

SUPERVISION POLICY

RUPERT HOUSE SCHOOL



SUPERVISION POLICY FOR WHOLE SCHOOL INCLUDING EYFS

Policy Owner – Deputy Heads

Management Committee responsible: Senior Management Team

Governor oversight: Education Committee

Approval: Education Committee

Last review date: February 2024

Next review/approval date: February 2025

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1. AIM

To offer guidance to all staff about the appropriate supervision of all pupils throughout the school day, as well as before and after school.

Supervision arrangements on School Trips can be found in the Educational Visits Policy. Staff will be reminded to familiarise themselves with both these policies annually at the start of each academic year and will receive guidance and training as appropriate.

2. LEGAL OBLIGATIONS

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children which is based on the principle *in loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Head has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and policies for their implementation
- ensuring that teachers 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 premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds. If a claim of negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.
- Abiding by instructions issued by any Court Order

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff or the school. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. (Depending on the circumstances, there might be disciplinary consequences for employees who were not working in accordance with the Supervision Policy.)

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SPECIFIC LEGAL REQUIREMENTS

The Independent School Standards Regulations require that:

- a) the premises, indoors and outdoors, must be safe and secure
- b) children must only be released into the care of individuals named by the parent
- c) children must not leave the premises unsupervised
- d) steps must be taken to prevent intruders from entering the premises.

We have regard to the following statutory guidance:

"Providers should consider where relevant:

- general indoors and outdoors security, such as which doors are locked or unlocked, door alarms, the use of security systems and name badges;
- staff awareness of the whereabouts of other people in their building and other users of the premises;
- the use of a system to verify the identity of any visitors, record their names, the purpose of the visit, and details of the arrival and departure times;
- arrival and departure procedures for staff, children, parents and visitors;
- except where there is exceptional/ good reason, obtaining written permission from parents where children *"are to be picked up by another adult."*

3. STAFF INDUCTION

All new members of the teaching staff and volunteers receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given in areas within the building and grounds that should be regularly checked when on duty outside normal lesson times.

Student Helpers

- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible. A risk assessment is carried out for trainee staff.
- We provide an induction to student helpers, on the first day of their placement, and explain how our setting is managed, how our sessions are organised and how to access our policies and procedures.

4. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Parents may take advantage of a drive and drop off facility from 8.15 – 8.30am where a member of staff opens a parent's car door and sends the child in through the main door where they make their way into their classroom.

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For pupils who travel on the school minibus please see Minibus Policy and Procedures. For those who walk to and from school, please see 'Collection of Children from School Policy'.

5. SUPERVISION RATIOS DURING THE SCHOOL DAY

Above all other considerations the safety and emotional welfare of pupils must be an overriding concern. We follow the ISI Regulations about required ratios for teaching and general supervision. Adequate supervision of pupils is maintained at all times. Risk assessments are carried out as appropriate.

Staff: Child Ratios – EYFS

In the EYFS we follow the revised EYFS Statutory Framework 2021 which specifies:

3.28 Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.

3.30 Only those aged 17 or over may be included in ratios if they are suitable, as in paragraphs 3.9 to 3.11 (and staff under 17 should be supervised at all times). Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

3.31. The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. This applies to all settings but childminders cannot have more than six children under the age of eight per adult providing care. For group settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times.

3.36. For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children*
- for all other classes there must be at least one member of staff for every 13 children*
- at least one other member of staff must hold an approved level 3 qualification*

[Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

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Staff: Child Ratios - children in Key Stages 1 & 2

We have taken guidance from ISI:

The DfE does not set a minimum supervision ratio for breaks and lunchtimes for pupils who are no longer in the EYFS. This includes Reception classes in which the majority of children will reach the age of five, six, or seven during the course of the school year.

The number and type of staff (teachers, teaching assistants or midday supervisors) on duty at any one time should be determined after a risk assessment.

6. SUPERVISION RATIOS OF PUPILS IN AFTER SCHOOL (CLUBS)

Our staffing supervision for out of school care varies according to the ages and number of pupils attending. For pupils in the Early Years the ratio of adults to children is 1:8 with at least one member of staff holding a full and relevant level 3 qualification as defined by the CWDC and half of all other staff holding a full and relevant level 2 qualification as defined by CWDC. For pupils from Years 1 to 3 the staffing ratio is 1:8. For older pupils (Years 4 to 6) a risk assessment is carried out so that the staffing ratio is appropriate to circumstance.

7. SUPERVISION RATIOS OF PUPILS IN BREAKFAST CLUB/AFTER SCHOOL CARE

For pupils in Breakfast Club and After School Care we operate a staffing ratio of 1:8 for pupils under the age of 8 and 1:10 for pupils older than 8 years of age. If there are EYFS children present, the staffing levels are adjusted accordingly, and in line with statutory requirements.

In addition, the adult(s) in charge of Breakfast and After School Care should be:

- A qualified First aider
- Trained to understand the School's Safeguarding Policy and procedures
- Trained to recognise signs of radicalisation

8. SUPERVISION ARRANGEMENTS BEFORE THE START OF THE SCHOOL DAY

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Pupils do not arrive simultaneously on the school premises. The School opens its doors at 7.25am. Children arriving at that time for Breakfast Club go to the Hall where they are signed in. At the end of Breakfast Club Pre-Prep children are escorted from Breakfast Club to their classrooms. Prep School children excuse themselves from the person in charge of Breakfast Club and go straight to their classroom at 8.15 am. Children not in Breakfast Club go straight to their classrooms on arrival between 8.15am and 8.25am.

9. SUPERVISION ARRANGEMENTS DURING THE SCHOOL DAY

a) The Start of the School Day

The school day starts at 8:15 am. From 8:15am children are welcome in the classroom when a member of staff is present. Children in Pre-Prep are usually brought to the classroom by an adult or an older sibling. Children arriving at school by car may be dropped off at the front of the school building from 8.15am where a member of staff will help them with their belongings, make sure they enter the school safely and direct them to their classroom.

Any children arriving at school after 8:25am for any reason must report directly to the school office to be registered before going to their form room. Any children who arrive after 8:30am will be registered as 'Late'.

b) Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will contact parents when children are absent from school without notification.

c) Lesson Times

Children should be under supervision at all times during the school day. Specialist teachers will take a register at the start of the lesson or club. Teachers in Pre-Prep should not leave a class unsupervised at any time and in Prep School only when there is an emergency. If, for any reason, a teacher needs to leave the classroom for any length of time another appropriate adult should be summoned. From time to time it may be desirable that children of an appropriate age are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, collecting the devices, 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.

d) Leaving the School Site

Children should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian and they leave the school site with a nominated responsible adult. As we are a split site, it is necessary for the children to be supervised as they walk to the games field as they walk on the public highway. EYFS and ISI

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regulations are adhered to on the walk. For other off-site visits please see the Educational Visits Policy.

e) Visitors

All visitors to the school are expected to sign in and out. Visitors are required to wear a red visitor's lanyard. Visitors wearing red lanyards must be accompanied at all times. If a member of staff is uncertain about the legitimacy of a visitor, they should ask if they can be of assistance and ensure the visitor goes to the school office where they will be attended to appropriately. There are different coloured lanyards for peripatetic staff, visiting instructors, contractors and Governors.

f) Supervision at Playtime

This policy needs to be read in close conjunction with the Anti Bullying policy.

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. Good levels of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. In the Early Years, ratios are maintained according to the Statutory Regulations.

Staff need to be vigilant for the physical safety of the children in their care and also for their emotional welfare. Staff should be especially aware of vulnerable children who could be exposed to bullying. Staff ratios have been carefully considered and are based on risk assessments. There must be adequate supervision both indoors (when appropriate) and outdoors through school break times. Duty rotas for break time supervision will be displayed on boards in staff rooms, emailed to teachers and found on the Administrative area. In order to provide appropriate supervision at adequate levels, risk assessments are undertaken taking into account the geography of the site and the numbers of pupils playing in various areas. 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.

- **Responsibilities of Staff on Break Duty**

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. If Pre-Prep children require first aid, if appropriate, they are treated by the designated First Aider on duty in the playground (wearing a high-vis jacket) or else they are taken inside the building to be treated by another member of staff. If a child in Prep School requires first aid, then they will be treated either by a member of staff on duty or by Mrs Penny Gibson, who is the School's designated First Aider.

Pupils are not allowed to enter the playground area or use any equipment (climbing or otherwise) until a member of staff is there to supervise them.

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Pre-Prep children must wait outside the Conservatory until a member of staff is available to supervise playtime. Prep children must wait until a member of staff is present to supervise them on the play areas. Duty staff should actively patrol the area for which they are responsible and be vigilant for pupils' activity to detect, in so far as possible, any individual or group action which might:

1. Be considered intimidating (bullying)
2. Give rise to injury
3. Cause damage

Duty staff should ensure pupils use the play equipment safely. All staff and pupils are made aware of the guidelines for playtimes and the safe use of play equipment at the start of the school year. Form teachers instruct new pupils in the safe use of play equipment when they join the school.

At the end of break time, the staff on duty should ensure that the pupils line up in an orderly fashion and walk in with them to their classes. All teaching staff should support the duty staff and leave the staffroom promptly to supervise the children back into classrooms.

Bad Weather Arrangements

Breaks must be outdoors, whenever possible. However, there will be times when bad weather will prevent that. The duty staff will decide whether outside conditions merit a break being declared indoors. In the EYFS, supervision ratios are maintained within the classrooms during bad weather. In the Pre-Prep, the duty staff are responsible for agreeing which classrooms will be used and for supervising those classrooms. Classroom assistants should support the duty staff to maintain adequate levels of supervision. For Years 3 to 6 each of the duty staff is responsible for patrolling the designated classrooms. Form Teachers should support the duty staff appropriately in order to maintain adequate levels of supervision during wet playtimes and they may wish to keep their own class.

Dining Hall Supervision at Lunchtime

There are two lunch sittings which take place in the hall. For the earlier session, Pre-Prep children are escorted by staff to the Hall. EYFS and KS1 staff supervise and eat lunch with the children, who generally sit at designated tables. Staff on EYFS tables serve lunch to the children. At this early sitting there is a designated member of staff in charge of the dining room each day (usually a teacher), who is responsible for the overall discipline, level of noise and for leading grace. The catering team place the food on the EYFS designated tables for the member of staff to serve the food and the KS1 children collect their lunch from the serving hatch.

In Prep School, the member of staff on duty is expected to arrive promptly at the start of the sitting. The Prep School TA is on duty every day, supported by a senior member of staff. She supervises queuing, discipline, seating arrangements and other queries. A register is kept of who has eaten and each name is ticked off. The member of staff will make sure that grace is said, tables are cleared and that children leave safely and sensibly. Each child has to raise their hand to have their tray checked before they can leave the table. Staff generally eat in the dining hall alongside the children. Full time teaching staff

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sit at the head of the table at least 3 times per week, part time staff do so on a pro rata basis. A canteen service is monitored by the staff on duty. Year 2 have Prep School lunch once per week.

9. KEY PERSON IN THE EARLY YEARS

We aim to make school a welcoming place where children settle quickly and easily because consideration has been given to the individual needs of the children and their families. We believe that children settle best when they have a key person to relate to who knows them and their parents well and who can meet their individual needs.

- The class teacher is the Key Person for the child. The Key Person is responsible for the induction of the family and settling the child into school.
- The Key Person is responsible for development records and for sharing information on a regular basis with the child's parents, for keeping those records up to date reflecting the full picture of the child both at home and at school.
- The Teaching Assistant in each class is the Deputy Key Person in order to ensure that children and parents continue to have a point of contact in the event of the Key Person being away.
- We promote the role of the Key Person as the child's primary carer in our school and as the basis for establishing relationships with other staff and children.

10. MEDICAL SUPPORT

When children are taken ill during the school day the school will contact the parents or guardian whether at home or at work. Information about contacts is kept in the School Office, on iSAMS and on PASS, the school's information management systems. Please also see the First Aid Policy.

a) First Aiders and Paediatric First Aiders

Several members of staff have had basic First Aid training and there is a number of staff who are qualified Paediatric First Aiders. **The Bursar has an up to date list of qualified First Aiders and copies of their certificates.** There will always be at least one qualified First Aider on site at times when children are present. There will always be a Paediatric First Aider on site at times when Early Years children are present and there will always be at least one Paediatric First Aider on each Early Years trip or outing. There is always a nominated trained First Aider on all visits or outings. On residential trips, there is a designated trained First Aider.

b) First Aid Kits

First Aid kits are provided in each building of the school and there are some available for Sports Staff to take to the games fields. A checklist is kept with each kit, which is checked and replenished on a regular basis by the Bursary. Staff can request extra items when they need them. Replacement items can be obtained from the Bursarial Assistant. A First

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Aid bag will be taken on all off-site visits or outings. This is the responsibility of the trip leader or designated First Aider.

c) Steps Taken When a Child is Hurt or Unwell

If a child falls or is physically hurt in any way in school and has to be given first aid, the member of staff who treated the child should fill in an accident book which is kept in the Pre-Prep building, in the front office, or in the Bursary. If the injury appears to be serious the child should be referred to Mrs Gibson or other paediatric First Aider to assess the situation so that the correct action can be taken. If a Pre-Prep aged child is unwell, the staff should contact the front office to call the parents if deemed necessary. If a Prep aged child is unwell, the child should be sent to the front office. Depending on the age of the child and the nature of the complaint, the member of staff will judge whether the pupil needs to be accompanied. If Mrs Gibson is not in the office, the child should go to the Bursary. These people will decide on the course of action and whether parents need to be contacted. The School reserves the right to send a child home if he/she is a risk to the health and safety of others.

In the Early Years Department if children are taken unwell, they are cared for in the classroom or in a nearby quiet area while their parents are contacted to come and collect them.

Sickness and diarrhoea

We request that children who have sickness or diarrhoea remain at home for at least 48 hours after their last bout of sickness to prevent the spread of infection, in line with Public Health England recommendations. All staff should take precautions to avoid infection and must follow basic hygiene procedures and take appropriate precautions when coming into contact with bodily fluids.

d) Hygiene Procedure for Spillage of Body Fluids

In the Medical Room in 92, and throughout the school building, there is a supply of gloves, plastic aprons, disposable wipes, antiseptic hand wash, absorbent granules, yellow bags for the disposal of infected waste, and a foot pedal bin. There are also dedicated PPE kits for managing children with suspected COVID in the front office, in the Staff room, in the Medical room and in the Pre-Prep resources room. Spills of body fluid including blood, urine, faeces, vomit, saliva, nasal and eye discharge must be cleared up immediately and hygienically and the DFO must be informed to ensure the correct cleaning procedures are followed. Please note, such spills in the Dining Room must not be cleared up by kitchen staff. Disposable gloves and plastic aprons should be worn and discarded appropriately after use. Mops should be washed in the cleaning equipment sink (not a kitchen sink), rinsed in disinfecting solution and dried.

e) Sun Protection

Year 1 – Year 6

In hot weather parents of children from Year 1 to Year 6 are encouraged to provide sunscreen for their children and apply it before children come to school. Parents are asked to put sunscreen on their child in the morning and this can be re-applied as

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necessary during the day, provided there is written permission to do so. When deemed necessary, with parents' permission, we will use a school sunscreen with a minimum factor of 30. Children will be encouraged to wear hats in sunny weather and to play in shaded areas.

Early Years

In very hot weather, the hottest part of the day is avoided for outside play. We actively encourage all children to wear a uniform hat when playing outside in the summer months when it is hot and sunny. Parents are asked to put sunscreen on their child in the morning and, subject to receiving parents' written permission, staff will re-apply as necessary during the day, using a school sunscreen with a minimum factor of 30.

There is a supply of extra hats to give to children who forget their own.

11. UNSUPERVISED ACCESS BY PUPILS TO POTENTIALLY DANGEROUS AREAS

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Art Room, the DT room or the Science Laboratory. There are security doors on both ends of the Science Laboratory. Pupils are not allowed to go in groundsman's shed, maintenance areas, kitchen, cellar and caretaking areas of the school.

12. COLLECTION OF PUPILS BY PARENTS AFTER SCHOOL

At the end of the school day parents/guardians need to collect their children from the designated doors. Children in Nursery, Reception and Year 1 are collected from the front hall. Year 2 are collected from the arch door next to No. 92. Years 3 and 4 are collected from the arch door and Year 5 and 6 from the front door. Pre-Prep pupils may stay for late story to enable parents to collect all their children at the same time. There is a register of those staying. Parents who are running late are requested to contact the school to add them to the register. They will then be collected from the front door at 3.45pm. Children attending clubs will be brought to the front door at the end of their clubs. Once the member of staff has handed a child to the parent/guardian, the responsibility for the supervision of that child lies with the parent/guardian. A register is taken at both Homework Club and After-School Care. Any pupils not collected by 3.50pm will be taken to the front office so that the office staff can contact their parents to arrange collection. (See also 'Collection of Children from School Policy').

Any children who are not being collected by the usual parent or guardian must have an authorised permission via MySchool Portal or email from the parent informing the form teacher or office staff of changes to the normal routine. For unexpected changes on the day itself the parent or guardian must contact the school office who will then inform the form teacher. If a teacher is uncertain about the legitimacy of the person who has arrived

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to collect a child, the child should wait in the front office while the teacher contacts the parents to confirm who should be collecting their child that day.

Children in Year 6 may arrive at or leave school unsupervised if we have received signed permission from the parent explicitly informing the school of the change. (see appendix 2) or have been informed by email.

Parents must advise the school of any legal arrangements or court orders regarding access and collection arrangements for their children.

Younger siblings should not play on the school's playground equipment during collection times. Younger siblings on the school premises are considered to be the responsibility of their parent/guardian.

13. SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy for Educational Visits. Our arrangements for the supervision of EYFS children on visits are described in our policy for Educational Visits.

14. SUPERVISION OF PUPILS INVOLVED IN SCHOOL ACTIVITIES DURING OUT OF SCHOOL HOURS

Arrangements are made to ensure pupils are supervised during play and concert rehearsals and productions, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches and during out of hours coaching sessions.

LINKED POLICIES

Please read this policy in conjunction with:

- Safeguarding Children Policy
- Collection of Children from School Policy
- Anti-Bullying Policy
- Behaviour Policy
- Staff Handbook
- Risk Assessment Policy
- Health and Safety Policy
- Educational Visits Policy

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APPENDIX 1 (form to be completed via MySchool Portal)

PERMISSION SLIP FOR THE COLLECTION OF A CHILD BY ANOTHER ADULT

Change in Collection Arrangements

Please Print Clearly

Name of Child

Form

My child will be collected by

On (date)

at (time)

At the end of the school day/following club. (please delete as appropriate)

Parent Signature Date

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APPENDIX 2

PERMISSION SLIP FOR PUPILS TO WALK TO AND FROM SCHOOL UNACCOMPANIED



Rupert House School

Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this reply slip to school a.s.a.p

Name of child:

Year:

I wish to inform you that my child will be walking to/from school on regular basis. I will notify you immediately should this arrangement change. I have read and understood the guidelines, systems and reasonable precautions set out in the Collection of Children from School Policy. I fully understand that once I give permission for my child to walk to and from school alone, the school is not responsible for my child's actions or whereabouts once they are not on the school premises.

Signed..... Date: (dd/m/yy)

(Name print).....

Relationship to child