



## **Supervision Policy**

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## 1. Policy Statement

Chandlings is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved
- Mandatory staffing ratios for EYFS provision and After School Care are enforced

While the policy aims are the same across the whole school, the detailed procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).

This policy is applicable to all pupils in Prep, Pre-Prep and including those in EYFS. Chandlings seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the school office and should be read in conjunction with the following documents: Attendance; Risk; Staff Duty Rotas; Out of School and Educational Visits; Missing Pupils; Uncollected Pupil; Behaviour, Discipline, Sanctions and Rewards; Anti-Bullying.

This document is reviewed annually or as events or legislation change requires.

## 2. Key Personnel

Supervision in the Prep school is led by the Deputy Head, Pastoral, Mr Andy Boyle.

Supervision in the Pre Prep school and EYFS is led by Head of Pre-Prep, Mrs Maria McAloon.

### **3. Procedure**

#### **3.1 Prep and Pre-Prep School**

When supervising pupils in their care the staff do the following:

- Follow the Health and Safety Policy and the First Aid Policy and procedures
- Have a high awareness of pupil well-being
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and bullying,
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head of Year, Head of Pre-Prep or Deputy Head Pastoral.

#### ***General Supervision***

In general, pupils are supervised at all times by their teachers and teaching assistants (TA). However, older pupils will sometimes be given the responsibility to move around the school to complete small projects, visit the ICT suite/library, these activities will be monitored and members of staff are always near at hand if necessary.

Supervision during PE, Swimming and fixtures are in accordance with the relevant Health and Safety requirements.

#### ***The Start of the School Day***

The school gate opens at 8.00am and the school day starts at 8:15am.

Children arriving at school by car may be dropped off at the front of the school in the designated zone. Parents are discouraged from leaving their vehicles and pupils leave via the passenger side onto the pavement. All other Prep pupils and all Pre-Prep pupils arrive by car and are escorted into school via the school gate by their parent/adult/carer. Cars have allocated spaces in the car park and safe walkways are highly visible for pupils to make a safe entry into school.

#### ***Morning Arrangements***

Pupils can attend Early Birds from 8.00am where they are supervised by members of staff.

Two members of staff supervise the Prep children in the Main Hall between 8:00-8:15am. Children make their own way to their class at 8:15am.

Two members of staff supervise the Pre Prep in the Lantern Hall from 8:00-8:15am. Children are dropped off, and a register is taken. Children may play, read or chat. Children in Year 1 and Reception are taken to their class by a TA. Children in Year 2 go by themselves.

NO child should be in a classroom before 8:15am without supervision.

The school day begins at 8.15am. Teachers are in their classrooms ready to welcome the pupils.

Electronic Registration is completed by 8.30am after which time all late arrivals must register at the Main Office.

### ***Playtime/Lunchtime Supervision***

The duty timetable covering playtime/lunchtime supervision is circulated to all staff and displayed in the staff room. All staff are involved in supervising pupils across the age range (2-11years).

Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave the area which they are responsible for in exceptional circumstances.

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying.

In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas. For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis.

### ***Wet Play Procedure***

The duty staff will decide whether outside conditions merit a break being declared indoor. Wet breaks are supervised by the duty staff in the respective hall space that is available.

### ***Playground Procedure***

Pupils should use the toilet before going directly to the designated play area. All staff are responsible for ensuring that pupils are not loitering in the building. There are separate playtimes for Years 3-6 and Years 1-2.

For Year 3- 6 the play areas are supervised by 4 members of staff at morning play and 3 members of staff at each lunchtime play and teatime break.

For Pre Prep there are 3 members of staff, at least, on duty at all times.

Typically, any pupils needing to return to the building for First Aid are accompanied by another child.

Any pupils who need to return to the building to use the toilet must report to the duty teacher on return to the playground.

All other staff are on 'stand by' to assist with supervision in the case of an emergency.

For Pre-Prep, after the bell or whistle, children stop and stand still before being sent inside form by form.

For Prep pupils, after the bell, children peacefully walk into school. All teaching staff must leave the staffroom promptly to supervise the children back into class.

### ***Lesson Time Procedure***

Children should be under supervision at all times during the school day.

Teachers should not leave a class unsupervised at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time another appropriate adult must be summoned.

From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child. Older Pre Prep children carry out messages in pairs.

### ***Dining Hall Procedure***

All staff are expected to sit and eat lunch with the pupils to encourage good table manners. Staff on duty ensure that there is good behaviour in the Dining Hall and check that pupils make sensible choices and have a balanced plate of food.

### ***End of School Arrangements***

Staff are responsible for pupils until they are handed over to parents/carers at the end of the day. Some children however may attend Homework Club, Extra Curricular Activities or After School Care.

### ***Pre-Prep End of School Arrangements***

All Pre-Prep children remain in their classroom until 3.40pm. A TA collects children registered for After School Club and takes them to the Pre-Prep Art Room. The children will remain in the Pre-Prep Art Room (or weather permitting in the Reception playground) until they are collected by their parents/carers.

At 3:40pm children not registered for After School Club but taking part in an activity will be escorted to their activity and registered by their club leader. Any remaining children not collected by parents by 3:50pm are taken to a 'Late Pick Up Zone'. They are supervised by staff and read a story. If not collected by 4:00pm they are taken to After School Club in the Pre-Prep Art Room (or Reception playground). The number of staff on duty in the Pre-Prep Art Room varies according to the number of children attending.

### ***Prep End of School Arrangements***

Years 3-6 attend Homework Club in the Dining Hall. Homework Club is supervised by two members of staff. A register is taken.

Pupils attending extra-curricular activities are registered on collection from the Main Hall by the staff member in charge of the activity.

At the end of Homework Club/Activities pupils are supervised in After School Club by two members of staff in the Dining Hall until they are collected by a parent/carer.

At 5:30pm pupils are taken to the Main Office and parents are contacted if they are not collected within a reasonable time (refer to Missing Pupils Policy).

Staff taking pupils off site for activities must have parent contact details and pupils who are not collected will remain with the member of staff and parents will be contacted by phone.

### ***After School Club***

It is the responsibility of the teachers to ensure that pupils are safe, secure and well supervised at all times and that the staff are suitably qualified and inducted.

Staff sign pupils in on their arrival and parents are expected to sign them out at the end of the session.

From 5.00pm until 5.30pm, all pupils (Years 1-6) gather for After School Club in the Dining Hall with two members of staff.

Children in Nursery gather in the Inner Hall, with two members of staff. A member of Leadership Team is always on the premises until the last child has been collected.

Any child not collected and without information from parent/carer or emergency contact person, will remain with Leadership Team member, but Social Services will be notified. (Refer to Missing Pupils Policy).

### ***School Trips and Visits***

Details of the requirements for supervision and staff-pupil ratios and remote area procedure for educational visits are contained in the Educational Visits and Activities out of School Policy. In general the ratios are as follows.

There should be a minimum of two employees accompanying visits in the ratio of:

1:10-15 pupils in Prep School (day trip, Year 4-6)

1:6-10 pupils in Pre-Prep School (day trip, Years 1-3)

1:4 pupils in EYFS

1:10 residential trips (discussed and agreed by Head in the planning stage)

### ***Missing Pupils***

If any pupil is discovered missing from where they should/are expected to be then staff supervising must follow the Missing Pupils Policy and procedures.

## **3.2 EYFS Setting**

The Reception class (where the children are 4+ within the year) is supervised by a teacher and supported by a full-time teaching assistant. Staff/Pupil ratios fall well within the mandatory regulations

The Nursery (majority of pupils aged 2+) is supervised by the Head of Nursery and the ratio for supervision in the statutory guidelines is adhered to. Pupils have access to the both indoor and outdoor learning environments which are supervised at all times.

The EYFS classrooms are accessed through key pad entry doors to ensure pupil safety.

### ***Morning Arrangements***

Pupils can attend Nursery from 8.00am where they are supervised by staff.

The school day begins for Reception at 8.15am. On arrival pupils are taken into their classrooms by their parents.

### ***Playtime/Lunchtime Supervision***

The duty timetable covering playtime/lunchtime supervision is circulated to all staff and displayed in the staff room. All staff are involved in supervising pupils across the age range. EYFS pupils are supervised in their own separate play areas and the mandatory ratios for supervision are adhered to.

It is the responsibility of the Head of Nursery or Head of Year to decide whether morning break or lunch break will be indoors or outdoors, unless previously decided by the Head of the Pre Prep School.

### ***Playground Procedure***

Pupils are escorted to the outdoor play area by their teachers and the area is secured by fencing.

Any pupils wishing to return to the building to use the toilets or for First Aid will be accompanied by a member of staff.

All other staff are on 'stand by' to assist with supervision in the case of an emergency.

### ***Dining Hall Procedure***

EYFS staff are expected to sit and eat lunch with the pupils to encourage good table manners.

In general pupils are served with the hot meal of the day, unless parents request otherwise

### ***Wet Play Procedure***

The Head of Nursery or Head of Year makes the decision for indoor play.

### ***End of School Arrangements***

Pupils are collected from the classrooms by their parent/carer. Pupils attending After School Club remain in the Nursery classrooms. At 5.00pm, any remaining children will be taken to the Inner Hall.

All Reception children staying for After School Club go to the designated Reception class, which is supervised by two members of staff. At 5.00pm, any remaining children will be taken to the Dining Hall.

### ***After School Club***

It is the responsibility of the teachers/nursery staff to ensure that pupils are safe, secure and well supervised at all times and that the staff are suitably qualified and inducted. The staff/pupil ratio is approximately 1:8 with at least one person having an appropriate First Aid qualification.

After School Club is a secure setting; staff sign pupils in on their arrival and parents are expected to sign their pupils out at the end of the session.

### ***School Trips and Visits***

Details of the requirements for supervision and staff-pupil ratios and remote area procedure for educational visits are contained in the Out of School and Educational Visits Policy.

### ***Missing Pupils***

If any pupil is discovered missing from where they should/are expected to be then staff supervising must follow the Missing Pupils Policy and procedures.

## **3.3 Absence**

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. Parents contact the school office – Mrs O'Regan – to register a pupil's absence. The school will contact parents when children are absent from school without notification. For organised planned absence – e.g. family events, medical appointments, etc., a request must be made by the parent direct to the Head.

## **3.4 Leaving the School Site**

Children should not be allowed off site during school hours unless there is clear evidence of a request, in writing, from the parents or guardian. Parents/carers taking children from school must collect them from the Main Office.

## **3.5 Illness**

When children are taken ill during the school day the School Nurse will contact the parents or guardian whether at home or at work. Information about contacts is kept in the school office.



### 3.6 Undesirable People

All visitors to the school are expected to sign in and out at the School Office. 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.

### 4. Document Information

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