

# SUPERVISION POLICY

*This policy refers to Wellington Prep School*

Head	Vics Richardson
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Website	Yes

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*This policy is designed to ensure that the supervision requirements and legal responsibilities of the School are discharged fully and effectively, with children's welfare and safety being paramount.*

### 1. Introduction

Above all other considerations the safety and emotional welfare of pupils is an overriding concern. The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

Supervision arrangements on School Trips can be found in the Trips and Educational Visits Policy (including Health and Safety on Trips). Staff are reminded to familiarise themselves

with both these policies at the start of each academic year and will receive guidance and training as appropriate.

## 2. Legal obligations

The Governing Board, Headmaster and Head of Prep have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, children and others whom enter the School.

**All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.**

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. 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. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

The Independent School Standards Regulations state:

*14. The standard in this paragraph is met if the proprietor ensures that pupils are properly supervised through the appropriate deployment of school staff.*

*390 This standard is linked to that on the management of behaviour and is intended to ensure that staffing levels devoted to supervision, including supervision during breaks from lessons and, in boarding schools, during pupils' leisure time, are sufficient to ensure that pupils are safe, that the school is reasonably orderly, and that emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected children. In addition to the requirement in the standard, every school has a duty of care towards its pupils and this involves, amongst other things, staff with suitable training or experience supervising pupils, including those taking part in offsite activities.*

*Commentary on the Regulatory Requirements, ISI, September 2021*

While ISI Regulatory Requirements state that a written policy about the supervision of pupils is not required (para 391, Commentary on the Regulatory Requirements, September 2021), we believe that this policy sets out clear expectations and responsibilities, which help us to ensure that our children are safe in school.

## 3. Site security

One of the most important factors in ensuring the safety of our children and staff is the security of the School's buildings. Access to the Prep School building is controlled via five points.

The main entrance is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked either from the Prep School Office, the switch inside the door (which is used by pupils as they need to leave the building) and the keypad which has a four-digit code for staff to gain access to the building.

There are two gates onto the Prep School playground which are controlled on magnetic locks with CCTV feeds on both gates used to identify people entering and exiting the site. The 'bottom gate' is open at the start and end of the school day and it is parents' main point of access for dropping off and collecting children. A notice detailing opening times is on the wall just outside this gate. The 'side gate' remains closed at all times unless it is in use by staff for taking children on or off the playground or moving items on or off the school site. A notice is also displayed by this gate, explaining that it is for use by Wellington School pupils and staff only.

The fourth access point is the door into the school kitchen. This is key operated from the outside and is turn-handle operated from the inside. This door is 'unlocked' while staff are in the kitchen as this is a fire exit. The door is locked once the last member of staff has left the kitchen. Kitchen staff are aware of the need for particular vigilance when this door is open (e.g. during deliveries, etc).

The final access point is via the "Gruffalo Trail" at the front of the Prep School. Parents press a bell to alert staff and the gate is then opened to let them in. Otherwise the gate remains closed and locked.

The main entrance to the School is open from 07.00hrs to 18.00hrs on school days. This provides access to the entrance lobby. Access to the rest of the School is secured.

The playground has a wall and railings around it. The wall that backs on to a public road has blue cactus spikes to increase the security. The rest of the playground is adjacent to school property. The 'Waitrose gate' at the bottom of the bus park is kept locked during the school day and at night, so the school property is not a walk-through.

Children in the Prep Years move between the Prep Block and the Prep School, as well as attending lessons in the Senior School. Children in Year 5 are chaperoned as they cross to the Senior School, but are allowed to move between the Prep School building and the Prep Block independently, as long as a member of staff is aware of the child's location. Children in Year 6 move around the school with greater independence after they have received road crossing training to enable them to cross South Street.

## **4. Required supervision ratios**

### **4.1 The Early Years Foundation Stage**

Children must usually be within sight of staff and always within sight or hearing.

*Commentary on the Regulatory Requirements, ISI, September 2021*

*E53 Children aged three or over*

- *Where the majority of pupils are five or over or will be within the school year, the staffing ratio is 1:30 provided that a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children. Such a person may be an overseas*

*qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the governors/proprietor are satisfied with the qualifications or experience). In such Reception classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full and relevant level 3 qualification.*

Our Reception class is led by a fully qualified teacher. All the assistants are qualified to at least NVQ Level 3 (in compliance with the Children's Workforce Development Council, CWDC) and a Key Person system is operated.

- In other EYFS classes of children of three and above, if there is a person with Qualified Teacher Status (or other suitable person as defined above) present, the ratio is 1:13, and at least one other member of staff is required to hold a full and relevant level 3 qualification.*
- In other EYFS classes of children of three and above, if there is not a person with Qualified Teacher Status (or other suitable person as defined above) present, the staffing ratio must be at least 1:8. 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.*

At WPS our Nursery Class is led by a fully qualified teacher. All the assistants are qualified to at least NVQ Level 3 (in compliance with the Children's Workforce Development Council, CWDC). A Key Person system is operated and an adult to child ratio of at least 1:8 observed in the class staffing.

#### **4.2 Children in Years 1 to 6**

Adequate supervision of pupils in Years 1 to 6 is maintained at all times with recognition that children will grow in responsibility, particularly as they move around the School in the Prep Years. Risk assessments (including 'dynamic' assessments of risk, where professionals exercise their own judgement) are carried out as appropriate.

### **5. Supervision before the start of the school day**

The School notifies all parents of the timings of the school day, which are as follows:

Nursery:	From 8.00am to 6.00pm
Reception, Year 1, Year 2:	8.30am to 3.30pm
Years 3 to 6:	8.30am to 3.45pm

On arrival at school, children in Nursery and Reception are taken to their classrooms by their parents (guardians) and signed in. They are supervised in their classrooms by appropriately qualified staff and with appropriate supervision ratios.

Children in Years 1 to 4 enter the playground where they are supervised by the teacher on duty (usually the Head or one of the Heads of Section until shortly before 8.30am when they line up and go to their classes for Registration). Children in Years 5 and 6 (the Prep Years) may move from the playground to the Prep Block if they have a genuine need to do so (e.g. a duty as a Prefect or Monitor, etc.). Some Year 6 pupils may also be undertaking duties in

school under the wider supervision of staff (e.g. Distributing registers, preparing the Hall for Assembly, etc.).

It is reinforced to the children that no children in Years 1 to 4 should leave the playground (e.g. to go to the toilet) without informing the teacher on duty and that going beyond the gate is strictly out of bounds.

Shortly before 8.30am the children line up, ready to be sent on to their classrooms.

## **6. Supervision during the school day**

As well as the levels of supervision detailed in Section 4, particular attention is paid to the following:

### **6.1 Supervision during break/lunchtimes**

Good levels of supervision of all pupils outside lesson times are fundamental to our belief of our duty of care. In the Early Years, ratios are maintained according to the required guidelines, usually exceeding these. Staff ratios and training for the supervision of other age groups are also been carefully considered.

Duty staff should begin supervision promptly and should only leave the area for which they are responsible in exceptional circumstances.

Duty staff should ensure pupils use the play equipment safely. At the end of break time the staff on duty should ensure that the pupils line up in an orderly fashion and stay with them until they are either collected by their teachers or sent to their classrooms.

Whenever possible, breaks will be outdoors. However, in the case of bad weather, children will be supervised indoors by a combination of duty staff, class teachers and teaching assistants, and members of the Management Team (Prep). In the EYFS appropriate supervision ratios are maintained within the classrooms during bad weather as at all times.

We encourage children to play with and mix with children outside their immediate year group. When Nursery and Reception are playing together the supervision ratio is at least 1:8. When Reception are playing with Years 1 and 2, there are always at least two staff on playground duty (at least one of whom meets CWDC Level 3 requirements) and teachers can be called directly from the Staff Room which is on the same level as and overlooks the playground. At lunchtimes a Duty Teacher is on duty between 12.30 and 13.00 when Reception, Year 1 and Year 2 children are playing together. On any occasions when all the children from Reception to Year 6 share a playtime, the two staff on playground duty are joined by at least one fully qualified and experienced teacher.

### **6.2 Supervision in the Dining Hall**

Nursery children eat in the Prep School Hall during 'first sitting' and are all seated at the Nursery table, where they are supervised and assisted in line with EYFS requirements.

Reception, Year 1 and Year 2 children also eat during 'first sitting' and sit on House tables. The ratio of qualified staff is followed in line with EYFS requirements and children are given appropriate assistance as needed to help them eat their food.

Children in Years 3, 4, 5 and 6 eat in the Prep School Hall during 'second sitting' and are supervised by the lunch staff and a Middle or Prep Years teacher, who supervises queuing, discipline, salads, seating arrangements (usually in House tables) and other queries. The teacher will dismiss the children from the Hall after saying 'Grace' and will ensure that children leave safely and sensibly directly onto the playground, once it is clear of the younger children.

### **6.3 Supervision between lessons**

Children in the Early Years, the Infants and the Middle Years are always closely supervised as they move between lessons (e.g. travelling to and from Music, ICT, etc.).

In the Prep Years, the degree of supervision reduces as children are expected to grow in independence in preparation for entering the Senior School. Children in Year 5 are trained by Year 5 teachers to cross the private side road between the Prep School and the Prep Years block. Once they have received instruction, children are expected to cross this road sensibly and independently. If a child's behaviour gives rise to concern, that child will either be chaperoned or be based in the Prep School for his/her lessons for a period of time. Year 5 children will always be chaperoned over the main road when going to and from the Senior School.

In Year 6, at the start of the academic year the children receive training from the Police on crossing the main road. Until they have received this training, they are chaperoned over the main road. Once they have received this training, they are able to cross independently. Any child whose behaviour gives rise to concern may lose this privilege and be based in the Prep School building for a period of time.

### **6.4 Regular off-site activities**

Children take part in many off-site activities, which include Forest School, Outdoor Learning and sports fixtures.

When children attend Forest school, as well as meeting the required EYFS ratios, the procedures in our Forest School Handbook are also followed. All classes who complete Forest School Activities are supported by at least one qualified Forest School Leader.

On sports fixtures, the member of staff leading the team is responsible for the supervision of the children in her/his care.

If there are any children whose behaviour during off-site activities may put theirs or other's safety at risk or which falls short of the School's reasonable expectations, they will be withdrawn from such activities.

## **7. Supervision at the end of the school day**

Registers are kept for all after school activities. Each child is checked in at the start of the activity and checked out when collected. Our staffing supervision for out of school care varies according to the ages and number of pupils attending.

For older pupils (Years 1 to 6) staffing ratios are always appropriate to circumstances and the activities taking place.

## **7.1 EYFS children – Nursery**

The Nursery is open and appropriately staffed until 4.00pm. When children are collected from the Nursery they are signed out by a parent (or another known adult, in which case the School must be informed of this in advance).

At 4.00pm children will either have been collected or will move to the Reception classroom for Activities.

## **7.2 EYFS children – Reception**

The School Day for Reception children ends at 3.30pm. At this time children will either be collected by parents and signed out of Nursery/Reception or will go to 'Activities'. At 'Activities' the ratio of adults to children is always within the prescribed ratios, being three staff with at least two staff holding a full and relevant Level 3 qualification as defined by the CWDC.

When children are collected from Activities they are signed out by a parent (or another known adult, in which case the School must be informed of this in advance).

## **7.3 Years 1 and 2**

The School Day for Years 1 and 2 children ends at 3.30pm. At this time, children will either be collected by parents and signed out or will go to an after-school club. After-school clubs are run by appropriately qualified staff following ratios appropriate to the activity. When children are collected from clubs they need to be signed out by a parent, an appropriate older sibling or another known adult (in which case the School must be informed of this in advance).

## **7.4 Years 3, 4, 5 and 6**

The School Day for children in Years 3 to 6 ends at 3.45pm. At this time, children will either be collected by parents and signed out or will go on to the playground for fifteen minutes before their after-school clubs start. During this time on the playground, children are supervised by their class teachers. After-school activities for children in Years 3 to 6 are run by experienced and qualified staff following ratios appropriate to the activity. These activities usually end at 5.00pm (although some may be later or earlier, and parents will be fully informed) and children are signed out to a parent, an appropriate older sibling or another known adult (in which case the School must be informed of this in advance). In cases where it has been agreed in writing that children can walk home, the child informs the person responsible for signing them out that they are leaving.

## **7.5 STAR Club**

Staying for Tea and Relaxing Club (STAR Club) runs from the end of school clubs until 6pm and is available to children from Nursery to Year 6. When children are collected from STAR Club are signed out by a parent, an appropriate older sibling or another known adult (in which case the School must be informed of this in advance) and the time of collection is noted.

# **8. Supervision on school trips**

For full details regarding supervision, planning and leading a school trip, please consult the Trips and Educational Visits Policy.



## **9. Missing child procedure**

Please see the separate Missing Child Procedure at Appendix 1.

## **10. Uncollected child procedure**

The School ensures that all children are collected by a responsible party or that consent is in place for them to walk home. However, occasionally there are circumstances that delay a child's collection (e.g. traffic delays).

Any children who are not collected at the end of an after-school club are taken to STAR Club (as above). The members of staff who run STAR Club keep a mobile phone with them at all times and the phone number and email address are published to parents, so that parents are able to keep the School fully up to date with any difficulties they have in collecting children (and so the School can offer reassurance should a parent be unexpectedly delayed).

If for some reason a child is not collected by 6.00pm (the finishing time for STAR Club), a member of staff will call the parent, carer or designated adult, and use any other emergency contact details available as necessary in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply and reassuring parents/carers of the child's safety.

The next steps depend on the age of the child(ren) and the likely length of the delay. All children will be supervised by a member of WPS staff until either collection or handover to one of the boarding houses.

Younger children would be reassured and wait in the Prep School (e.g. on the Head's sofa or in the Library), having been fed at STAR Club.

Older children may be escorted to boarders' supper in the Senior School Dining Room, if deemed appropriate. A child in the Prep Years may join one of the junior boarding houses (Overside for boys or The Grange for girls) at this point and be supervised by the Duty Staff and will usually be accompanied by a member of the Prep School.

Depending on the circumstances which have led to any delay, there may be a charge for the additional supervision beyond 6.00pm to cover the additional costs incurred.

In the event of a child not being collected by 7.00pm and if all efforts to contact parents/carers and emergency contact numbers have failed, then a member of the Management Team (Prep) will contact the Police and Social Services and explain the situation and seek advice. Throughout this time, the School will do its best to ensure that the child remains calm, relaxed and reassured.

### **Early Years lunchtime collection**

If a child is not collected at lunchtime while they wait, they will stay with the rest of the group eating lunch and join the afternoon Nursery session for which they may be charged. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contacts sheet.

## Appendix 1

### **MISSING CHILD PROCEDURE (Appendix to the Supervision Policy)**

This procedure refers to Wellington Prep School

Head	Mrs Vics Richardson
Author of Procedure	Mrs Vics Richardson
Nominated Governor for Child Protection	Mrs Sarah Merry
Date reviewed	August 2023
Date of Next Review	August 2024, in line with Supervision Policy

This procedure has been developed in association with Avon and Somerset Police and with direct reference to Somerset LSCB 'Police and Children's Services Protocol: Children Missing from Home or Care in Somerset.

[https://www.proceduresonline.com/swcpp/somerset/p\\_ch\\_miss\\_care\\_home\\_ed.html](https://www.proceduresonline.com/swcpp/somerset/p_ch_miss_care_home_ed.html)

# MISSING CHILD PROCEDURE

“Missing Children” belong to two distinct categories:

**Category 1** - Children who are present on any given day on the school site but then go missing at some point during the day without authorisation or explanation.

**Category 2** - Children who are absent from school without authorisation or explanation and who have not been marked present in the attendance register (i.e. they have not disappeared from the school premises; rather they are missing from school altogether). In the case of such children, Wellington Prep School follows the Education (Pupil Registration) (England) Regulations (2006) (with 2016 amendment). This means that it has important statutory reporting responsibilities to the local authority. This is because children who are missing from education must be treated as potentially vulnerable.

**This procedure covers Category 1 missing children.**

## 1. BACKGROUND

Wellington Prep School aims to take all possible measures to ensure that children do not go missing whilst on school premises or on school trips. Formal registers are taken twice a day, before morning and afternoon lessons, and any absences are followed up promptly.

During the school day, teachers are also expected to be aware of any children missing from their lessons and to follow up any concerns they might have about a child's absence from a lesson.

*Wellington Prep School understands a “missing” child to be a child not present without authorisation or explanation.*

This procedure applies to all children in the Prep School including EYFS children. Wellington Prep School is fully committed to ensuring that the application of this procedure is non-discriminatory in line with the UK Equality Act (2010).

This procedure is written as an attachment to the Supervision Policy and should be read in conjunction with:

- Safeguarding Policy and Child Protection Procedures – Whole School
- Fire Safety Policy – Whole School
- Promoting Good Behaviour Policy – Prep School
- Trips and Educational Visits Policy – Whole School

This procedure is reviewed annually or as legislation or events require. Review is the responsibility of the Head of the Prep School.

## **2. PROCEDURE FOR CHILDREN MISSING FROM THE SCHOOL SITE (CATEGORY 1)**

1. In the event that a child is recorded as present in the morning or afternoon register but is not present or accounted for in his/her lessons and his/her absence cannot be explained (e.g. he/she has not signed out, he/she has not been sent home by the School Office, nor had a music lesson), staff must inform the WPS Office and they will inform the Head of the Prep School and Head of Section.
2. The exact point and time of when and where the child was last seen and by which adult must be ascertained. The adult last responsible for the child must be questioned as to the potential whereabouts of the child.
3. The Head of the Prep School and Head of Section should assess their likelihood of absconding; has the pupil been bullied, are they on the child protection register, have they had a recent bereavement, family illness or parental separation, had a row with parent/guardian or with friends, made any preparation to leave, previously run away, behaved in a way which is out of character? Staff must be prepared to give this information to the Police should it become necessary to refer the matter to them.
4. In the event that the child's absence cannot be explained and accounted for, a search of the building and School campus will be organised by the Head of the Prep School or Head of Section. Staff involved in the search party will have their mobile phone on them. Senior School Reception will be informed and WPS Office will send an emergency email to all staff.
5. If the child is believed to be off site, a search party will be sent to possible locations where the child might be. Members of the search party may wish to obtain relevant information from the missing child's friends. A decision may be made at this point to call the Police and the child's parents.
6. One member of the WPS Office staff will be required to be the communication hub based in the WPS Office. All parties involved in searching for the child must liaise with and return to an agreed point to discuss progress. This member of staff will collate details of the disappearance and print a photograph in case there is a requirement to involve the Police.
7. In the event that the child is not found within 15 minutes the fire bell will be rung in the appropriate building(s). The search party will continue to search the premises whilst the rest of the school evacuates the building. If the evacuation fails to locate the missing child, the Police will be called using 999 by administrative staff or by a member of the search party (we anticipate this would be within 30 minutes of the child's absence being noted). The missing child's parents will also be called by a senior member of staff.

## **3. PROCEDURE FOR CHILDREN MISSING DURING OFF-SITE SCHOOL ACTIVITIES (CATEGORY 1)**

1. If a child goes missing during an off-site activity, the search is organised and led by the member of school staff leading the trip, any local centre/activity leaders and the

organisation responsible for the area used. One adult would retrace steps to the last place where the child was seen and the remaining children remain in one place with the other staff.

2. If the initial search proves unsuccessful (maximum search time 15 minutes), the Police are called immediately using 999.
3. The Head of the Prep School or Head of Section must be contacted as soon as the Police have been informed. At this point arrangements for the remaining children will be made with the School (taken back to school, return to the centre/hotel, etc).
4. The Head of the Prep School or Head of Section will contact the child's parents and make arrangements to meet with them (either at W PS or at the trip location).
5. At whichever point the child is found he/she must be reassured and all adults involved in his/her care must be convinced of his/her wellbeing and safety. In the event of any concerns the local Police Child Protection Liaison Officer or Children's Services must be informed.

#### **4. RESOLUTION AND INVESTIGATION**

While it is important that the child understands the impact of his/her going missing (staff time, possibly Police time, parental anxieties) relief on finding the child must not become frustration. If there are issues around a child's poor behaviour and conduct which need to be addressed, this must be done with consideration and professionalism.

Incidents involving missing children should be fully reviewed so that processes can be improved and any necessary reports made (e.g. RIDDOR, etc). An incident report should be written up and given to the Headmaster.

#### **EYFS Note**

In the case of an incident involving a child from our EYFS settings going missing, Ofsted and the Local Safeguarding Children Board must be informed within 14 days.

#### **5. CHILDREN WHO REPEATEDLY GO MISSING**

Children who repeatedly go missing from school premises or activities require special procedures and individual risk assessments and action plans are developed, as required. Such children may well trigger a Child Protection concern as this pattern of behaviour can be a sign of considerable emotional distress.

In such cases Wellington Prep School will invoke the Promoting Good Behaviour Policy – Prep School and, if necessary, the Exclusions Policy.

## Appendix 1

### Child goes missing from School Campus

Child's name

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Age

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Class

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Clothing at last sighting

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Last known location

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Do they live within walking distance Y/N

Do they have a history of not being where they should be? Y/N

Any further notes

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## Child goes missing from School Campus

