



# Pupil Supervision Policy

**Pupil Supervision Policy (including EYFS)**

**Policy Review Date:** October 2017

**Reviewed by:** J Callaway & SLT

**Next Review:** October 2018 (or following incident, legislation or interim guidance)

## **INTRODUCTION**

- All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.
- All members of the teaching staff receive thorough training on the school's expectations of the appropriate levels of pupil supervision.

## **GENERAL SUPERVISION**

- Pupils may arrive at school from 7.45am and are expected to leave the site by 6.00pm, unless staying late for a function.
- Pupils are not allowed on site without supervision. At least two appropriately qualified members of staff are always present on duty to supervise pupils on school premises outside normal school hours.
- Members of staff are rostered for duty during break and lunchtime. Pupils are able to call on a member of staff at any time if necessary.
- Members of PE staff supervise pupils on both home and away fixtures, as appropriate.
- Pupils are supervised during production and concert rehearsals, or other events that bring small groups into school out of hours.
- Internal exclusion and physical restraint are covered in behaviour and restraint policies, and intimate care is the subject of a separate policy.

## **ARRIVAL AND DEPARTURE**

- Parents are responsible for ensuring that pupils travel safely to and from school, whether by car, cycle, foot or other transport. Prior permission must be sought from the school if a pupil is not to be accompanied by an appropriate adult, but is to travel to or from school by cycle, foot or other transport.

## **REGISTRATION**

- Pupils are registered at the start of the morning and afternoon sessions. Parents are responsible for notifying the school of absence for any reason. The school will always contact parents if a pupil fails to arrive at school without an explanation or if an un-notified absence is requested by a pupil. Parents are informed that a note, verbal message or telephone call is necessary to validate their child's absence.
- Any pupil who arrives at school late or after registration has closed, must go directly to the school office to be signed in and registered.

- In addition to registration, pupils will only be released from school supervision into the care of a parent or other previously notified responsible adult. Please refer to the school's registration policy for further guidance.

## **SUPERVISION BEFORE SCHOOL**

- All parents are made aware of the starting time of the school day and that arrangements for supervision of pupils cannot be made earlier than 8.35am, at which time all teaching staff will be present on the playground prior to the commencement of the morning session at 8.40am. Up until this time, unless by prior arrangement with the Headteacher, parents are responsible for their children. A member of staff is also on duty at the main gates to ensure that no pupils go out of the gates, once they have entered the school site.
- Before School Club runs from 7.45am in the main hall and is supervised by two members of staff. Parents/carers must book pupils in advance for Before School Club sessions and a daily register is held to sign children in and out. Children will be escorted to the playground by 8.35am in readiness for classes lining up and the commencement of the school day.

## **DISMISSAL AT END OF SCHOOL DAY**

- For children in Reception to Year 6, they should return to their form rooms following their final lesson of the day. Form teachers are responsible for ensuring that children are organised and ready for dismissal, including giving out any letters to parents or other correspondence.
- If the Form teacher is absent or not available to dismiss their class at the end of the day, the Headteacher or Deputy Headteacher will designate another member of staff to dismiss the class.
- The children must wait in an orderly manner with the teacher and must not go to the adult collecting them until the teacher instructs them to do so.
- Children must not be sent to the adult collecting them until they are close to the children's exit point and the teacher has made eye contact with the adult. It is imperative that the teacher sees the child go to the designated adult.
- Parents/carers must be in the school grounds before children are released and staff must not accompany children off school premises.
- School rules still apply to children waiting with their parent or carer in the playground or walking through the school car park.
- The School will collect data from parents about collection arrangements at the start of each academic year for all children, including in the EYFS. **Parents must inform school if arrangements change during the year, including any temporary arrangements.**
- If a child is to be collected by anyone other than his or her parent/carer the school office or the child's form teacher must be informed either by email or in person.
- If an adult who is not expected arrives to collect a child they **must not** take them until permission has been obtained from the child's parent.
- In an emergency, a parent/carer may telephone the school office. A member of the office staff will inform the teacher immediately so that appropriate steps may be taken.
- **Nursery and Pre-school dismissal at the end of sessions: Practitioners to**

**hand over child to known adult. Parents are to inform nursery staff if an unfamiliar adult is to collect and a password is required.**

### **SUPERVISION AFTER SCHOOL**

- A daily list of children attending the After School Club is available to staff at the main Lower school & Upper school collection points and at the school office.
- Staff should ensure that the parent / carer or guardian responsible for collecting pupils are there to take charge of them before letting them leave their care. Pupils may be placed in the After School Club in an emergency situation or if a parent is delayed due to unforeseen circumstances, providing a place is available and the pupil concerned is already registered with the After School Club.
- The member of staff dismissing the class will go to the school office to contact the parents / carers to ask them to make arrangements to collect their children. Parents should contact the school at their earliest convenience if they are delayed by unforeseen circumstances.
- Parents are made aware that any child left on the school premises after the school day has ended, is their responsibility. Names of pupils left at school after 4pm, without prior warning will be recorded in a file and parents will be asked to sign when collecting their children and the time recorded. If parents / carers neglect to make provision for pupils' safe return home after one hour past the end of the school day (or by the end of the after school club session), action may be taken by Social Services.
- Pupils attending the After School Club are supervised by two appropriately qualified members of staff. Parents/carers must book pupils in advance for After School Club sessions and a daily register is held to sign children in and out. After School Club finishes at 6pm, at which time all pupils are expected to have been collected by parents / carers.
- If parents have notified school / after school club that they are going to be late, delayed, or in an emergency / unforeseen situation, children will be supervised appropriately by staff in school until the parent or another permitted adult collects the child.
- If there is no contact from the parents or nominated carers after an hour or at the published end of the school's after school care facility, the school will apply the procedures for uncollected children.
- If children are not collected by 6pm from the After school club, the school reserves the right to charge parents a late collection fee of £10 for every 15 minutes after 6pm.
- Children are not permitted to leave with anyone below the age of 16, or a person who is believed to be under the influence of alcohol or drugs or who presents unwanted behaviour towards any member of staff.
- Nursery and Pre-School sessions are available from 8am to 6pm. Parents are asked during induction to provide us with contact details of any persons authorised to collect their child. The service operates a password system and adults collecting children must be able to produce the password for the child to be collected.

### **SUPERVISION OF MOVEMENT AROUND SCHOOL & LESSONS**

- No pupils should be left unsupervised for any reason. In the case of pupils'

excused from normal lessons for example, PE or assembly, adequate supervision within available staffing resources needs to be provided. Supervision is needed for activities such as moving PE equipment, chairs or tables. Pupils should be reminded of the correct way to lift and carry apparatus or equipment.

- If a member of staff is delayed for an unknown reason, in taking the next lesson, particularly at lesson changeover times, the member of staff currently with the class must remain with the pupils. Two sensible pupils should be sent to the school office to request that the admin staff locate another member of staff to supervise their class.
- Pupils who are not following the school rules regarding classroom behaviour must be escorted to another class, to the headteacher or to the deputy headteacher either by a member of staff or with another responsible pupil. Pupils being disciplined should not be sent to sit or stand outside of the classroom without supervision.
- Pupils should not use the internet unsupervised and staff must refer to the school's E-Safety policy.

### **SUPERVISION AT BREAK TIMES**

- Adequate supervision must be provided both indoors and outdoors through school break times. Staff are rostered for indoor and outdoor break duties and must inform a senior leader if they are not available to carry out their duty, so that cover can be arranged.
- Pupils should never be left in classrooms or other areas in school at break times without a member of staff being present to supervise them. If a child has to stay indoors for a medical reason, a buddy system is used and the pupils should report to the school office for supervision purposes.

### **MIDDAY / LUNCHTIME SUPERVISION**

- Pupils are supervised in the dining hall by teaching staff on a rota basis and the Lunchtime Welfare supervisor.
- Supervisory staffs are responsible for pupils outside on the playground areas. Pupils must request permission from a member of the supervisory staff to go inside school and /or use the toilets.
- The supervisory staff will initially deal with any incidents and these should be feedback to the form teacher. The Head or Deputy Headteacher will be informed by the senior supervisor about any incidents of a serious nature, or where further action may be necessary.

### **EDUCATIONAL VISITS**

- The supervision of pupils during educational visits and trips out of schools is always in accordance with prescribed staff/student ratios. Risk and safety assessments are completed for all such visits and trips. Please refer to the school's Educational Visits policy for further guidance.

### **EXTRA-CURRICULAR ACTIVITIES**

- The same level of supervision is necessary as for similar activities in normal school hours. All residential visits, on and off site clubs and activities are risk assessed and led by appropriately qualified staff, including the relevant DBS and safer recruitment checks.
- Registers are held to sign pupils in and out of clubs and activities. Staff have access to pupils' emergency contact details.
- Staff must follow the guidelines regarding staff to pupil ratio for the age of pupils in their care.
- Permission must be obtained from parents / carers whose children are participating in after school activities.
- Written notification from parents / carers of pupils making their own way home is required.
- Parents should be notified in the event of the cancellation of such activities at the earliest opportunity.
- When pupils are taken from school on organised visits, the same duty of care from being in 'loco parentis' exists whether or not the visit is taken voluntarily and out of school hours. It covers the whole duration of the visit and includes arrangements, where appropriate, for the collection of pupils at the end of the school day. Where there is no male member of staff to escort the boys to the male changing rooms or toilets (or vice versa in the case of no female member of staff), every effort must be made to ensure the safety of the boys. The boys should not be allowed into the toilets alone, but in groups of three or four and they should wait until they are all finished before leaving the changing room / toilets.

### **AREAS PROHIBITED TO PUPILS**

- Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.
- Pupils do not have access to the maintenance, catering and caretaking and other storage areas around the school. Clear signs are displayed to show that children should not enter them.

### **PUPIL RESPONSIBILITIES**

- Staff should continually reinforce the school rules and explain what is expected of children in and out of school and on off site visits and how to deal with any problems that may occur, in order to keep them safe.

### **REPORTING INCIDENTS**

- If a serious incident occurs, it is important that, in addition to the official accident report form, where necessary an account of the incident should be written up. Parents should be informed by telephone of serious accidents and

**any** head injuries and also provided with a copy of the accident form and any other relevant details such as any medication given.

- Any accidents that occur through faulty equipment or apparatus must be withdrawn immediately until it is replaced or repaired and the Headteacher or deputy headteacher informed.

### **FIRST AID SUPPORT**

- A number of members of the teaching staff and non-teaching staff are trained and qualified as first aiders. The names of first aiders are provided to staff and in first aid notices displayed around the school.
- A qualified paediatric first aider is always on duty whilst EYFS children are in school.
- First aid boxes are located in the school office. These are regularly checked and replenished.
- Parents must provide written notification to the school of pupil illnesses or conditions that require supervised use of medication in school or which, for reasons for safety, need to be notified to staff coming into teaching or supervisory contact with any such pupil. Any medicines or treatments brought to school must be placed in a secure area in the school office.

### **EYFS RATIOS**

The requirements for staff: child ratios of the EYFS statutory framework vary according to the age of the children in any particular setting.

Nursery/pre-school adheres to ratios of that with no level 6 qualification throughout the day including all outdoor play.

Within the maintained school sector if the majority of the children in a class reach the age of five, six or seven during the course of the school year, the class is subject to the existing class size legislation rather than to the EYFS statutory guidance. That means that an infant class should not contain more than 30 pupils while an ordinary teaching session is conducted by a single school teacher. The Independent Schools Inspectorate guidance is that in Reception classes the staffing ratio for teacher to children is also 1:30.

For children aged two:

- there must be at least one member of staff for every four children;
- at least one member of staff must hold a full and relevant level 3 qualification;
- and
- at least half of all other staff must hold a full and relevant level 2 qualification.

For children aged 3 and over in independent schools, where there is no person with QTS, EYPS, EYTS or another suitable level 6, no instructor and no suitably qualified overseas trained teacher, working directly with the children:

- . there must be a least one member of staff for every 8 children
- . at least one member of staff must hold a full and relevant level 3 qualification and
- . at least half of all other staff must hold a full and relevant level 2 qualification

We expect the teacher (or equivalent) to be working with children for the vast majority of the time. Where they need to be absent for short periods of time, the provider will need to ensure that quality and safety is maintained.

There is no guidance within the EYFS framework for ratio and qualification requirements for schools during lunchtimes and break times. However, under the Health and Safety at Work Act, the statutory responsibility for the health and safety of children within a school rests with the employer of the staff at the school. As part of this duty of care Avalon undertake a risk assessment for lunch times and break times to assess the level of supervision that is required. This risk assessment takes into account the specific needs of children in the EYFS, particularly when they are alongside children from an older age range. A qualified teacher is on duty during break times and at lunchtimes, alongside other appropriately qualified welfare staff.

**Reviewed: October 2017**  
**Next Review: October 2018**