



# SUPERVISION POLICY

*This policy refers to Wellington Prep School*

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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 Body and the Headmasters (Prep and Senior) 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. The employer is required to ensure that the supervision of children 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 of *loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children.

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 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.

While ISI Regulatory Requirements state that a written policy about the supervision of pupils is not required (para 224, Commentary on the Regulatory Requirements, September 2018), 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 Prep School building. Access to the Prep School building is controlled via four 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 which are switched on and off in the Prep School Office, 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 the 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 only used by school staff.

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 main entrance to the school is open from 07.00hrs to 19.00hrs on schooldays. 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 (Reception)**

The following qualifications and adult-to-child ratios are requirements under the EYFS Statutory Framework. Children must usually be within sight of staff and always within sight or hearing.

*"In Reception classes, where the majority of pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) 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."* The Regulatory Requirements, April 2015

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

## 4.2 The Early Years Foundation Stage (Nursery)

*“In other EYFS classes for children of three and above, with a person with Qualified Teacher Status (or other suitable person as defined above), 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 EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), 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.”* The Regulatory Requirements, April 2015

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 Worker system is operated and an adult to child ratio of at least 1:8 observed in the class staffing.

## 4.3 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:	8.35am to 3.30pm
Years 3 to 6:	8.35am to 3.45pm

It is important to note that pupils do not arrive simultaneously on the school premises.

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 Deputy Heads) until shortly before 8.35am 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 without informing the teacher on duty (e.g. to go to the toilet) and that going beyond the gate is strictly out of bounds.

Shortly before 8.35am 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 Prep Leadership Team (PLT). 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 School is open and appropriately staffed until 6.00pm. 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).

#### **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 with staff holding at least 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 ten minutes before their after-school clubs start. During this time on the playground, children are supervised by their classteachers. 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 just before 5.00pm (although some may be later or earlier, and parents will be fully informed) and children 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). 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 Reception 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 Expeditions Policy.

## **9. Missing child procedure**

Please see the separate Missing Child Procedure (section 8.16 of the WPS Staff Handbook).

## **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 Headmaster'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 PLT 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.