



EDGEBOROUGH SCHOOL

Policy Title

Supervision Policy

(including EYFS and Boarding)

UPDATE LOG

DATE	CHANGE	By Whom
April 2018	Update to include new Wooded Areas	CH

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Rationale

All pupils at Edgeborough can expect to receive full time appropriately supervised education commensurate with their age and stage of development.

Related policies

This policy should be read in conjunction with the following policies and protocols: **EYFS Policy, Health and Safety Policy, Educational Visits Policy and guidelines**

Pupils in: EYFS (Nursery 1 / Nursery 2 and the Reception Year) and Pre-prep (Years 1 and 2)

Pupils should be supervised both individually and collectively at all times during the school day from when they are handed into the care of the school by parents or carers until they are handed back to the care of parents or carers.

Pupils in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the EYFS Framework 2014. There will be a member of staff with appropriate Paediatric First Aid training available to pupils in EYFS at all times. Generally this will be a member of staff who is with the EYFS pupils.

Supervision of pupils in EYFS and Pre-prep will include the following:

During lesson times: Pupils will never be left unattended in the classroom.

Between lesson times: Where pupils are receiving specialist teaching within the classroom, the teacher of the previous lesson should not leave before the next teacher arrives. A teaching assistant may, where appropriate, provide the necessary supervision between lessons.

Moving to specialist teaching rooms: Pupils will always be supervised as they are escorted to and from specialist teaching rooms.

Attending individual music or other 1:1 or small group sessions: Pupils will be escorted to and from these lessons either by a teaching assistant or the specialist teacher.

Break times: Pupils will be escorted to and from the playground by a member of staff. Whilst in the playground, pupils will be supervised as set out below and in accordance with the Pre Prep playground guidelines.

Lunch times: Pupils will be escorted to and from the dining room and members of staff will sit with and supervise the pupils whilst eating lunch.

Changing rooms: Pupils may change in their classrooms or one of the changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy and EYFS Policy.

Toilet use during lesson times: Nursery – Pupils will be accompanied at all times. Reception – Years 1 and 2. Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return to the toilets safely. The means by which this is done may vary according to the location of the pupils within the school. If pupils are within their own classrooms, it is reasonable to expect pupils to go to and return from the toilet unsupervised (though in the case of very young pupils an element of supervision may be appropriate). If pupils are within a specialist lesson, they may need to be escorted to the toilet by a member of staff. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance. This will be provided in accordance with relevant policies including the Safeguarding Policy and EYFS Policy.

Toilet use during break times. In accordance with Pre-prep playground guidelines, pupils will be asked to go to the toilet before going out to break to minimise the need to come back into school during this time. However, where a pupil needs to go to the toilet, he will ask the duty teacher. The duty teacher will be aware of which pupils have gone inside and ensure they return outside.

While playing in the Woodland Outdoor Space: Pupils will be closely supervised by an additional staff member when they spend time in the designated outdoor spaces. Clear boundaries are set and the rules communicated with children when necessary. The Pre Prep Children have a smaller space and only have freedom to explore their fenced and gated outdoor areas. The Headmaster has a condition which all children are aware of – inappropriate use of and misbehaviour in the wooded areas will result in this privilege and pleasure being removed. The common sense school rules also apply in these areas.

Prep School pupils in Years 3 and 4

These pupils can expect to have some level of independence around the school appropriate to their age.

During lesson times: Pupils will be supervised at all times during a lesson.

Between lesson times: Where pupils are receiving specialist teaching within the classroom, it is reasonable and necessary for one teacher to leave at the end of a lesson and for teachers to move swiftly between lessons to ensure they arrive promptly for their next lesson. If a teacher has not arrived within 5 minutes of the start of a lesson, two pupils should go to the office and inform office staff who will ensure a teacher goes to the classroom immediately.

Moving to specialist teaching rooms: Pupils will generally move around the school unsupervised between specialist lessons but all staff will remain aware of the need to monitor behaviour and be aware of health and safety in the corridors.

Attending individual music or other 1:1 or small group sessions: Pupils will generally be expected to make their own way to and from these lessons.

Break times: Pupils will leave lessons once dismissed and will make their own way out to break. Whilst in the playground, pupils will be supervised as set out below.

Lunch times: Pupils will have greater independence in the dining room than younger pupils but will be supervised by staff whilst queuing for lunch and eating.

Changing rooms: They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy.

Toilet use during lesson times: Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return to the toilets safely. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance. This will be provided in accordance with relevant policies including the Safeguarding Policy.

Toilet use during break times: Pupils are entitled to enter the school building to use the toilet during break time as needed.

While playing in the Woodland Outdoor Space: Pupils will be closely supervised by an additional staff member when they spend time in the designated outdoor spaces. Clear boundaries are set and the rules

communicated with children when necessary. The Prep Children have a larger space and have more freedom to explore their outdoor areas. The Headmaster has a condition which all children are aware of – inappropriate use of and misbehaviour in the wooded areas will result in this privilege and pleasure being removed. The common sense school rules also apply in these areas. There is a green and red flag system to indicate whether the wooded areas are “open or closed”.

Prep School Pupils Years 5 - 8

These pupils may be given a greater degree of independence. Nevertheless, they will be supervised in the same manner as pupils in Years 3 and 4 with the following exceptions:

In certain circumstances, small groups may be separated out to work independently (e.g. in the library) and without direct supervision as long as a teacher retains direct responsibility for each pupil and each pupil knows where the teacher responsible is.

While playing in the Woodland Outdoor Space: Pupils will be closely supervised by an additional staff member when they spend time in the designated outdoor spaces. Clear boundaries are set and the rules communicated with children when necessary. The Prep Children have a larger space and have more freedom to explore their outdoor areas. The Headmaster has a condition which all children are aware of – inappropriate use of and misbehaviour in the wooded areas will result in this privilege and pleasure being removed. The common sense school rules also apply in these areas. There is a green and red flag system to indicate whether the wooded areas are “open or closed”.

Trips and visits

All pupils will be supervised at all times during all trips and visits and the level of supervision will be commensurate with the age of the pupils and the nature of the trip or visit, details of which will have been noted on the risk assessment form.

For further details about supervision during trips (day and residential) and visits (including sporting fixtures) reference should be made to the Educational Visits Policy.

Break duties

At break time pupils will be on the Tarmac area behind the astro. Pupils may be inside when wet (see below) or with the agreement of a member of staff. In usual circumstances it will be the responsibility of the member of staff who gives permission to supervise the indoor activity. Pupils will be fully supervised during break times as follows:

Pupils in Pre Prep will only be allowed out when led by a member of staff.

Pupils in Y3-8 will only be allowed out to break once the bell has gone.

Staff on duty must be outside promptly and remain on duty throughout the break or until relieved by another member of staff.

Supervision during break times will be active with staff members circulating around their area of responsibility.

If a staff member notices a potential health and safety risk, they are responsible for ensuring pupils are moved from that area immediately and that is reported to the appropriate person e.g. Bursar, Caretaker.

If a pupil is injured and the injury is minor, another pupil should be sent with the injured pupil to Matron.

If a pupil sustains a major injury, the member of staff should remain with the pupil and summon assistance from other staff within the school.

If a member of staff has a planned absence from school, it is their responsibility to arrange for another member of staff to undertake their duty and to make this on the weekly duty list.

If a member of staff is ill or has an unplanned last minute absence, the Deputy Head must be notified who will arrange cover for the duty.

Wet break times

When there is a wet break, pupils should remain in their form rooms and undertake activities as advised by their form teachers. Staff who would ordinarily be on duty in the playground will supervise given areas of the school and will circulate around the classrooms. Where possible, other staff will circulate to ensure a strong presence and level of supervision, particularly for pupils in Y3-8.

School Prefects will help staff to supervise areas of the Prep School but staff must remain active at all times.

In Pre Prep, where possible, pupils will dress appropriately and go outside in the rain. Where not possible, they will be supervised by duty staff in the Year 2 classroom.

Extra-curricular Activities, Squads and Clubs

Pupils will be fully supervised by a member of staff or external provider during the club or activity where a register will be taken.

At the end of the session, the member of staff or provider will ensure pupils are handed into the care of the relevant parent or carer and this will be noted on the register.

Pupils who have planned to attend After School Club after the activity or whose parents have not arrived will be escorted by the member of staff or provider to After School Club and will be registered there.

Impairment of Staff capability to supervise

Staff should not be under the influence of any substance which may affect their ability to care for and supervise pupils. If staff are taking medication which may affect their ability to supervise pupils adequately, those staff should seek medical advice. These staff will only be able to work with pupils directly if medical advice confirms the medication is unlikely to impair that staff member's ability to look after pupils properly. If a member of staff finds that he/she is unable to care for and supervise pupils adequately due to sudden illness, it is his/her responsibility to summon assistance from colleagues and/or notify the Deputy Head or other members of the Leadership Team immediately.