



HOE BRIDGE SCHOOL

Supervision of Pupils

Contents

Policy Statement	Page 1
Procedures	Page 2
Security	Page 2
Staffing Ratios	Page 2 – 3
Safe Collection	Page 3
Additional Supervision	Page 4

Policy statement

Hoe Bridge Prep School is committed to ensuring that pupils are properly supervised through appropriate deployment of school staff: both in school and during off site school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite or wrap around care
- Supervision of pupils in remote locations is secure and is in line with the guidelines set out in the Educational Visits Policy document
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved
- Where senior pupils have supervisory responsibilities for younger pupils, there is a member of staff readily available and in overall charge
- Mandatory staffing ratios for EYFS provision are enforced.

Hoe Bridge School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hoe Bridge School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy applies to all members of our school community, including those in our EYFS setting. This document is available on our website and on request from the school office and should be read in conjunction with the policies, procedures and documents:

- Anti- Bullying;
- Code of Conduct Prep & Pre Prep;
- Educational Visits;
- Fire;
- First Aid;
- Health & Safety;

- Missing Child;
- Pastoral Care;
- Rewards and Sanctions;
- Risk;
- Safeguarding Children

This document is reviewed annually by the Senior Leadership Team or as events or legislation change requires. The next scheduled date for review is November 2019.

Procedures

To ensure pupils' personal safety

- we ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- adults who have not been DBS checked (volunteers working less than three days per month) have no unsupervised access to pupils.
- all pupils are supervised by adults at all times.
- whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Where an activity is off site at remote locations – eg Sports, outdoor learning, staff always carry a mobile phone to be able to contact the school
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Staff Handbook.

Security

- Safety and security for pupils and staff are essential. A coded entry system is used for all main school doors and notices ensuring these are kept closed are in place and must be adhered to.
- Systems are in place to prevent unauthorised access to our premises: All staff are notified about timings for visitors. All visitors sign in with main Prep reception or the Pre Prep receptionist and are given badges which must be returned on leaving. (Prospective parents are not badged but are escorted at all times by the Head or senior teacher)
- All staff duty groups are prompt for playground duties.
- Systems are in place for the safe arrival and departure of pupils and ensuring registers are accurately maintained.
- All pupils are in the care of a teacher until collected by their parent/carer at the classroom door (Pre Prep), the portico (Prep) or after school club venue.
- Systems are in place to prevent children from leaving our premises unnoticed
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team.

Staffing Ratios

Staffing ratios in lessons: In lessons, classes have a teacher: pupil ratio of 1:23 or less. In practice, most lessons have a smaller ratio than this. In the Pre-Prep staff ratios are - Nursery 1:8 where one is a fully qualified teacher; in Reception 1:10 where one is a fully qualified teacher and in Years 1 and 2 1:20 with part time teaching assistants resulting in a ratio of 1:10. Maximum class size in Pre-prep is 20.

Supervision in EYFS: The staff ratio in Early Years is 1:8 in Nursery and 1:10 in Reception. These ratios are maintained throughout the day.

Staffing ratios before school: The Prep School is open for all pupils from 7:30am in a Breakfast Club where pupils are supervised by staff on early morning duty who are first aid trained. From 8.00am a member of the senior staff is on duty on the portico to supervise pupils arriving. Pupils are allowed access to their form room from 8am where they are supervised by a year 8 pupil, access to a member of staff on mobile duty is always available. From 8.15am Prep School Form Teachers are

in their form rooms to meet, register and supervise their pupils. Registration opens at 8.15am and closes at 8.20am.

There is a Breakfast Club in the Pre-Prep from 7.45am run by qualified and first aid trained staff. Staff ratio is 1:8. At 8.15am pupils arriving are registered and supervised in the Hall by trained members of staff and at 8.45am Nursery and Reception are collected from the hall and escorted to their class room. Children in Years 1 and 2 take their class register and walk independently to their classrooms. Doors open at 8.45am for all other children and are locked at 9.00am.

Staffing ratios for activities: For trips and visits staff should consult with the EVC, when determining staffing ratios for activities following the procedure set out in the Educational Visits Policy. Any on-site activity must also be supervised and staff must carry out a risk assessment for any activity significantly different from normal classroom activities. Any new activities must be discussed with a member of SMT before planning goes ahead.

Staffing ratios for breaks and meal times: Staff must follow the duties prescribed in the duty timetable prepared by the Senior Management Team. Teachers are responsible for ensuring pupils are supervised and secure at all times and that safe, appropriate and civilised behaviour is consistently observed by all pupils.

In the Pre-Prep play times are supervised by at least seven appropriately qualified adults (Level 3 and above) in addition to Early Years ratios. Lunch time ratios are 1:10 with 1:8 for Nursery children.

Staffing ratios for out of school care: The Educational Visits Policy details supervision of pupils on school trips or visits. Risk Assessments are carried out in line with this policy and take into consideration the age and abilities of pupils.

Staffing Ratios for After School Care: For pupils not collected by their parents/carers and not attending an After School Club: In the Prep School this is based in the classroom beside main reception and is supervised by at least one member of staff with a first aid certificate. In the Pre Prep TreeTops After School Care is held in the Nursery until 5.30pm. The staff ratio is 1:8.

Procedure concerning supervision of pupils by older pupils: Year 8 pupils supervise pupils in their form rooms between 8am and 8.15am and 4.15pm and 4.30pm. There is always a member of staff on-hand to assist and the year 8 pupils have a clear understanding of who to seek out and where they will be.

Safe Collection:

Arrangements for safe collection of pupils in the pre-prep are as follows:

Children are collected directly from their classroom external door in Nursery, Reception and Year 1. In Year 2 the children are collected from the stairwell doors. Teachers dismiss children individually once their parent or adult has been seen. Children say 'Good Afternoon' and girls shake hands with the teacher, boys raise their caps. If a child is going home with someone other than their normal adult written permission must be received. In a last minute change to usual arrangements a phone call from a parent will suffice as permission. Should there be no written or verbal permission then the parents will be contacted by the school office to obtain permission. The child will wait with the teacher until permission is granted and the child safely collected. This procedure also stands for children who are late being collected. Should neither parent be contactable then the named emergency contact will be asked to act in loco parentis.

Arrangements for safe collection of pupils in the prep are as follows:

Children are collected from the portico at the end of each day:

Year 3 at 4.15pm, supervised by the Year 3 Form Teachers

Year 4 and 5 at 5.00pm, supervised by at least one member of the SMT
Year 6, 7 and 8 at 5.30pm, supervised by at least one member of the SMT.

On Friday the arrangements are more flexible and pupils may be collected from 4.15pm onwards by prior agreement, in writing, with the school, supervised by at least one member of the SMT

After school clubs run throughout the year and pupils are collect directly from the member of staff running the club or a member of SMT.

Parental arrangement for collection of each other's children is more flexible, but pupils will only be allowed to leave the premises with parents of Hoe Bridge children where written consent is given to the school in advance.

Children who are late being collected will be supervised by a member of SMT until parents have been contacted and suitable arrangements made for the child's collection. Should neither parent be contactable then the named emergency contact will be asked to act in loco parentis.

Additional Supervision:

All pupils moving between the prep and pre prep building within the hours of the school day will be supervised by a member of the teaching staff.

Walking back and forth between the main Prep school and the music, art and DT block. Pupils in year 3 and below are supervised across the pedestrian crossing by a member of staff.

Pupils must be supervised while changing for break time or for PE or swimming. While pupils' privacy is respected during this supervision it is essential that an adult is present at all times.

As for school trips and all outdoor activities, pupils must be in sight of their responsible adult at all times.