



## **SUPERVISION OF STUDENTS POLICY – WHOLE SCHOOL: SENIOR SCHOOL/ LOWER SCHOOL/ EYFS**

Responsible members of SLT: **Rachael McGrath, Scott Sanderson and Sarah Harvey**

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Next review: **September 2022**

**Introduction**

In line with our core purpose we aim to prepare students for life in the 21<sup>st</sup> century. We provide an academic and practical education in a caring and supportive environment. Alton School is a multicultural community dedicated to enabling its students to develop their intellect and talents and confidence to believe that their aspirations are achievable. From an early beginning, we encourage students to be honest, reliable and trustworthy. Academic rigour is valued at all stages and the focus in the classroom and beyond is on challenge, engagement and enjoyment. Learning is celebrated. The school has a well qualified and highly motivated staff, both teaching and non teaching. All members of the community are valued and given the opportunity to flourish in a caring and supportive ethos.

## **Aims**

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

- protect the health and safety of students at Alton School; and
- ensure that everyone is aware of how staff are deployed to ensure the proper supervision of students.
- to safeguard all pupils from the moment they arrive on site to the moment they leave.
- to safeguard all pupils at the point of collection.

## **Principles of supervision of all pupils**

- All pupils will receive appropriate levels of care and supervision whilst on site at all times.
- This is managed via a duty rota which ensures that the appropriate staff are able to supervise all relevant activities on site at key points during the day (drop-off, playtime, lunchtime and evening collection, including Before School Club and After School Care).
- The ratio of pupils to members of staff is in line with best practice. The supervision ratios are 1:8 for children under 8 and 1:10 for over 8s.
- It is the responsibility of all members of staff to help ensure that the supervision of pupils is carried out in accordance with this policy and in the spirit of safeguarding of all pupils.
- EYFS (Reception) pupils are usually in sight and/or hearing of a member of staff. They will always be within one of these and the statutory ratios will be in place.
- In the Senior School all curriculum time is timetabled so that staff teach a maximum of 25 students in each lesson.
- In the Nursery children will always be within sight and/or hearing of staff and always within sight or hearing.

## **Supervision of students attending lessons with Visiting Music teachers**

- In Music peripatetic lessons, students show teachers evidence that they have a music lesson before they can leave their timetabled lesson. A list of students who are taking Visiting Music teacher lessons is published for staff by the Director of Music.
- In the Lower School, visiting Music Teachers will always collect pupils from their classrooms before lessons and return them to their classrooms following lessons.

### **Supervision during extra-curricular activities and events:**

Arrangements for keeping records of attendance

- All extra-curricular trips and visits 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.
- All after school activities are registered and registers kept for one academic year.

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

- Student: staff ratios are the same for travelling to matches and other venues as for all educational visits.

### **Supervision during school visits**

See the Educational Visits and Activities Policy for details.

### **Unsupervised access by students**

- Students are not allowed to use gymnastic, athletic or climbing equipment without supervision. Students are expected to follow all reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.
- We ensure that students do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the art rooms, the fitness suite and sports hall. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.
- Students do not have access to the Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

### **Implementation in Lower School (Reception to Year 6)**

All staff, full time and part time are expected to help with daily duties. It is very important that these are done consistently, in order to establish good standards of behaviour in school and in order to safeguard all pupils.

#### **Appropriate ratios in school:**

- In the Reception classes staff ratio is 1:13, where one of the staff is a qualified teacher and is working directly with the children during curriculum time. At playtimes, when the qualified teacher is not working directly with children the ratio is 1:8, where at least one member of staff must hold a level 3 qualification and at least half of all other staff must hold a level 2 qualification.

- For pupils under 8 in Before School Club and After-School Care supervision ratios are 1:8 to ensure the safety and welfare of children. For pupils over 8, ratios are 1:10. Ratios are appropriate to circumstance and increased when movement around the site is required.

**Morning duties: (Applicable to supervision of all pupils from Reception to Year 6.)**

- Children attending Before School Care are welcomed into school from 8.00am, through the side entrance door. A member of the Before School Care Team and a teaching assistant provide supervision, teaching staff are on site. If numbers exceed 18, or a larger proportion of Reception aged children attend, support from teaching staff is provided. Parents/carers are aware that the children are their responsibility and under their supervision until Before School Care begins and they can hand their child/ren over at 8am.
- Children not attending Before School Club may come into school from 8.35am in the morning, when teachers collect their classes from the playground. Parents/carers wait with the children in the playground where they are met by their class teachers and escorted into school.

**End of the Day (Applicable to supervision of all pupils from Reception to Year 6).**

- All pupils who are not attending After School Care are taken by their class teacher/assistant to meet their parents/carers on the playground from 3.40pm.
- Children are dismissed from the playground by the teacher into the care of the parent or carer of each child unless consent for the pupil to go with another responsible adult has been received from the parent or main carer. Staff in doubt would always call a parent before releasing them to an unknown adult.
- Teachers remain with pupils who have not been collected whilst contact is made with parents/ carers. For any remaining pupils, they can wait in After School Care/ with their teacher until their parent/ carer arrives.
- Arrangements for attending after school clubs vary according to need but in general, pupils will be collected by the member of staff taking the club and 'handed over' by their teacher at the end of the school day.
- In addition, children going home on the bus or being collected by parents who are also collecting children from the senior school will wait in the bus room (Year 6 classroom), supervised by Teaching Assistants and/ or duty teacher.
- Children from Reception to Year 6 can attend After School Care in the Lower School. The children attending are provided with a snack and a drink of water and any packed tea provided from home.
- In After School Care, Bus Room and in Clubs, on entry a register is taken, and children are ticked off that register when they arrive and are collected.
- If for any reason After School Care ratios are greater than expected the Director of Lower School is contacted and necessary adjustments are made.
- After School Care closes at 6.00pm. Any pupils not collected by then will be supervised by the member of the Lower School teaching team who is on duty that evening until a parent or carer arrives (See Late Collection Policy). Parents are aware that it must be an adult who collects a child from After School Care, this can be either a parent or main carer except where permission has been received from the parent or carer for the pupil to leave the school with another responsible adult. Parents are aware that it is their responsibility to notify school of any changes for collection, so that staff know who they are releasing a child to.

- Pupils participating in clubs after school will be dismissed by the member of staff concerned directly into the care of a parent or main carer except where permission has been received from the parent or carer for the pupil to leave the school with another responsible adult. Some pupils are 'handed over' to After School Care where they are registered and await collection by their parent/ carer.

### **Playground Supervision (morning break and lunchtime)**

- All outdoor play times are supervised by members of teaching or teaching support staff.
- The number of staff on duty at any one time depends on the number and age of the pupils involved and is determined by the ratios set out above.
- At least one First-Aider will be on supervision duty and a first aid kit taken outside.
- Pupils should not be left unsupervised during breaks.
- Members of staff on duty are responsible for maintaining sensible levels of behaviour and ensuring safe play. (See playtime health and safety 2021 document)
- In times of poor weather, indoor play will be initiated by the member of staff on duty. Under these circumstances the wet-weather duty rota is observed and pupils are supervised in their own classrooms.
- Class teachers will be in their classrooms promptly at 11.10am to welcome the children back from break.

### **Dining Room Supervision**

- Staff are asked to help cover the lunchroom duty on a rota system.
- Teaching assistants also help supervise the lunches.
- They are on duty from 12.00 to 1.10pm and help with the organisation, the queuing, the consumption of food and manners.
- Reception teachers and their teaching assistant help with the supervision in line with class ratios. They settle the children at the tables and supervise the meal, help with fetching and cutting up of food and with the general table manners etc.
- If you are asked to supervise please arrive promptly in the dining-room and check general behaviour, both in the queuing up and the table manners; please check that the children clear the tables properly and leave the tables clean and tidy. Reception, Year 1, Year 2 and 3 arrive earlier (11.50-12pm) and eat together. Year 4 to Year 6 arrive at 12.10pm and eat together. All children aim to leave the Refectory by 12.35pm.
- At lunchtime if it is fine, the children in Reception, Year 1 and Year 2 go out to the playground under the supervision of the teachers/teaching assistants after their lunch in the Refectory. They return to their classrooms under the supervision of the duty staff, after being taken to the cloakroom.
- The children in Year 3 to Year 6 play on the courts and the surrounding area.
- Class teachers will be in their classrooms promptly at 1.10pm to welcome the children back from lunch and lunch play.

### **Anomalies and extra advice**

- When a member of staff is supervising in a remote location, a school mobile phone is taken.
- When the school is aware of specific provision needs, for example children who have allergies, these will be communicated clearly to all staff and a record will be held by Mrs Kay Lowman, Welfare Assistant and the Director of Lower School.
- Any changes will be raised and discussed during staff meetings and briefing sessions.

### **Implementation in Nursery (EYFS)**

- In Nursery the ratio of pupils to members of staff is in line with statutory guidance. For children under two the ratio is 1:3, for pupils aged 2-3 the ratio is 1:4 and for pupils aged 3 and over the ratio is 1:8.
- The Director of Nursery, or in her absence the deputy manager/upper Nursery co-ordinator, will ensure that staffing arrangements meet the needs of all children in all rooms and ensure their safety.
- Pupils arrive from 8am, when the nursery opens, parents take their child to one of three locations and there they will handover to a member of staff. The Nest children will be dropped off at the double doors at the rear of the Nest building. The Chicks and Robins children are dropped off at the entrance to the main nursery building, and Pre-School children are dropped off at the double doors near the lower school playground.
- Pupils will be picked up from the same location at the end of their session.
- Sleeping children are checked frequently to ensure they are safe; this includes ensuring cots/bedding are in good condition and suited to the age of the child (see sleep policy).
- When staff take pupils for a woodland walk, or into a remote location, a nursery mobile phone is taken with them. The Nest and Chicks share a mobile phone and Robins/Pre-school have their own.
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- At least one member of staff who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times when children are present (see first aid policy).

### **Implementation in Senior School (Years 7 – 13)**

All staff, full time and part time are expected to help with daily duties. It is very important that these are done consistently, in order to establish good standards of behaviour in school and in order to safeguard all pupils.

#### **Appropriate ratios in school:**

- All classes will be supervised by the relevant teacher or by a cover teacher if necessary.
- The Deputy Head ensure that all lessons are covered if necessary and staff are aware of these procedures and notified of any cover requirements by email.
- For pupils in the Sixth form a cover teacher may not be assigned to the class and pupils are expected to complete the cover work set in the Sixth Form Centre.

#### **Morning duties: (Applicable to supervision of all pupils from Year 7 to Year 13.)**

- Senior School pupils may arrive at school from 8.00am, where they will wait until 8.30am to access the school buildings. Sixth Form pupil can go straight to the Sixth Form Centre on

arrival. In cases of emergency a member of the Senior Leadership Team will be available in their office.

- A member of staff will be on duty from 8.30 to greet the pupils as they enter.

#### **End of the Day (Applicable to supervision of all pupils from Year 7 to Year 11).**

- All pupils who are not attending Senior Prep Club are expected to take the school bus home or be collected from the carpark at 4.15pm
- Staff are on duty from 4.15pm until 4.40pm to ensure pupils catch their intended bus.
- In Senior Prep Club is supervised on a rota basis and on entry a register is taken, children are ticked off that register when they arrive and are collected.
- Senior Prep Club closes at 6.00pm. Any pupils not collected by then will be supervised by the member of staff who is on duty that evening until a parent or carer arrives (See Late Collection Policy).
- Pupils participating in clubs after school will be dismissed by the member of staff concerned directly into the care of a parent or main carer except where permission has been received from the parent or carer for the pupil to leave the school with another responsible adult. Some pupils are 'handed over' to Senior Prep Club where they are registered and await collection by their parent/ carer.

#### **Playground Supervision (morning break and lunchtime)**

- All outdoor play times are supervised by members of teaching staff.
- There are 3 members of Senior School staff in duty at any one-time during morning break and lunchtime. Pupils should not be left unsupervised during breaks.
- Members of staff on duty are responsible for maintaining sensible levels of behaviour and ensuring safe play.
- In times of poor weather, indoor break will be initiated by the member of staff on duty. Under these circumstances the wet-weather duty rota is observed, and pupils are supervised in their own classrooms.
- Class teachers will be in their classrooms promptly at 11.10am and 2.10pm to welcome the children back from morning break of lunchtime.

#### **Dining Room Supervision**

- Staff are asked to help cover the lunchroom duty on a rota system.
- They are on duty from either 1.10pm until 1.40pm or 1.40pm until 2.10pm and help with the organisation, the queuing, the consumption of food and manners.
- If you are asked to supervise please arrive promptly in the dining-room and check general behaviour, both in the queuing up and the table manners; please check that the children clear the tables properly and leave the tables clean and tidy.
- A rota of sittings for different year groups is in place to stagger the lunch queue.

- When not in the Refectory, pupils may use various areas of the school to play, depending on the recent weather conditions.
- Class teachers will be in their classrooms promptly at 2.10pm to welcome the children back from lunch and lunch play.

**Anomalies and extra advice**

- When a member of staff is supervising in a remote location, a school mobile phone is taken.
- When the school is aware of specific provision needs, for example children who have allergies, these will be communicated clearly to all staff and a record will be held by Mrs Kay Lowman, Welfare Assistant and the Holroyd Howe Catering team.
- Any changes will be raised and discussed during staff meetings and briefing sessions.