



Glendower Preparatory School

PUPIL SUPERVISION POLICY

2022–24

Reviewed: DT, February 2022

Amended: DS, May 2022

Next review: November 2024

INTRODUCTION

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.

This policy also applies to EYFS pupils.

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive in school from 8.00am if they are in a club which runs before school, and are expected to leave school at 3.20pm (Reception) 3.30pm (Lower School) or 4pm (Upper School) - or 4.15 (LS) and 4.45pm (US) if taking part in an after-school club. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Duties are shared by teaching staff, support staff, teaching assistants and Gap year Students. The main duty times are:

- Early morning duty (8.00am - 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm -4.45pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches and during after school training sessions which run for an extended period.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. 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 an explanation.

Reception Class teachers operate identical registration procedures to Years 1 - 6 and, along with the rest of the school, will only release a pupil at the end of her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

MEDICAL SUPPORT

There are qualified first aiders in the office throughout the day until 5pm and they are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. All members of the teaching staff and most non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. There is always a qualified paediatric first aider on duty when the Reception pupils are in school or if they are off site for any reason. First Aid bags are kept

with the relevant class and individual emergency medication follows the pupil as they move around the school. The First Aid Co-Ordinator has responsibility to ensure that the bags are correctly stocked at all times.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school and should be accompanied by a responsible adult at all times. In Y6 only, pupils may walk to and from school unaccompanied as part of their preparation for transfer to senior schools. Parents notify the school in advance if they wish to do this, and a list is held in the office. Relevant teachers are also notified.

SUPERVISION WHILST ON PLAYGROUND

The school playground is in front of the school building and is enclosed on three sides by low railings and two gated entrances. There is an ivy hedge around the playground perimeter to provide additional security. Access for the girls to and from the playground is made by the door next to The Head's Study.

The playground is used as follows:

- Before school - between 8:00 and 8:30am for parents wishing to remain with their daughters before the school opens at 8:30am.
- Morning break - between 10:15am and 10:45am for the Lower School (including EYFS) and between 10:45 and 11:15am for the Upper School.
- Lunch break - between 12:00 and 1:00 for Lower School (including EYFS) and 1:00 and 2:00 for Upper School.
- The staff/pupil ratio has been considered by the school and the following ratios have been put into place:
- For Lower School break and lunch play there are 3 adults on duty, one of whom is always either a Lower School teacher or teaching assistant as well as 2 playground assistants
- For Upper School break and lunch play there are 3 adults on duty (2 playground supervisors and a member of the Upper School teaching staff)

The Senior Leadership Team monitor these ratios regularly and adapt them if they feel this is appropriate. This was done in September 2019 when an additional member of teaching staff was assigned a duty on the playground.

In addition to the ratios above, the following procedures are in place to ensure the safety and wellbeing of the girls in the playground:

- Playground assistants wear hi-visibility jackets to identify their presence to parents and carers

- The staff who are supervising the girls place themselves near to the gates in the playground as these have been identified as possible danger spots given that they are lower than the rest of the fencing
- Girls are told regularly in assemblies and at other times that they should avoid playing next to the gates
- All girls are instructed not to speak to anyone over the fence and to turn their back on anyone attempting to take photographs
- There is currently CCTV covering the fences that enclose the playground
- Girls going into school for the lavatory or because of injury must carry a playground pass
- The staffroom is visible from the playground and can be accessed quickly via the kitchen staircase in the event of an emergency. In both the Upper and Lower School a member of staff is on duty each break time to deal with any issues arising and to assist the playground supervisors any minor first aid treatment
- Non-qualified playground supervisors are regularly monitored to ensure that they are following the guidelines put in place by the school

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

We are always aware of staff to pupil ratios, and we always have a significant number of adults accompanying all trips, including Reception classes.

UNSUPERVISED ACCESS BY PUPILS

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

While off site 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 climbing equipment without supervision.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the Art/design technology room etc. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

Reception Pupils

In the Reception Classes the *classroom ratio* is 1:9 with a fully qualified teacher and a level 3 teaching assistant in each room. All girls are allocated a key worker who is one of the qualified teachers.

Year 1 – Year 6

In Year 1 the class sizes are currently slightly larger than elsewhere in the school so the ratios are approximately 1:10. For offsite PE lessons the ratio is 1: 13

In classes from Year 2 to Year 6 the classroom ratios are a minimum of 1:18, although with an additional adult in the room (such as a TA or a Gapper) then this ratio drops to a maximum of 1:9.

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 building that should be regularly checked when on duty outside normal lesson times.