

**Pupils' Supervision
Policy**

Last Revision Date	September 2023
This policy is Reviewed by	Deputy Head
Group	Pastoral
ISI Reference	
Next Review Date	September 2024

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

Key Contacts:

Designated Safeguarding Lead (DSL):	William Fuller
Deputy Safeguarding Lead and Head of Pre-School and Pre-Prep	Hannah Laffin
Wrap Around Supervisor	Emily Burgess
Lead Governor for Child Protection:	Edwina Andersson
West Sussex Children's Services - Multi-Agency Safeguarding Hub (MASH):	Tel: 01403 229900 (Out of Hours – 0330 222 6664) MASH@westsussex.qcsx.gov.uk
Local Authority Designated Officer (LADO):	0330 222 3339 (Please refer to MASH first)

Pupils' arrival and departure

The school day for Junior, Middle and Senior pupils begins at 08.00 and finishes at 16.30. Pupils may arrive at school from 07.30 but at this time must join Breakfast Club or be met in reception by their Music or Learning Support teacher if arriving early for a lesson. Pre-Prep children start school at 08.30 and will leave school at 15.30. Pupils can stay late for after school care in the Keep (younger children), prep, an extra lesson, a function or an after school activity. All after school sessions are supervised by one or more adults.

All pupils on site must be supervised – usually by a member of the teaching staff. At least one member of staff is present on duty in order to supervise pupils whenever they are in the school outside normal school hours.

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as after school prep duties. A rota is prepared by the Director of Studies for the main school and by the Head of Pre-Prep for the younger children each term. Staff are on duty in the evening and early morning for children using the Wrap Around Care.

There is always a member of staff available if a pupil has any concerns or simply wants to talk to an adult.

The main times for supervision outside the classroom are: Early morning Wrap Around Care and Breakfast Club (07.30 – 8.30). All children meet in the dining room.

Break duty (10.10 – 10.30/45)

Lunch-time duties (12.00 – 13.00) Pre-Prep (Reception, Year 1 & 2). Pre-School 12-1.30

Lunch-time duties (12.20 – 13.20) Juniors except Wednesday which is as below

Lunch-time duties (13.00 – 14.00) Main school

After school duties/prep (16.30 to 17.30) - Juniors, Middles and Seniors

Wrap Around Care (17.30 – 19.30) - Juniors, Middles and Seniors

Other occasions

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. These children are signed out to their parents at the end of the event.

Staff taking teams supervise pupils on both home and away matches. All away staff are responsible for signing pupils out to their parents or signing them in to prep

All children taking part in after school activities are fully supervised by the adult taking the activity and additionally by GAP students – depending on the activity.

All children staying in school for prep are supervised in classrooms by a member of the teaching staff or Sports Graduate with a GAP student assisting as necessary.

All children staying in school for Wrap Around Care are supervised by the Wrap Around Care staff.

Usual start of Day routine

Unless arriving early, the prep school children use the 'Kiss & Drop' system between 08:00 and 08:20 and make their way to the astro. A member of the leadership team is at the 'Kiss & Drop' location from around 08.00. All form tutors are expected to be in their form rooms ready to receive the children by 08.15 (Prep school) and 08.30 (Pre-Prep and Pre-School) unless they are on duty.

End of Day routine

All Pre-Prep pupils who are not going to an activity or the Keep finish school at 15.30. **They are handed over to their parents (or other known adults who have been designated to collect, such as a grandparent) by their class teacher or room leader.**

All main school pupils (Juniors, Middles and Seniors) who are not going to an activity or Prep/Wrap Around Care finish school at 16.30. **They should be signed out and collected by their parents or other known adults who have been designated to collect, such as a grandparent, from the following locations.**

- Juniors – in the Dining Room
- Year 5 & Year 6 – on The Headmaster's Lawn (The Chapel if the weather is not suitable)
- Seniors – sign themselves out from outside the Sports Hall

All children who have not been collected by 16.45 should join prep.

All children doing prep can be collected by their parents at any time. Parents will go to the main office and the prep staff will be contacted to let them know a parent has arrived. They will be signed out from the office.

Children in the Keep (Pre-Prep & Pre-School) will be collected and signed out from the Keep.

After 17.30 any child in Juniors, Middles and Seniors who remains in school will be handed over to the Wrap Around Care staff and become their responsibility. This is the case unless they are already attending an after school club in which case they are the responsibility of the after school coach.

Children will not be allowed to go home with someone other than their parents unless there has been prior notification received by the School. If someone else is asking to collect a child, parents will be phoned to clarify the situation.

Lunch Time

All members of Academic Staff are required to sit with the children for their lunch. On a Friday, in Middles and Seniors lunch, staff can sit together on a staff table. During the summer term, Junior staff sit together during one lunch a week, when the Juniors are sitting in their Mudlark teams

Wet Break

See Play time Policy

Visitors

As part of the School's requirement to protect the pupils in its care, all visitors to the school sign in and out at the Main School Office, where they receive a badge, which they wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and escort them to the office to sign in. All concerns are reported to the Head or Deputy Head.

Children are also aware that visitors should have a badge and are told not to approach a stranger, but report them to a member of staff

See Visiting Speaker policy for more detail about visiting speakers.

Access to school premises

All visitors and contractors who are not fully vetted will be escorted at all times by a staff member while on the campus (inside or outside) during a school day. This will not apply to those visitors or contractors who have undergone a full DBS check and from whom references have been taken. There may be 'local rules' put in place where the school children have been restricted from accessing an area where maintenance or building work is being carried out.

Registration

This is carried out twice a day and is a legal requirement.

See Attendance policy

Medical Support

There is a qualified first aider on duty during the school day. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our Pre-School children are in school.

First aid boxes are in all potentially high risk areas, as well as in the surgery. The School Matron regularly checks and replenishes the first aid boxes. Matron also has the medication for all children with a known condition.

See Various Medical Policies for more details.

Supervision while travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. All minibus drivers are employees of the school and have the necessary checks in place.

Supervision during Trips and Visits

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Trips and Visits Policy. *See Trips and Visits Policy*

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the Science laboratories, and the Art room. Doors to these areas are kept locked when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Signage is employed to reinforce any out of bounds areas to pupils.

Younger children are escorted to and from lessons until the form teacher agrees that the children are safe getting around school.

Security, Control and Workplace Safety

Our policy - Security, Access Control Workplace Safety and Lone Working - describes the arrangements for safety of the entire school.

The following policies and procedures describe the arrangements for safety of the entire school:

- First Aid Policy
- DSE Policy
- Health and Safety Policy
- Security Policy
- Crisis Management Plan
- School Fire and Evacuation Procedures
- Asbestos Management Plan
- Legionella Management Policy

Staff Induction

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on duty areas within the buildings and grounds.

See staff Induction Policies

EYFS arrangements – see other policies for staffing ratios, EYFS – Missing Child Policy and Supervision of EYFS pupils throughout the day.

Staff Qualifications for Wrap Around care

Emily Burgess - Wrap Around Care Supervisor - Term Time

Penny Lindfield – Wrap Around Care Supervisor - Holidays

Christine Watson – Breakfast Club Supervisor

GAP student / Sports Graduate & Drama Graduate will assist at Breakfast Club

EYFS Staffing Ratios

Introduction

In accordance with the Statutory Framework for the Early Years Foundation Stage September 2021 under Section 3 -The Safeguarding and Welfare Requirements - it is a legal requirement for providers to ensure the following staff: child ratios:

3.32. For children aged two:

- There must be at least one member of staff for every five children;
- At least one member of staff must hold a full and relevant level 3 qualification;
- At least half of all other staff must hold a full and relevant level 2 qualification.

3.33. For children aged three and over in registered early years provision where 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:

- There must be at least one member of staff for every 13 children;
- At least one other member of staff must hold a full and relevant level 3 qualification.

3.34. For children aged three and over in registered early years provision where a person with Qualified Teacher status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- There must be at least one member of staff for every 8 children;
- At least one member of staff must hold a full and relevant level 3 qualification;
- At least half of all other staff must hold a full and relevant level 2 qualification.

3.35. For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitable 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 a full and relevant level 3 qualification.

Following these guidelines, staffing in Pre-School changes from term to term depending on the number of children, their ages, and the sessions the parents choose.

For each Reception class there is a full time qualified teacher and a shared Learning Support Assistant across two classes working with a maximum of 16 children.

Staff Qualifications

All EYFS staff qualifications are checked against the relevant documentation:
<https://www.gov.uk/guidance/early-years-qualifications-finder> and are kept on file by HR.