



St Wystan's

A REPTON SCHOOL

Headteacher: Mrs Karan Hopkinson, MA

SUPERVISION OF PUPILS POLICY

NURTURE  INSPIRE  PREPARE  ACHIEVE

Last revised: **April 2018**

Next review: **April 2021**

This policy includes the Early Years Foundation Stage (EYFS)



Introduction

St Wystan's Preparatory 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 5 children
Children ages 3 - 4 years: 1 adult to 8 children

We ensure this by:

- Having a qualified teacher as Head of Nursery.
- Planning timetables and rotas so that ratios are maintained throughout the day.
- Always having a minimum of two staff in any room with children.
- 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. Our maximum class size is 18. 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 | up to 18 pupils in class | 1 teacher | 1 teaching assistant |
| Years 3 – 6 | up to 18 pupils in class | 1 teacher | |

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 (3.30pm – 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 (bell) 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.

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 Wistan'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.

Policy development and review

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

| | | | |
|-------------------------|-----------------|-----------------|--------|
| Author | Karan Hopkinson | | |
| Date Reviewed | 24.04.2018 | | |
| Date of Next Review | April 2021 | | |
| Governing Body Approval | Yes/No | Signed/Dated | |
| Website/App | Yes/No | ISI | Yes/No |
| Staff Handbook | Yes/No | Parent Handbook | Yes/No |