- Kitchen (x2)

Please familiarise yourself with the exact location of each unit.

Do not risk your own safety by trying to fight a major fire.