



## SUPERVISION POLICY

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<b>Name of policy writer</b>	<b>Euan Burton-Smith</b>
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### Record of Alterations

Version 1.0	Original
Version 1.1	Alterations
Version 1.2	None
Version 1.3	Alterations
Version 1.4	Alterations
Version 1.5	None
Version 1.6	None
Version 1.7	

Approved by Chris Sellers  
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## **Legal Obligations**

The Director has specific obligations to ensure, as far as is practicable, that a safe place of work is established for all employees and others that enter the school. It is required that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. All members of staff have a duty of care to the children, which is based on the principle of in loco parentis. In order for members of staff to carry out their duties effectively, the school has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and policies for their implementation.
- ensuring that all members of staff at the school receive information they need in order to carry out their professional duties effectively.
- ensuring the maintenance of good order and discipline at all times during the school day (including midday breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere.
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

If a claim for negligence is brought against a member of staff, it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The Director is responsible for any negligent acts of their employees in the course of their employment.

## **The Setting**

The School has taken reasonable and practicable measures to ensure that supervision arrangements are supported by appropriate site security.

The Pre School class are located in the Cedar Annex, whilst the Kindergarten class are in the basement of the school with steps leading to the outdoor area. The baby/toddler room is set in a separate modular building within the EYFS section of school. All outdoor areas which link the EYFS together are surrounded by a perimeter fence. There is a secure main entrance into the building of the school.

## **Unexplained Absence**

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from nursery or school without notification. Inevitably, supervision requirements differ depending upon the age and maturity of the pupil.

## **Supervision at School**



The purpose of these arrangements is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

### **Leaving the school site**

Children should only be allowed off site during school hours when there is clear evidence of a reasonable request from the parents or guardian. Such requests should clearly state who will collect the child, if not a known parent or guardian, the person(s) should go to the office on arrival for verification and to share the password. Staff should be aware of access and custody arrangements, as well as protocols for shared parental responsibility even though parents may no longer be cohabiting. Upon leaving the school site for an authorised reason, all pupils must be 'signed out' at the school office or on the nursery app, Family.

### **Errands**

Children should not be sent on errands within the school building or grounds if these areas are not adequately supervised.

### **Illness**

When children are taken ill during the school day, the school will contact the parents or guardian whether at home or at work. To avoid unnecessary distress to children, in situations where parental responsibility is shared, but parents no longer cohabit, both parents may be contacted. The child may then be handed over to the parent who is able to arrive at the earliest opportunity. The school will adhere to all current Covid-19 guidance and apply due diligence should a pupil in school present symptoms, as per government guidelines.

### **Emergency**

Children should not be left unsupervised for any reason. In the case of an emergency, colleagues can request assistance by using the red triangle located in each classroom, sending two children to the office to seek assistance (in the first instance).

### **Lesson Time**

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

### **Visitors**

All visitors to the school are expected to enter the school via the intercom system and should only be admitted by a member of staff. Details are logged in the visitors' log and identification lanyards are issued (Green lanyard indicates all checks have been completed and red lanyard indicates this visitor must not be left unattended when on the school grounds). All staff should 'challenge' strangers on the premises and report to the school office if there is a concern. Parents are not allowed to approach children



from other families to sort out disputes or arguments. Staff should report any concerns to SLT. Where Covid-19 protocols apply, onsite visitors, including parent footfall, will be minimal and controlled. Should a face-to-face meeting be deemed essential, they should occur when all/majority of pupils have left the site and adherence to current guidelines are required.

### **Supervision whilst travelling to and from the School**

- Parents/Guardians are responsible for ensuring that their children travel safely to and from school.
- Parents/Guardians are also responsible for ensuring the safety of their children at pick up and drop off times, and should use dedicated pathways at all times.
- Parents/Guardians are responsible for collecting their children from school.
- Currently there are additional expectations regarding travel to and from school pertinent to Covid-secure protocols.

### **Supervision Before School**

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school.

- For Cedar Club users, formal responsibility begins when pupils register.
- The School informs all parents about the time of the start of the school day and indicates that no arrangements are made for the supervision of the children earlier than 8.40 a.m. on a school day. (Unless the children make use of Cedar Club whereupon supervision will begin from 7.30 a.m.).
- All class teachers should be ready to receive children and parents from 8.40 a.m.

### **Supervision During the School Day**

#### **Break /Lunch times**

- There must be adequate supervision both outdoors and indoors (in the event of inclement weather).
- In the case of EYFS children, staffing is arranged to satisfy the EYFS Regulatory Requirements.
- A duty rota for break/lunch time supervision is electronically distributed to all staff.
- Members of staff on duty will patrol and interact with the children in and around the play areas. In the event of inclement weather, members of staff will maintain a presence in classrooms. Staff should support each other in maintaining adequate levels of supervision during wet playtimes.
- All staff should work as a team to support the duty teacher in this process. We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children through the cloakroom areas.
- Children should never be left alone in classrooms during break/lunch times unless directed by a member of staff.



## **Start of the School Day**

Parents and Guardians will not be allowed to enter the school building unless they have an appointment. At the start of the official school day, the Head Teacher or a member of SLT will be a visible presence at the Main Entrance, from 8:40 a.m. – 8:55 a.m., where they will greet children and parents on their arrival. Class teachers will be available to pupils in their classrooms from 8:40 a.m. At 8:55 a.m. a bell will sound instructing members of staff the gate has closed.

## **Supervision in EYFS**

The minimum ratios, according to the Early Years Statutory Framework, are as follows:

- 0-2 Year Old's (1:3)
- 2-3 Year Old's (1:5)
- 3 Years & Over (1:8)

Children must always be within sight and sound, and staff should ensure that they are deployed effectively to ensure that this happens in practice. Where older children can toilet independently, the nursery room should have in place a way of monitoring and tracking the movement of children to and from the bathrooms. Children should never be unsupervised for a prolonged period.

Deployment of staff should be adapted to the layout and surroundings of the setting, to ensure that effective supervision can be maintained always.

## **Registration (a.m. and p.m.) including Kindergarten**

Morning registration closes at 9:00 am. During this process, pupils' attendance and absences are recorded using the school's management system (Pupil Asset). Important 'end of day' information such as collection arrangements, and attendance at 'Cedar Club' are kept centrally in the School Office. Any issues regarding the completion of the register should be communicated to the Office at the earliest opportunity and where necessary a 'paper' version completed.

Afternoon registration occurs during the first lesson after lunch and is completed using the school management system (Pupil Asset) by the member of staff leading the lesson. Afternoon registration closes at 1:35 pm. Registration should be completed without delay and issues communicated to the Office at the earliest opportunity. A 'Daily (absence) list' is collated by the Office and information is shared to staff via email of absences relating to illness, medical appointments and other authorised reasons.

## **Nursery Registration (a.m. and p.m.)**

All nursery staff should be ready to receive children from 7:30 p.m – 6:00 p.m. As the nursery offers sessional care, there will be a higher footfall of adults between 12:30 p.m. and 1:00 p.m for drop off and pick-ups. Children are signed in and out of their room on the Family app by a staff member in nursery.



## **Break time EYFS, Pre-Prep & Prep School**

All staff should ensure that children leave the classrooms/teaching areas and make their way to the play areas. Children should only be in the school buildings with permission from a member of staff or in the case of inclement weather. In the event of inclement weather, then at least one member of staff should help to supervise the children in classrooms. All staff have a responsibility to ensure that all children are outside unless they have permission from another member of staff to be inside. In the case of inclement weather, the gym trail should not be used. Staff should position themselves in separate play areas. A bell will signal the end of break for staff and children, at which point duty staff should ensure that children line up silently in their forms, before being sent by class to their classrooms.

## **Lunchtime**

Lunchtimes are staggered, starting at 11:30 am and ends for all children at 1:25 pm. Members of staff should accompany the children to the dining hall, assist them if necessary in selecting a balanced meal and sit at a table with them, encouraging them to eat their lunch and adopt suitable table manners. The children ask if they may start their dessert and also when they wish to remove their tray. All staff should ensure that children leave the classrooms/teaching areas and make their way to the play areas. Children should only be in the school buildings with permission from a member of staff or in the case of inclement weather. Children will be supervised in the dining hall by members of staff, and all staff are responsible for ensuring that the children show good manners and behave appropriately. Staff should dine with the children where possible.

## **Dismissal**

Class and Subject teachers are responsible for dismissing their timetabled class and should be satisfied that children have been handed over to a Parent or Guardian or known appropriate adult. Unknown adults must provide the agreed password for the child they are collecting. Members of staff unable to fulfil this commitment due to educational visits, fixtures, etc, are responsible for ensuring adequate supervision is in place. If supervision cannot be undertaken by a Member of staff, then a member of SLT should be notified. Parents wishing children to be collected by 'older siblings', should contact the school to ensure that they are age appropriate and arrangements are acceptable. In the event of confusion regarding collection, teachers should liaise with the School Office to confirm arrangements. This may include phoning Parents/Guardians for clarification. Children who have not been collected at the end of the normal school day, and are not attending a club should be taken to Cedar Club (K – FII) or Homework Club (FIII-FVI).

## **End of Extended Day**

Members of staff on duty at a club should register the children and ensure that everyone is accounted for.

Children should only be collected by their Parent/Guardian. Changes to collection arrangements should be communicated to the school. Where collection arrangements



remain unclear, pupils will not be released until arrangements have been confirmed via direct contact with a Parent/Guardian.

At 4:30 p.m., those children attending all clubs should be taken to the 'Cedar Club' and registered using the 'Blue Book' where they will be supervised until they are collected. Children attending the 'Cedar Club' will receive a drink and a snack at 4:45 p.m. Cedar Club closes at 6:00 p.m. and the Parents/Guardians of any uncollected children will be contacted. Should the Parents/Guardians be uncontactable, then the members of staff running the 'Cedar Club' will contact a member of SLT to seek advice.