

SUPERVISION OF PUPILS POLICY (PS 614a)

Including EYFS

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.

- If a pupil is **not collected** at the end of the school day or at the end of the club/Explorers it is the responsibility of that person leading the club to a) wait until 5-10 minutes after the club ends b) take the pupil to Explorers and inform School Office and Explorers Staff of the situation c) ensure a plan has been established about ringing parents for collection.
- If a pupil has not been collected from Explorers by 6:00pm a) Head of Prep should be informed (in person or by phone) who will then return to school, or another member of PSLT to support Explorers staff.

3. Guidance informing our Supervision Policy

- Ratios outlined in the EYFS Statutory Framework for group and School based providers.
- Our agreed definition of the meaning of '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. Head of EYFS shares updates in staff meeting on key places in the environment to stand to support supervision.

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.

3.41 For children aged two:

- There must be at least one member of staff for every five children.

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- 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

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 other member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification.

3.45 For children aged three and over in independent schools (including in nursery classes in free schools and 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 children:

- 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.

4. Supervision of specific areas – read accompanying risk assessment

- **Classroom**
- **Toilets**
- **Outdoor areas e.g. The Look Out**
- **Dining Room**
- **Playground**
- **Car Park**

Classroom

- No class should be left unattended, the pupils need to be supervised at all times.
- EYFS pupils spend the majority of the school day with their class teacher and learning assistant. Members of staff will be located at different times in the classrooms and outdoor area to ensure relevant ratios are followed and EYFS girls within sight and sound. The risk assessment for the outdoor area includes training for staff about where to stand to ensure 'active supervision'.

Toilets

- Nursery pupils always need to be supervised whilst going to the toilet
- Reception pupils should be in line of sight, if using the classroom toilets, accompanied if in the Sports Hall or Dining room etc.
- Year 1 to Year 6 all have toilets close by and will ask if they need to visit them during a lesson, a teacher should informally register the pupil's return to class.
- At break times they may use the outside toilets, supervised by Hayes Corner duty person or the toilets in the Library, supervised by Grow Grove duty person

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Outdoor areas

The Green – a member of staff needs to be present

The LookOut – a member of staff needs to be present

Dining Room

- Classes should be accompanied to lunch by the teacher in the lesson before lunch, i.e. walked down as a whole class, not just ‘released’ at the top of Prep School to make their own way down.
- **Nursery** are always within ratio.
- Reception to Year 2 have one member of staff for each class present.
- Year 3 to Year 6 – have two members of staff on duty (one being a member of PSLT) and members of staff eating their lunch, readily available to help, if required. Kitchen staff are also adults to support in an emergency.
- **EYFS**, Y1 and Y2 pupils are accompanied back up to the playground, Y3 to Y6 pupils may return in threes. No pupil should walk to/from the playground on their own, particularly if they are feeling unwell, i.e. not sent back up to Prep if they are feeling sick. This is fully risk-assessed and pupils are taught to walk safely and sensibly at all times.

Safe Eating and Mealtime Supervision

- Pupils are appropriately supervised during mealtimes to promote safe eating and drinking and to reduce the risk of choking.
- Staff supervising pupils at mealtimes should remain attentive and position themselves appropriately so that they can observe pupils and respond promptly if a pupil requires assistance.
- Pupils should be encouraged to sit safely and calmly while eating and drinking and should not eat while walking, running or playing.
- Pupils must not share food or drinks with other pupils.
- Staff must be aware of pupils with known food allergies, intolerances or special dietary requirements and follow the School’s allergy and medical procedures.
- Staff should be aware of pupils who may require additional support with eating or drinking and follow any individual guidance or care plan in place.
- Staff should encourage pupils to develop independence, positive eating habits and appropriate table manners while maintaining appropriate supervision.

EYFS

- **EYFS pupils are closely supervised during mealtimes in accordance with the EYFS statutory framework.**
- **EYFS staff should position themselves so that they can see and hear the pupils clearly while they are eating and drinking and remain attentive to signs of choking or other difficulties.**

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- EYFS pupils are given appropriate support to develop independence in eating and drinking, while ensuring that their individual needs, developmental stage and any relevant care plans are taken into account.

Car Park

- A member of staff is always on the car park gate at the start and end of the day

5. Supervision of specific times of day

- **Playtimes**
- **Before School**
- **After School, Explorers (Including minibuss and Year 6 walking home)**

6. Non collection of Pupil

Playtimes

- 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.

Before School

- Pupils arriving prior to 8am are registered in Explorers (two members of staff due to EYFS regs) no pupil outside unaccompanied.
- **At 8am, EYFS pupils have adult-to-adult handover to duty staff in the EYFS Playground.** Year 1 to Year 6 will be accompanied to the playground by a member of Explorers staff.
- Member of staff on car park gate
- Member of staff on main gate – PSLT (Lead of Supervision at this busy time)
- Two members of staff in EYFS
- Member of staff on Homestead playground
- Member of staff on Green spine
- At 8:25am the bell is rung and Year 4 to Year 6 pupils walk directly to their classrooms. Year 1 to Year 3 pupils line up, at their line up posts, and are met by their teacher and then escorted to the classroom. PSLT 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

- Going home register completed at morning registration for N to Y6, Lesson 8 teacher has this for signing out at end of the day.
- PSLT Member of staff on car park gate duty (car park gates closed)

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- EYFS dismissed from classrooms > signed out of register.
- Year 1 to Year 6 pupils are dismissed from the Playground, set points > signed out of register
- EYFS and Y1 to Y2 Girls going to clubs are accompanied, Year 3 to Year 6 go independently and are then registered at club.
- EYFS and Y1 to Y2 attending Explorers are collected.
- Y3 to Y6 pupils attending Explorers should either be taken, or the teacher checks in on them i.e. they have arrived at Homework club once all other girls are dismissed
- Year 6 pupils may, (Year 5 pupils in Summer Term) walk home unaccompanied. Parents must complete a 'Going Home Unaccompanied form' and the pupil has met with their Class Teacher. Decisions are made on a case-by-case discussion with Head of Prep, particularly if a pupil is to walk unaccompanied after a club.

Minibus

- Prep pupils who travel by School minibus follow a code of conduct and are supervised by the minibus driver. They are supervised into school by the member of staff on gate duty.
- Pupils are not supervised by an additional member of staff when travelling on the school buses but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

Club Supervision

- **EYFS to Year 2 pupils will be supervised until their club begins in Little Explorers**
- They are registered on arrival using the online Clubs register with external staff registering with their booking register and signed out on collection. Hard copy registration files are kept in the Prep School Office and Sports Foyer should the fire alarm sound.
- 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 Classroom 5H (Y3 to Y6). Pupils are registered on arrival and signed out on collection.
- Pupils are always supervised at Explorers following ratio guidance.

7. Supervision of specific activities – read accompanying risk assessment, where required

- **To and from specialist lessons**
- **Educational Visits**
- **Events e.g. Spring Concert**
- **Swimming**

To and from specialist lessons

- EYFS to Year 2 pupils should always be accompanied to and from specific lessons.

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- Year 3 to Year 6 pupils may develop greater independence and go to lesson independently i.e. From the classroom to the Hall. It is imperative that the specialist teacher registers the class in, to identify any pupils who have not arrived and then gain support to find the pupil by ringing the office. This is fully risk-assessed and pupils are taught to walk safely and sensibly at all times.
- Peri Lesson – depending on the location of the lesson, a decision will be made about whether a Year 3 to Year 6 pupil can go independently. If the lesson is before 8:25am or after 3:15pm, the peri teacher needs to collect and dismiss from School Office.

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.

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 roles 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

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

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.

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