

# **SUPERVISION OF PUPILS POLICY (614)**

## **Including EYFS (EYFS Supervision Policy 614a)**

### **1 Policy statement**

Scope: This policy applies to staff (including volunteers) at Sutton High School.  
This policy can be read with the School's Code of Conduct for Staff and staff job descriptions.

Policy aims: Through the operation of this policy we aim to:

- Protect the health and safety of pupils at the School; and  
Ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

### **2 Responsibility**

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.

### **3. General supervision**

#### **Supervision before and after school, including breakfast clubs**

##### **Beginning of the day:**

Pupils arriving prior to 8am are registered in Explorers, the school's Wraparound Care provision. At 8am, EYFS pupils have adult-to-adult handover to duty staff in the EYFS Playground, two members of staff will be on duty in this area, more if required due to EYFS ratios.

Year 1 to Year 6 pupils will be accompanied from Explorers to the playground by a member of Explorers staff.

All Prep pupils may arrive from 8am to 8:25am and Year 1 to Year 6 pupils will be supervised in the playground, one member of staff on car park gate duty, another on main gate duty and two/three further members of staff on duty, depending upon pupil numbers. At 8:25am the bell is rung and Year 5 to Year 6 pupils walk directly to their classrooms. Year 1 to Year 4 pupils line up, at their line up posts, and are met by their teacher and then escorted to the classroom. A member of staff checks all gates and playgrounds, ensuring no pupils remain, and then locks the main gate at just after 8:25am.

If the weather means pupils may not wait outside they will go directly to classrooms and will be supervised by class teachers.

##### **After School**

All pupils are dismissed from the Playground, set points, at the end of the day and signed out via the 'Going Home' register folder. EYFS to Year 5 have adult-to-adult handover. Year 6 pupils may, after their parents have completed in a 'Going Home Unaccompanied form' and the pupil has met with Head of Prep School, make their way home independently. A member of PSLT is on duty at the end of the day to supervise overall dismissal and to be another 'active observer' at this busy time to ensure all pupils are safe.

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If a pupil is not going directly home, they will be attending either a) a club or b) Explorers, Wraparound Care where the following procedures are in place:

### **Club Supervision**

- EYFS to Year 2 pupils will be supervised until their club begins in Little Explorers (In Classroom NP) or their Class Teacher and have adult to adult handover with their club supervisor. Year 3 to Year 6 will be dismissed from their Class Teacher, signed out from the Going Home Register to Club, and make their way to their club. The PSLT duty person, in the playground monitoring dismissal, provides additional monitoring of these pupils.
- If pupils attend an after-school club, they are registered on arrival using the online Evolve Clubs register, and signed out on collection. Registration files are kept in the Prep School Office and Sports Foyer. At the end of the club, pupils are collected at a designated collection point, identified on the club timetable, or taken by a sixth former or staff member/club provider to Explorers and re-registered there.

### **Explorers**

- At the end of the day, EYFS to Year 2 pupils will be collected by Explorers staff. Little Explorers in Classroom NP is for pupils waiting for older sisters to finish school. Year 3 to Year 6 pupils will go directly, after dismissal by their teacher, to Homework Club in the Discovery Zone (Y3 to Y4) or Classroom 5H (Y5 to Y6). Pupils are registered on arrival and signed out on collection.

### **Minibus**

- Prep pupils who travel by School minibus, if it arrives early, are supervised in Morning Explorers from the time they arrive at school until 8am, when they are escorted to the playground and are supervised by a member of staff there. At the end of the day, they are supervised in Homework Club until their bus arrives.

## **3.2 Supervision during breaks and lunchtime**

All staff are allocated duties to supervise the pupils outside at break and lunchtimes. Staff have specific areas of the playground they monitor. There is also a wet weather duty timetable to cover duties inside. EYFS ratios are adhered to both inside and outside at break times.

### **All staff should follow 'Active Supervision'**

Active supervision always requires focused attention and intentional observation of children. Adults position themselves so that they can observe all the children: watching, counting, and listening at all times. They also use their knowledge of each child's development to anticipate what they will do, then get involved and redirect when necessary. Pupils should never be left unattended.

### **Set Up the Environment**

The outdoor play environment is set up so that the pupils can be always supervised. Staff carefully plan where they will position yourself in the environment to prevent children from harm. They stand in a place so they can see and hear the pupils.

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## Scan and Listen

Staff continuously scan the entire environment to know where everyone is and what they are doing. Specific sounds or the absence of sound may signify a reason for concern. By listening closely to the pupils, they can immediately identify signs of potential danger.

## 4. Supervision during curriculum time

### Arrangements for cover of absent colleagues

- All classes will be supervised by the relevant teacher or by a cover teacher if necessary.
- Staff are aware of these procedures and cover timetable is sent out weekly under the direction of Assistant Head (Logistics).

### Supervision during PE lessons, including changing arrangements, both on and off site

- All pupils are supervised during PE lessons in accordance with other curriculum subjects. Staff are required to supervise students during changing both on and off site.

### Supervision of pupils travelling to another venue for lessons

- All pupil movement from one site to another for lessons are subject to the same staff: pupil ratios as other offsite trips or Educational Visits. These ratios are communicated in the Staff Handbook and in the Educational Visits Policy.  
Staff : Pupil Ratios (non-hazardous activities) Wherever practicable:
- 1:20 (senior pupils under 18)
- 1:10 (Prep pupils in yrs 4-6)
- 1:6 (Prep pupils in yrs 1-3)
- A higher ratio may be appropriate for pupils under 5.

## Staffing ratios, to ensure that they meet legal requirements, especially in the Early Years and Foundation Stage

### ***Statutory Framework for the Early Years Effective September 2023***

*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*

*3.37. For children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:*

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- *there must be at least one member of staff for every eight children*
- *at least one member of staff must hold an approved level 3 qualification*
- *at least half of all other staff must hold an approved level 2 qualification*

*Where children in nursery classes attend school for longer than the school day or in the school holidays, in provision run directly by the governing body or the proprietor, with no teacher present, a ratio of one member of staff to every eight children can be applied if at least one member of staff holds a full and relevant level 3 qualification, and at least half of all other staff hold a full and relevant level 2 qualification.*

### **Supervision of pupils attending lessons with peripatetic teachers**

- In Music peripatetic lessons or Speech and Drama lessons, if the pupil is in Year 2 or below the peripatetic or drama teacher will collect the pupil. A list of pupils who are taking peripatetic lessons is published to staff. Year 3 to Year 6 pupils may make their own way down to the Music Department, unless it is before or after the school day when they are collected and returned to the Prep School.

## **5. Supervision during extra-curricular activities**

### **Arrangements for keeping records of attendance**

All extra-curricular trips are subject to clear policy and procedures as stated in the “Educational Visits Policy and Procedures”. Registration must be taken before departure and at key points as set out in the itinerary of a trip.

### **Supervision of pupils travelling to matches and other venues**

Pupil: staff ratios are the same for travelling to matches and other venues as for all Educational visits. Prep School pupils will have at least two members of staff accompanying them, unless Head of Prep School has given permission and the GDST guidelines are adhered to.

### **Supervision of pupils by older children in after school clubs**

Only registered and trained staff are allowed to run after school clubs. Older children may act as additional support but their role is to support and not to provide overall supervision.

### **Supervision of pupils while waiting to be collected by parents at the end of an activity**

- On any school organised visit which takes place off site, staff must wait with the pupils until all have been collected by parents.
- For all on site activities parents are made aware of dismissal times (on co-curricular timetables and letters home) and asked to collect their child promptly.
- For Prep School pupils they will be taken to Explorers if not collected.

### **Supervision of pupils attending clubs organised by third parties, but which take place on site**

The school’s robust letting procedures ensure that appropriate staff: child ratios are adhered to for all activities run by third parties on site.

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## 6. Supervision during school visits

### Arrangements for children on visits in the UK

All extra-curricular trips are subject to clear policy and procedures as stated in the “Educational Visits Policy and Procedures”. Registration must be taken before departure and at key points as set out in the itinerary of a trip.

### Arrangements for children on visits abroad

All extra-curricular trips are subject to clear policy and procedures as stated in the “Educational Visits Policy and Procedures”. Registration must be taken before departure and at key points as set out in the itinerary of a trip.

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