



Supervision of Pupils Policy (Including when on School Journeys and in After School Care) Whole School including EYFS and Boarding

The 'duty of care' places a specific responsibility on the Principal, as overall manager of the School, to ensure that full and appropriate supervision of all children takes place throughout the day. All staff have a contractual duty of care towards pupils at the School and are expected to be alert at all times to pupils who need help or to deal with inappropriate behaviour. Above all other considerations, the safety of the pupils must be an overriding concern.

Pupil Absence

The School Office has all emergency contact telephone numbers. Parents are requested to contact the School Office as soon as possible, preferably by telephone between 8.15am and 8.30am, if a child is going to be absent. If contact has not been made, a member of the School Office staff will contact the parents.

Illness

If a pupil is taken ill during the school day, they are taken to the School Nurse. The School Nurse will assess and determine whether the pupil should be sent home and will contact the parent for collection. The School Office Staff will be notified in order that the pupil can be marked as absent due to illness in the register. In the absence of the School Nurse, a member of staff who is first aid trained will assess the pupil and speak to the Deputy Principal, Head of Junior School or Heads of Year to make the decision.

School Journeys and Visits

These are governed by the nature of the activity and the group doing it. In many cases the pupils will be supervised directly by staff. On some occasions remote supervision will be appropriate. Trains, ferries and planes contain the additional risk of members of the public coming into contact with pupils. In all cases pupils should be given clear instructions as to their conduct, acceptable behaviour, physical boundaries and should know where and how to contact a member of staff should difficulties arise. Specific risk assessments for all school trips will be needed.

Staff Pupil Ratios

This again depends on the nature of the activity, the experience and age of the pupils and the activity's location. Specific risk assessments will always be in place and staff pupil ratios will be referred to in the risk assessment as required.

Senior School

A ratio of 1:10 or higher is acceptable for visits where pupils will be closely supervised in a familiar environment, e.g., a theatre visit, but for more adventurous and remote activities a lower ratio may be appropriate, always taking due account of the age and experience of the pupils. If possible, there should be a minimum of two staff on any visit away from the local area, to safeguard pupils in the event of a serious incident or injury/illness of a member of staff; in practice this may not always be possible and the Principal's discretion will then be considered.

Junior School

Recommended ratios of adults to pupils for visits are;

Pre-School	1:4
Reception	1:6
Key Stage 1	1:6
Lower Key Stage 2	1:8
Upper Key Stage 2	1:10

Date of last review: Spring Term 2021

Date of next review: Spring Term 2023

Reviewed by: Deputy Principal and Head of Junior School

Staff are also advised to use their discretion on the basis of risk assessments, taking into account the activity to be undertaken and the age and maturity of the pupils.

Senior School Duties

Member of Staff on Duty (MOD)

The Senior School Pastoral Leadership Team have weekly duties, supervising the lunch queue from 12.35pm to 1.00pm. The PLT will also cover Reception after school until the last pupil leaves After School Care or up to the time that Boarding staff take on responsibility for Day Pupils who are on site after 5.45pm.

Staff Duties

A staff duty rota is in place. There will be two members of staff on duty at Choc Lunch to circulate amongst the girls in the Dining Room, around the School and outside; this duty will be for the 25 minutes of Choc Lunch. Between 1.00pm and 1.45pm there will be a further two members of staff on duty, as for Choc Lunch.

From 4.15pm to 5.15pm the MOD assists with the supervision of girls attending After School Care in the Dining Room. If a Senior School pupil has not turned up for an Activity the MOD will also assist in the search for that pupil.

Boarders – Evening and Weekends

After 5.45pm day girls should sign in with Boarding Staff and are supervised with boarders.

A supervision rota is in place for the Boarding House. The white board is placed centrally, and House Staff will write down their location if they are not in the Duty Room. All members of House Staff on duty have the School phone with them so that they can be reached in an emergency.

Cover

All classes up to Year 11 will be supervised by a qualified member of staff in the absence of the Class Teacher. In College, it is felt unnecessary to supervise a cover lesson and Students are expected to undertake self-directed study if a teacher is absent. All teaching staff are required to be available for cover periods to supervise pupils.

Junior School Supervision and Duties

Children should always be supervised during the school day. From time-to-time, it may be necessary for older children to exercise some personal responsibility. For example, individual use of the Library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each member of staff has a responsibility to ensure the safety and good conduct of all children in their care at a particular time and should always be aware of the whereabouts of every child.

Before School

A Breakfast Club (Before School Care) facility is available from 7.30am until 8.30am each day. This is supervised by qualified staff. Children are then taken to their classrooms for the start of the school day. Where children in the EYFS attend this session, the ratio will be 1:8, with at least one member of staff holding a Level 3 qualification.

During the School Day

The responsibility to ensure that a pupil attends school regularly is that of the parent. Children are collected from the carpark from 8.30am and teachers are responsible for them from this time.

Lesson Time

No class is left unsupervised for any reason during the school day. If a pupil is not taking part in a timetabled lesson, the Class Teacher must make alternative arrangements for that pupil.

Playtime

Playground duty demands a high standard of care and control and, requires that Teachers and Teaching Assistants patrol the playground areas. Pupils in Year 6 who have been trained as Playground Leaders wear high visibility vests.

A playground rota, together with guidelines for use of the playground, can be found in the Junior School Staff Room and the Head of Junior School's Office. If the weather is not suitable for outdoor play, staff on duty patrol the classrooms. Pupils are not allowed to run around indoors and should sit quietly with an appropriate activity.

At the end of the school day, it is the Class Teacher's responsibility to ensure the pupils in their class are collected by the parent/carer, arrive to Prep, After School Care or their chosen extra-curricular activity. Staff supervising these facilities have a register and will ensure the pupil attends; otherwise, the School Office will be contacted to ascertain the whereabouts of a pupil.

Mid-Day Supervision

All Teaching Assistants are timetabled to work either all or part of the lunch hour. Some extra-curricular activities are held at lunchtime.

After School Care for Junior School Pupils

An After-School Care facility is available from 3.30pm to 5.30pm each day. A programme of activities is planned for each age group. For the 7-11 year-old age group this includes Prep where pupils have an opportunity to complete their homework. The appropriate number of qualified staff supervise these sessions. The staff to pupil staffing ratios for pupils in the Early Years Foundation Stage is 1:8. If a pupil is not collected from After School Care by 5.30pm they will be supervised until their parents collect them.

Early Years Foundation Stage Staffing Ratios

In our Pre-School and Reception Class we adhere to the staffing ratios as stated in Early Years Foundation Stage Statutory Framework.

In Reception

Where the majority of pupils are five or over within the school year, the staffing ratio is 1:30, where there is a qualified Level 6 practitioner/teacher working directly with the children.

In Pre-School

For children aged 3 years and over, where a person with QTS, Early Years Practitioner status or other Level 6 qualification is working directly with the children, there must be at least one member of staff for every 13 children, and at least one other member of staff must hold a full and relevant Level 3 qualification.

For children aged 3 years and over, where a person with QTS, Early Years Practitioner status or other 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 and at least half of all of the staff must hold a full and relevant Level 2 qualification.