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## SUPERVISION OF PUPILS POLICY

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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.

### 1 INTRODUCTION

- 1.1** The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school year.
- 1.2** The Head and the Senior Management Team (SMT) have specific obligations to ensure, as far as is practicable, that a safe place of work is established for all employees and others that enter the school. The Head and the SMT are required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.
- 1.3** All Red House staff have a duty of care to the children, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children.
- 1.4** In order for staff to carry out their duties effectively, the Head and SMT have certain responsibilities. These include:
- Formulating the overall aims and objectives of the School and policies for their implementation.
  - Ensuring that staff at the School receive information they need in order to carry out their professional duties effectively.
  - Ensuring the maintenance of good order and discipline at all times during the school day, including breaks, when pupils are present on the School buildings and grounds, and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere.
- 1.5** DfE guidance states during the time pupils are in school, staff are under a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents will happen even in the best-regulated schools. However, Red House School demonstrates a regard for the ages and capabilities of pupils to safety in the light of foreseeable risks.
- 1.6** School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and these rules are known to all pupils.
- 1.7** Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.
- 1.8** Where there has been an accident/incident, which had not been foreseen, the risk of a repetition is considered by the Head and the Head of Finance and Compliance and an appropriate course of action will be taken.

### 2 AIMS

- 2.1** The aims of this policy is to provide guidance to all staff regarding the appropriate supervision of all pupils throughout the school day.
- 2.2** All staff have a duty of care towards the children, as outlined in paragraph 1.3 above.

### 3 STAFF PUPIL RATIOS

- 3.1** EYFS pupils require a staff pupil ratio of 1:13 when a member of staff with a Level 6 qualification is present. A Higher-Level Teaching Assistant (HLTA) at Level 6 is also a 1:13 ratio.
- 3.2** At all other times the staff pupil ratio, for EYFS pupils, is 1:8 with at least half of the adult's present having an approved Level 3 child care qualification e.g. a Nursery Nurse or Teaching Assistant.
- 3.3** For school trips and educational visits, a risk assessment will be carried out to ensure that there is adequate supervision. Please refer to the Health & Safety – School Trips Policy for further details regarding

pupil to staff ratios.

## **4 EYFS SUPERVISION ARRANGEMENTS**

- 4.1** Supervision is a formal and recorded process through which the professional actions of staff are rigorously examined and regularly reviewed. It provides a recorded system of decision making that is regularly audited to improve practice and to improve outcomes for those with whom we are working. EYFS staff attend a supervision meeting once every half term, the outcomes of the meeting are recorded and shared with the Head of the Junior School.
- 4.2** Staff pupil ratios - Nursery 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 Nursery pupils, is 1:8 with at least half of the adult's present having an approved level 3 child care qualification. Within Reception ratios move to 1:30.
- 4.3** Supervision before school - There is a supervised 'Breakfast Club' at the Junior School between 7.30am and 8.30am in the Barn. At 8.30am pupils are escorted into class. For more detailed information see the Staff Handbook.
- 4.4** 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.
- 4.5** 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 is displayed in the Staff Room.
  - 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 Staff Handbook.
  - Staff should support each other in maintaining adequate levels of supervision during wet breaks.
- 4.6** 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. Children who remain in school after the end of the school day must attend a supervised activity or wrap around care. Wrap around care is available until 6pm. Two members of staff must be on site until every child has been collected.

## **5 SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

- 5.1** Parents are responsible for ensuring that their children travel safely to and from school.
- 5.2** Pupils are not supervised by a member of staff when travelling on school-arranged transport or public transport, but are expected to behave responsibly.
- 5.3** We always investigate complaints about poor behaviour.
- 5.4** In the event of an emergency school closure, pupils are sent home early only if permission has been received by parents.

## **6 SUPERVISION BEFORE SCHOOL**

- 6.1** Pupils may arrive at the Senior School or the Junior School from 7.30am.
- 6.2** There is a supervised 'Breakfast Club' at both the Junior School and Senior School.
- 6.3** Junior School pupils who arrive between 7.30am and 8.30am are supervised in the Barn. At 8.30am, pupils in the Barn are escorted into class.
- 6.4** Senior School pupils arriving at 7.30am are supervised in the Dining Hall until 8.10am, when they are escorted outside and supervised by a member of staff on the Astro until the start of registration at 8.30am. If the weather is inclement, pupils are supervised in their form rooms by their form tutor from 8.05am.

## **7 REGISTRATION**

- 7.1** We take a register of pupils at the start of the morning and afternoon sessions.
- 7.2** Parents are responsible for notifying the school if their child is absent for any reason. The responsibility to ensure that a child attends school regularly is that of the parents.
- 7.3** The School will seek to contact parents when children are absent from school without notification.

## **8 RESPONSIBILITY DURING THE DAY**

### **8.1 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.

### **8.2 Illness**

**8.2.1** When children are taken ill during the school day, the School will contact the parents 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.

**8.2.2** If a pupil has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian has collected them from the School Office.

**8.2.3** In the unlikely event of a pupil needing to be taken to hospital in an emergency, the parent or guardian will be called immediately, and a member of staff will accompany the pupil until the parent or guardian arrives and can assume responsibility.

**8.2.4** A number of members of the teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are displayed around the school. A qualified paediatric first aider is on duty whenever our EYFS children are in school. First aid kits are kept in the Medical Room and the School Office. These kits are checked and maintained by Miss Ward (See the School's First Aid Policy).

### **8.3 Emergency**

**8.3.1** No class of pupils should be left unsupervised for any reason.

**8.3.2** In the case of an emergency, the supervising member of staff should send a child to the School Office.

### **8.4 Supervision at Breaks and Lunchtime**

**8.4.1** There must be adequate supervision both indoors and outdoors throughout school break times.

**8.4.2** A duty rota for break time supervision, devised by the Assistant Head (Operations) for Senior School staff and the Head of the Junior School for Junior School staff, will be displayed in the staff rooms.

**8.4.3** Duty teachers and lunchtime assistants, where appropriate, will patrol around the school.

**8.4.4** Part of the induction of new staff will include explanation of supervisory responsibilities.

**8.4.5** Duty teachers should begin supervision promptly.

**8.4.6** Staff should leave staff rooms promptly to supervise children back into class.

**8.4.7** Staff and members of the Senior Prefect Team supervise classrooms during wet break/lunch in the Senior School. Staff in the Junior School supervise pupils during break and lunch if the weather is inclement.

**8.4.8** Staff on both sites support each other in maintaining adequate levels of supervision during wet breaks/lunch times.

### **8.5 Lesson time**

**8.5.1** Children must be supervised at all times.

**8.5.2** Children should not be left in classrooms without supervision.

### **8.6 Co-curricular clubs and activities**

**8.6.1** All after-school co-curricular clubs and activities must have a register taken at the start and a copy of the register sent to the School Office, so we have clear records of who is on-site.

**8.6.2** Children attending clubs and co-curricular activities should not be left in school unattended.

### **8.7 Supervision After School**

**8.7.1** 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.

**8.7.2** The Gate Duty teacher at the Senior School supervises children from Years 7-11 being picked up at the end of the school day.

**8.7.3** The Year 6 teachers supervise Year 6 pupils being collected from the Senior School site.

**8.7.3** If pupils from the Junior School site are being collected at 4pm from the Senior School site, the teacher responsible for teaching them in the Senior School ensures that the pupils are collected safely.

**8.7.4** 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.

**8.7.5** Wrap around care is available until 6pm. Two members of staff must be on site until every child has been collected.

**8.7.6** Further details can be found in the Non-Collection of Children Policy in Appendix 1 of this policy.

## **8.8 Visitors to the school**

**8.8.1** All visitors to school are expected to sign in and out, as per our Child Protection (Suitability of Staff) Policy.

**8.8.2** Visitors are required to wear a visitor's badge.

**8.8.3** All staff should check strangers on the premises and report to the School Office if there is a concern.

## **8.9 Supervision of Special Activities**

### **8.9.1 Physical Education (PE)**

- When children are taking part in PE/Games 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.

### **8.9.2 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.

### **8.9.3 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.

### **8.9.4 School Visits**

- The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Health and Safety – School Trips Policy. Our arrangements for the supervision of EYFS children on visits are also described in the Health and Safety – School Trips Policy.

### **8.9.5 School holidays**

- There may be occasional circumstances when pupils come into school to undertake some activity under the close supervision of a member of staff during the school holidays.
- Pupils must sign in and out at Reception or with the supervising member of staff.

## **8.10 In the event of a pupil's unaccountable absence**

**8.10.1** If any pupil fails to arrive to a lesson, practice session, co-curricular club or wrap around care, all efforts are made to establish the whereabouts of any missing pupil urgently.

**8.10.2** Please refer to the School's Missing Child Policy for further details of the procedure to be followed.

## **9 UNSUPERVISED ACCESS BY PUPILS**

**9.1** We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories and the Design Technology room.

**9.2** Doors to these areas are kept locked at all times when not in use.

## **10 STAFF INDUCTION**

**10.1** All new members of the teaching and support staff with relevant responsibilities receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision by either the Head of the Junior School (Junior School site) or by the Deputy Head and Head of the Senior School (Senior School site).

**10.2** Guidance is given at this time, on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Reviewed by: N Gresswell & S Haywood  
February 2024

Ratified by: The Health & Safety Committee of the Board of Governors  
February 2024

## **APPENDIX 1: MISSING CHILD PROCEDURE (TAKEN FROM THE SCHOOL'S 'MISSING CHILD POLICY')**

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.

This policy should be read in conjunction with the:

- Child Protection (Safeguarding) Policy
- Attendance Policy
- Behaviour Management Policy
- Health & Safety Policy
- Health & Safety (School Trips) Policy

### **1 PROCEDURE (IN SCHOOL)**

**1.1** In the unlikely event that a child goes missing the following actions will be taken:

- The Head/Deputy Head/Head of the Junior School/person in charge will be informed immediately.
- The last known location of the missing child will be checked.
- The iSAMS system will be checked. The signing out book will be checked.
- A register of children will be taken should it be necessary. This will be completed through the fire drill procedure.
- The Head/Deputy Head/Head of the Junior School/person in charge will organise a search of the whole building and grounds and will keep a record of times and areas searched and by whom. The child's classmates will be questioned to establish when the child was last seen.
- The Head/Deputy Head/Head of the Junior School/person in charge will follow the checklists in Appendix 1 or 2.
- The security videos (CCTV) will be checked.
- If the child has not been found within 30 minutes the child's parents will be contacted. If there is no further information as to the child's whereabouts the police will be contacted.
- Meantime a search of the local area will be mounted, directed by the Head/Deputy Head/Head of the Junior School/person in charge. Staff will be allocated to search set areas and a timed record will be kept. A photograph of the child will be made ready for the authorities.

### **2 EDUCATIONAL VISIT**

**2.1** Any group leaving the school will have a mobile phone with them at all times. All children to be counted on and off any transport and headcounts should take place throughout the visit.

#### **2.2 Senior School**

**2.2.1** If at any time on the visit the children are not under direct supervision they will be instructed to stay in groups of three or more. For residential visits or visits with remote supervision, all children will be given an information card.

**2.2.2** The card will display:

- The school name and telephone number.
- The name of the group leader.
- Mobile phone numbers for the staff.
- Contact number for the hotel, hostel etc.

**2.2.3** Information should also be written in the language of the country being visited for overseas visits.

**2.2.4** Please refer to the Health & Safety (School Trips) Policy for further details.

#### **2.3 Junior School**

**2.3.1** Before leaving the school (where appropriate) all children will be given an identity bracelet to wear/card to keep in their pocket.

**2.3.2** A member of staff, to ensure it will not be lost or accidentally removed, will attach the tag to each child in EYFS.

**2.3.3** The bracelet/card will display:

- The school name and telephone number.
- The name of the group leader.
- The details of the visit or outing.
- A mobile phone number for the group and the following details of what to do if the lost/separated child is found by another adult:
  - Immediately ring the mobile number for the group.
  - If for some technical reason the mobile does not respond then phone school number.

**2.3.4** Please refer to the Health & Safety (School Trips) Policy for further details.

## **2.4 Child Missing on an Educational Visit**

**2.4.1** In the unlikely event of a child/children becoming lost or separated from the group during an outing or visit the following set of guidelines will be followed by staff:

- Immediate headcount of whole party (if possible).
- Contact staff at venue e.g. museum.
- Search of immediate vicinity.
- Contact school & police.
- School to contact parents.

## **3 CHILD MISSING FROM EDUCATION**

**3.1** If a pupil fails to attend school regularly, or has been absent without School's permission for a continuous period of 10 days or more the School's Designated Safeguarding Lead (DSL) will inform the Stockton Borough Council Attendance & Exclusion Team (01642 528732).

**3.2** The Joint Designated Safeguarding Leads (DSL) will also inform the Local Authority of any pupil to be deleted from school admission register and follow 'Missing from education' protocols.

## **APPENDIX 2: NON-COLLECTION OF CHILDREN PROCEDURE (TAKEN FROM THE SCHOOL'S 'NON-COLLECTION OF CHILDREN POLICY')**

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 and School-run holiday activities or clubs.

### **1 REGULATORY FRAMEWORK**

**1.1** This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations (2014)
- Statutory framework for the Early Years Foundation Stage (DfE, March 2017)
- Data Protection Act (2018) and General Data Protection Regulation (GDPR)
- Keeping Children Safe in Education (September 2023)
- The School's Safeguarding (Child Protection) Policy

### **2 PROCEDURES FOR UNCOLLECTED CHILDREN**

**2.1** We ask parents to provide specific information which is recorded on the electronic school system including:

- Home address and telephone number.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number and email address.
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Red House School, for example, a childminder or grandparent.
- Information about any person who does not have legal access to the child; and who has parental responsibility for the child.

**2.2** Parents must ensure that School always has up-to-date information.

**2.3** On occasions, when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child by informing the School Office. We agree with parents how to verify the identity of the person who is to collect their child.

**2.4** Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can make alternative arrangements. We also inform parents that – in the event that their children are not collected from Red House School by an authorised adult and the staff can no longer supervise the child on our premises – we apply the procedures as set out in this policy.

**2.5** If a child is not collected at the end of the day, or at the end of Tea & Prep/Session 6/Holiday Club or after a visit/trip, the School will follow the procedure below:

- Parents should be contacted using all the available telephone numbers (home, work and mobile) to ascertain a new anticipated collection time.
- If this is unsuccessful and parents cannot be contacted, then the emergency telephone numbers provided by parents should be used.
- If a responsible adult nominated by the parents cannot be contacted 30 minutes after the designated pick-up time, the member of staff should contact the School's Joint Designated Safeguarding Leads (DSL) or one of the Deputy Designating Safeguarding Leads (DDSL), if the Joint DSLs are not available.
- The Head should be informed of all such occurrences.
- The DSL will contact the Children's Hub (Tel: 01429 284284), and further action will be taken in accordance with the advice of Children's social care.