

ST MARGARET'S PREP



ST MARY'S CALNE

## **Supervision of Pupils Policy**



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Issued by:	Deputy Head Pastoral (SGT)
Last review:	November 2024
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## SUPERVISION OF PUPILS

**All pupils are registered regularly each day; if, at any stage, a girl is missing, the 'Missing Pupil' procedures should be followed.** Formal registration takes place in House in the morning. Day pupils who are late to register must sign in at the office. Lunchtime registration takes place in House by the Day Housemistress/member of staff on duty. All pupils are registered again in House at evening check-in time. Teaching staff and staff running formal extra-curricular activities also take registers for their lessons/activities via SOC's.

All pupils must be supervised as appropriate to their age and stage; **all staff should arrive at lessons and duties punctually** in order that learning is maximised and there are no opportunities or 'black holes' for bullying to take place (see *Anti Bullying Policy* in Section 8 of the Staff Handbook). House staff and tutors on evening duty should be a friendly presence around the House, available to talk. They should make themselves well aware of what is happening across their House by regularly going around all areas of the House, especially those identified by each House as potential 'black holes'. We must be aware that pupils become very used to the routines that we have, and we should **avoid becoming too predictable** otherwise 'black holes' may be created and problems e.g. bullying may be missed. The school does its utmost to ensure that there is a staff presence in all areas of the school throughout the school day. For example, Houses send representatives to staff meetings and Chapel to ensure there remains a presence in House and meals are taken in rotation.

For all trips and visits it is important that the appropriate level of supervision is given. The School Logistics Manager checks this for weekend activities and the School Trips procedures give further guidance. Risk assessments for all trips are completed with supervision levels and the need for suitably vetted and sometimes specialist staff in mind, also considering the nature of the activity and the age, proficiency and individual needs of the participants. Risk assessments for all trips/external activities are checked by the Logistics Manager and overseen by the Director of Co-curricular. Pupils may have time in groups or on their own unsupervised, depending upon their age, provided that they know how to contact a member of staff. On trips, staff must be aware that they still have responsibility for pupils during remote supervision or free time.

Where senior pupils supervise younger pupils, or run activities for them, the following procedures apply.

- There has been a briefing from the Designated Safeguarding Lead (DSL), or their deputy, on the actions which senior pupils should take, should they receive any allegations of abuse.
- Where senior pupils are assisting with younger pupils in a House, there will be a member of House staff on duty.
- Where senior pupils are to run an activity, a member of staff should confirm that they are suitable to do so. This is particularly important in, for example, sporting activities, where proficiency and knowledge and understanding of good practice and safety considerations are required.
- The activity will run under the auspices of a particular member of staff or department to whom the senior pupils can refer any concerns.

- Before starting the activity, the senior pupils are briefed by a suitable member of staff, who will check that they understand what is required of them and will discuss how the activity should be run.
- The senior pupils involved should know how and from whom (which staff) they can receive immediate assistance and back-up in an emergency.

In Houses, the following procedures apply.

- All Houses must have the House mobile number laminated and clearly displayed on their office door so that the pupils know who to contact in emergency. At all times the Pupils should know who is on duty. Pupils should also have the house mobile number saved on their own device.
- **A member of House Staff should be present at all times in School House, St Prisca's and St Cecilia's House, when the Pupils are in the same building.** If any member of the House Team has been called away from the House in an emergency, they must leave clear instructions as to their whereabouts - usually by a note on the office door. They must inform the Deputy Head Pastoral and decide for the House mobile to be diverted to another House.
- Gibbins, Joyce Walters, Florence Dyas and Helen Wright House may have no staff in the building for short periods of time. However, the duty member of staff should carry the House mobile with him/her when they leave the House e.g. to collect the post or divert it to another House if they need to leave the school site. The HsM should inform the Deputy Head Pastoral if senior Pupils are to be left in House without staff, for a considerable length of time (over 1 hour) or if the absence is during a time the Pupils would normally be expected to be in House (e.g. break, lunch, tea etc.). **A clear message must be left on the House Office door instructing pupils as to the whereabouts of the member of staff on duty and explaining the how to contact them.**
- If staff are needed for an emergency during the normal working day, a clear message must be left on the House Office door instructing pupils as to the whereabouts of the member of staff on duty.



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### **Pupil Supervision Policy**

Issued by:	Alex Hopkins – Head of Prep School Juliette Heal – Deputy Head
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# ST MARGARET'S PREP

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### **Pupil Supervision Policy** **(This is a whole school policy which also applies to the EYFS)**

**'The best interests of the child must be a top priority in all decisions and actions that affect children'**

This document is a statement of the aims, principles and strategies for Pupil Supervision at St Margaret's Prep School. It was developed through a process of consultation and should be read in conjunction with the Code of Conduct for Staff, the Behaviour & Discipline, Anti-Bullying, e-Safety and Equal Opportunities Policies, as well as documentation relating to Keeping Children Safe in Education (2024).

St Margaret's has put into place procedures and guidance for all staff regarding the effective supervision of pupils in School and on outings and trips. It is recognised that EYFS children require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

All members of staff receive thorough training on the school's expectations of the appropriate levels of pupil supervision and are expected to implement this policy in full.

#### **Pupils' Arrival and Departure**

Pupils may arrive at school from 7.30am and are expected to go home by 6.00pm unless they are staying late for an event. Parents are responsible for ensuring that their children travel safely to and from school, whether by car, cycle, foot or other transport. Pupils travelling on school buses will always be supervised by a non-driving chaperone. Appropriate behaviour is expected, and inappropriate behaviour will always be investigated and may lead to exclusion from school transportation. At the end of the day/session we will only release a child into the care of a parent or other individual whose name has been notified to us in advance. All classes have a designated Collection Point in

the school playground, from where pupils may be collected by parents, carers or nominated persons. Staff who run clubs and activities after school will escort pupils to the main front entrance for collection, whilst parents collecting children from Maggots After School Club should do so via the designated Maggots entrance.

If any child is not collected by 6pm they will remain in Maggots After School Club whilst staff attempt to contact their parents or emergency contact. In extreme circumstances children may be taken to

St Mary's and looked after in a boarding house until such time as they may be collected.

Parents

will always be informed if this course of action is necessary.

### **General Supervision**

- Pupils are not allowed on site without supervision. At least two members of staff are always on duty to supervise pupils on school premises outside normal school hours.
- Members of the PE Department, supported by other colleagues, supervise pupils on both home and away matches.
- Pupils are supervised during play and concert rehearsals, or any other events that bring small groups into school out of hours.
- All members of the teaching and classroom support staff are expected to take their share of break and lunchtime supervisory duties, as well as early morning duties.

The main duty times are:

- Break duty (either 10.00 - 10.20 or 10.30-10:50)
- Lunch-time duty (12.30-1.15) - either on the Front Desk as First Aid support or in the playground on EYFS supervision

### **Registration**

At St Margaret's we take an electronic register of pupils at the start of the morning (by 8.25am) and afternoon sessions (by 1.30pm). Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without prior notice, or if an un-notified absence is requested by a pupil. Pupils who are late for registration are required to register in person at the Front Desk.

For children in EYFS we operate identical registration procedures to the rest of the school.

### **Medical Support**

All members of the teaching, administrative, and support staff at St Margaret's who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on first aid notices that are displayed around the school. Additionally, there is a qualified nurse on duty in the Health Centre at St Mary's 24 hours a day, who is

available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

There are a number of paediatric first aiders at St Margaret's and we always ensure that at least one qualified paediatric first aider is on duty whilst our EYFS children are in school.

First aid boxes are situated in all potentially high risk areas, as well as in the minibuses and the School Office. The Designated First Aider regularly checks and replenishes the first aid boxes.

In the event that pupils are taken to sporting/outdoor learning activities in the school grounds, staff are advised to ensure that they have a mobile phone with them in case they need assistance.

### **Supervision During Educational Visits**

The arrangements for the supervision of pupils and EYFS children during educational visits and trips out of school are described fully in our **Educational Visits** policy. The supervision of pupils is always in accordance with prescribed staff/pupil ratios and risk assessments are completed for all such visits.

### **Unsupervised Access By Pupils**

There are no occasions when the St Margaret's pupils are left unsupervised. They are always in the care of staff who hold full and relevant qualifications. Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or other equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the theatre etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school, unless supervised by staff in support of the curriculum.

### **EYFS Pupils**

The requirements for staff: child ratios of the EYFS statutory framework vary according to the age of the children in any particular setting.

Within the maintained sector, if the majority of the children in a class reach the age of five, six or seven during the course of the school year, the class is subject to the existing class size legislation, rather than to the EYFS statutory guidance. This means that an infant class should not contain more than 30 pupils while an ordinary teaching session is conducted by

a single school teacher. The Independent Schools Inspectorate guidance is that in Reception classes the staffing ratio for teacher to children is also 1:30.

There is no guidance within the EYFS framework for ratio and qualification requirements for schools during lunchtimes and break times.

However, under the Health and Safety at Work Act, the statutory responsibility for the health and safety of children within a school rests with the employer of the staff at the school. To that end, St Margaret's has determined that it is appropriate for a member of the EYFS staff to always be present during recreation times and that a minimum of 2 adults will be present. At St Margaret's, the ratio within the EYFS classroom is 1:4 (2 year olds) and 1:8 (3+).

### **Security, Access Control and Workplace Safety**

Our policy: **Security, Access Control, Workplace Safety and Lone Working** describes the arrangements for the safety of the entire school. This ensures that our duty to safeguard children is fully exercised, as well as safeguarding staff, equipment, buildings and facilities.

### **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 areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

### **Governance**

Governors will oversee the full implementation of this policy through regular reviews and monitoring exercises. The aim will always be to ensure that supervision arrangements in the school remain effective, and that the wellbeing of pupils is always the paramount consideration.