



## **SUPERVISION OF PUPILS POLICY**

**This policy includes the Early Years Foundation Stage (EYFS)**

***Policy reviewed: 30<sup>th</sup> April 2021***

***Policy to be reviewed: April 2023***

### **Introduction**

St Wystan's School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all children in all year groups, including those in the early years.

### **Nursery:**

We maintain the following adult to child ratios at all times:

Children ages 2½ - 3 years:	1 adult to 4 children
Children ages 3 - 4 years:	1 adult to 8 children

We ensure this by:

- Having qualified staff.
- Planning timetables and rotas so that ratios are maintained throughout the day.
- Carefully monitoring the allocation of staff during free flow (indoor and outdoor) play to ensure that all children remain supervised.
- Key workers supervise lunch of the EYFS children, ensuring ratios are maintained.
- Cover is provided when staff need to leave the rooms for short periods.
- Maintaining a small bank of experienced cover staff to replace staff members who are on sick leave.
- At the beginning and end of days, when staff and children numbers are lower, we group children from different rooms together, as necessary, to maintain rotas.

### **Kindergarten (Reception) Class:**

In our Kindergarten class we have a fully qualified teacher and a full time assistant. We operate a free flow system, making good use of the outdoor area directly outside the classroom. Outside areas are supervised by the teacher or assistant.

Years 1 – 2                      1 teacher              1 teaching assistant

Years 3 – 6                      1 teacher

Max class size is dependent upon room size.

### **PRE AND AFTER SCHOOL CARE**

The ratios for Pre and After School Care, with the inclusion of any EYFS pupils, are carefully monitored. A ratio of 1:8 is adhered to at all times for children aged between 3 and 5; a ratio of 1:4 is adhered to for children aged under 3.

### **PUPILS' ARRIVAL AND DEPARTURE**

Pupils may arrive at school from 7.30am and are expected to go home by 6.30pm. Pupils are not allowed on site without supervision and no children should be left unsupervised in the playground or classroom. Children should be booked and checked into pre-school care.

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

The Nursery will always usually have 2 members of the Nursery staff present with them (unless more children require an additional member of staff or fewer children mean their needs can be met by one member of staff) If only one member of Nursery staff is present with the children, there will always be another member of staff available to be called on if needed.

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. At the end of the day it is the Form Teacher's responsibility to dismiss children to their parents in the playground, to a club or activity or to After School Care.

### **DURING THE SCHOOL DAY**

All staff are responsible for supervising the pupils during the school day and at times beyond. They are expected to follow the guidelines of any particular duty they might undertake and should always be aware of the whereabouts of each child. Around the school – much supervision is informal between lessons and during breaks and it is an essential part of the staff's supervisory role to ensure that pupils adhere to the school rules to stay safe. No pupils are allowed to go into a room without a member of staff or to come into school during breaks without permission.

When children from the Early Years are present, there is always a Paediatric First Aider on site.

### **Duties**

The main duty times are:

- Pre-School Care morning duty (7.30am – 8.30am)
- Break duty
- Lunch-time duty
- After School Care duty (3.45pm – 6.30pm)

### **During Break**

The following supervision arrangements are in place: To ensure the most secure play environment for all pupils, adequate teacher supervision of mid-morning and mid-afternoon breaks is vital. To that end a rota for both Prep and Pre-Prep school playgrounds are displayed in the staffrooms.

### **Lunch Time Arrangements**

During lunch, the following arrangements are in place:

To ensure the most secure play environment for all pupils, adequate teacher supervision of lunch time breaks is vital. To that end a rota for both Prep and Pre-Prep school playgrounds are displayed in the staffrooms.

### **Responsibilities of Teachers on Duty**

- To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.
- To patrol visibly the outdoor and cloakroom areas used by the pupil group under supervision.
- To observe pupils' activity to detect in so far as possible any individual or group action which might:
  - Be considered intimidating (bullying) - Give rise to injury - Cause damage
- Enforcement of such rules as may apply to play areas.
- To be aware of such individuals and to challenge those whose presence on school premises is not justified.
- In the event of an accident take appropriate action.
- Ensure that the appropriate signal (whistle) is given on time to indicate the end of break.
- Supervision of orderly lines until the (pre-prep) class is collected by the class teacher or prefects lead Prep in.

Full guidance on supervision can be found in Appendix A

### **Inclement Weather**

- Whenever possible breaks must be outdoor, however there will be times when poor weather will prevent that.
- The duty teacher will decide whether outside conditions merit a break being declared indoors. A message should be sent, in plenty of time, to other teachers in order for activities to be prepared for the children.
- Different decisions may apply for pupils of different ages.
- Responsible pupils from the Y6 class may be used in classes to assist in supervision but they can never be regarded as having any charge of other pupils.
- All responsibilities attaching to an outdoor playtime still apply though emphasis will differ.

### **Responsibilities of staff at the end of breaks**

- At the end of break teachers will proceed to the playground without delay to escort the children into the classrooms.

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

Pupils are expected to leave the premises by 3.40pm unless they are attending an after-school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

### **Non-Collection Arrangements at End of Formal School Day**

If a pupil is not collected from the Pre-Prep or Prep school by 3.50pm, they will be placed in After school care.

**The following procedure will be followed when a pupil is not collected:**

- the school will contact the parent or carer;

- the child will be looked after at after school club until someone arrives to collect the child.

This is chargeable.

### **After School Activities**

When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity. No pupil should leave without the authorisation of the adult leading the activity.

**The following procedure will be followed when a pupil is not collected:** If a child is not collected from an after-school activity, they are then put in the after-school club until someone arrives to collect the child. This is chargeable.

### **Sporting Fixtures**

PE staff supervise students when at fixtures. Parents are always informed of the finish times. No pupil should leave without the authorisation of the adult leading the activity.

**The following procedure will be followed when a pupil is not collected:** the child is returned to school (if the match is away) and the child is then put in the after-school club until someone arrives to collect the child. This is chargeable.

### **Leaving the Site during the School Day**

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

### **Supervision during PE Lessons, including Changing Arrangements**

PE lessons are supervised by members of the teaching staff. When pupils are changing, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

### **Medical Support**

All staff at St Wystan's Preparatory School are qualified to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to their class teacher first; who will then send the child to the school reception.

### **Supervision in Remote Locations**

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the nursery steps to the top floor of the building and the grounds, maintenance, catering and caretaking areas of the school.

### **STAFF INDUCTION**

All new members of the teaching staff, including temporary staff and volunteers receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.

## **Appendix A**

### ***Break time supervision – guidance for staff on duty***

*In order to ensure SWS pupils are safe at break times we need to ensure we have adequate supervision in place and that the supervision is effective.*

Please read the scenario below:

*A group of twelve children were playing on a playground when a six-year-old girl fell from the structure and severely broke her arm. Two members of staff were supposed to be supervising the students, but were in the middle of a conversation when the accident occurred. It turned out the girl was attempting the walk across the monkey bars, lost her balance, and fell. If the teachers were supervising properly this injury not would have occurred.*

Ineffective supervision can lead to safety risks for our pupils. As well as this, negative behaviour can be missed. By following the guidelines below, we can ensure our pupils are well-supervised and, as a result, are safe.

#### **1. Constant Supervision**

Maintaining supervision is the only way to keep children safe on a playground. Anytime you're supervising children distractions will arise. If, for whatever reason, your attention is required elsewhere, please ensure another colleague is there to continue supervising the children or get the other children off of the playground equipment as quickly as possible. For example, if a child is injured on the playground you'll need to take your eyes off the other children to address the situation. If this occurs, make sure another colleague is there to continue supervising.

#### **2. Maintain Appropriate Surveillance Positions**

Another important component in ensuring safe playgrounds is proper positioning of staff, ensuring as much of the playground is visible as possible. Obstructions such as walls, trees, groups of children etc will hinder the ability to observe the entire area at once, which is why it's so important to position yourself appropriately and to rotate around the area.

#### **3. Monitor use of equipment**

We want our pupils to have play choices. However, it is important that any equipment is being used as it should be and in a safe manner. Adults on duty should monitor the use of equipment and intervene immediately if it is being used inappropriately.

#### **4. Interaction with other adults**

People watching children at the playground often strike up conversations with one another. This situation hinders supervision since both adults are distracted and certain areas will not be completely supervised due to inadequate positioning. Conversations should be kept to a minimum.

## **5. Mobile Phones**

In accordance with the code of conduct at SWS, the use of mobile phones are not allowed to be used by staff during the school day, including at breaktimes.

## **6. Active Supervision**

Active supervision is the intentional and focused observation of pupils at all times. Active playground supervision is essential to ensure children are safe during break and lunchtimes. Adults supervising the playground should scan the playground to observe and listen for potential issues. It is important to be alert and constantly monitoring the situation.

## **7. It's a shared responsibility**

If you are on duty, you have 100% responsibility for the children in your care and it is important that you respond and react to situations as they arise.

### **The dos**

- Ensure constant and active supervision - observe, monitor, be alert, intervene immediately
- Have a good vantage point, scan the playground, rotate around the area and ensure more hidden areas are checked frequently
- Keep your attention on the pupils
- Monitor use of play equipment and intervene immediately as necessary
- Restrict conversations with staff, unless asking them to assist with an issue
- Be proactive
- Take full responsibility

### **The don'ts**

- Spend break time talking to other adults
- Limit the areas you supervise, remain in one area
- Ignore behaviour, hoping it will resolve itself – it definitely won't
- Leave it for a class teacher to solve later – intervene at the point of the problem but do let the class teacher know after break
- Use your mobile phone

Thank you for supporting us to keep our pupils at SWS safe and creating a happy environment for all to play in.

## **POLICY DEVELOPMENT AND REVIEW**

Reviewed by	Karan Hopkinson
Date Reviewed	30.04.2021/24.04.2018

Date of Next Review	April 2023		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No

This policy document was produced in consultation with the entire school community, including school staff and Governors.