



SUPERVISION OF PUPILS

This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

The purpose of this policy is to provide guidance to all staff regarding the appropriate supervision of all pupils throughout the school day.

All staff have a duty of care towards the children, which is based on the principle of in loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children.

In the event of a serious accident or abduction of a pupil, or expensive damage caused to neighbouring property, the school's arrangements for supervision would come under close scrutiny. It is therefore imperative that high standards of supervision are maintained at all times.

STAFF PUPIL RATIOS

EYFS pupils require a staff pupil ratio of 1:13 when a member of staff with a level 6 qualification is present. At all other times the staff pupil ratio, for EYFS pupils, is 1:8 with at least half of the adults present having an approved level 3 child care qualification.

For all other pupils a risk assessment should be carried out to ensure that there is adequate supervision.

SUPERVISION BEFORE SCHOOL

Pupils may arrive at school from 7:30am. There is a supervised 'Breakfast Club' at both the Junior School and Senior School. Junior School pupils who arrive between 7:30am and 8:30am are supervised in the Barn. At 8:30am pupils are escorted into class. Senior School pupils arriving at 7:30am are supervised in the Hall until 8:15am when they are escorted outside and supervised by a member of staff until the start of registration at 8:30am.

RESPONSIBILITY DURING THE DAY

Unexplained Absence

The responsibility to ensure that a child attends school regularly is that of the parents / guardians. The school will seek to contact parents when children are absent from school without notification.

Leaving the School Site

Children are not allowed off site during school hours unless there is clear evidence of a request from parents or guardian.

Illness

When children are taken ill during the school day the school will contact the parents or guardian whether at home or at work. Contact information is kept on iSAMS. A paper copy is kept in each office in case the computer system is unavailable. Parents must sign their child out of school, via the School Office, when they leave.

Emergency

No class of pupils should be left unsupervised for any reason. In the case of an emergency a child should be sent to the school office.

Lesson Time

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and co-curricular activities should not be left in school unattended.

Undesirable People

All visitors to school are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and report to the school office if there is a concern.

Supervision at Breaks and Lunchtime

- There must be adequate supervision both indoors and outdoors throughout school break times.
- A duty rota for break time supervision, devised by the Deputy Head and the Head of the Junior School, will be displayed in the Staff Rooms.
- Duty teachers and lunchtime assistants, where appropriate, will patrol around the school.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty teachers should begin supervision promptly.
- Staff should leave staff rooms promptly to supervise children back into class.
- Guidance for supervision of wet breaks is found in the Policies & Procedures document.
- Staff should support each other in maintaining adequate levels of supervision during wet breaks.

Supervision After School

Members of the Junior School staff must ensure that a known parent or guardian picks up each child in their care. A password system is put in operation for all pupils in the Junior School when an adult, unknown to staff, collects a child. The duty teacher at the Senior School supervises children being picked up at the end of the school day.

Children who remain in school after the end of the school day must attend a supervised activity or wrap around care, Session 6 in the Junior School and Tea & Prep in the Senior School. Wrap around care is available until 6 p.m. Two members of staff must be on site until every child has been collected.

Further details can be found in the Policies & Procedures document section *Daily Routines and Duties* and *The Non-Collection of Children*.

Supervision of Special Activities

Physical Education

When children are taking part in physical education activities off the school site e.g. swimming, using the astro-turf at Norton Hockey and Cricket Club or attending an away fixture sufficient staff must be present to ensure adequate supervision.

Where pupils are away from the school site staff must carry mobile phones to ensure assistance can be given in the event of an unforeseen event.

Science and Technology

Teachers must ensure that the activities undertaken as part of Science or Technology lessons have been appropriately risk assessed and that the level of supervision is appropriate to the activities being undertaken.

Lessons Outside

Where lessons take place outside teachers should ensure that an appropriate risk assessment has taken place and that pupils remain within an area over which the teacher can exert control.

School Visits

When children are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of children at the end of the visit. Mobile phones must be carried on all off site activities.

Where pupils are allowed time to 'explore' a venue without direct supervision strict guidelines on the extent of the area in which they can 'explore' and the time to reassemble must be given. Pupils should always be in groups of three or more and carry contact details of the party leader, school and local accommodation if appropriate.

Staff should use guidance from the Policies & Procedures document:

- Educational Visits
- Health and Safety of Activities Outside School
- Handbook for Group Leaders
- School Trips and Holidays – Staff Guidelines

Parents must not be asked to transport the children of other parents to or from a non-school venue. Where staff use their own vehicles to transport pupils on school activities they must ensure they have adequate insurance. The Head of Finance & Compliance holds a sheet that must be filled in by members of staff intending to take pupils in their vehicles.