



Glendower Preparatory School

# PUPIL SUPERVISION POLICY

**2023–24**

Reviewed: KE, LR, MB & AG, AmS, December 2023

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 7:30am if they are in a club which runs before school or are attending the morning wraparound care provision, and are expected to leave school at 2.30pm (Nursery) 3.20pm (Reception) 3.30pm (Pre Prep ) or 4pm (Nursery and Prep ) - 4.15pm (Pre Prep Clubs) and 4.45pm (Prep ) if taking part in a club. Pupils may leave at 6.00pm should they attend the wraparound care provision. 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. When Nursery and Reception pupils are present there are a minimum of two members. Duties are shared by teaching staff, support staff, teaching assistants and Gap year Students. The main duty times are:

- Wraparound – Early Birds (7.30-8.30am)
- Break duties
- Lunch-time duties
- After-school duty/ Late Owls (2.30pm -6.00pm)

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.

EYFS 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 either via email or using the Purple Note system.

## **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 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

EYFS 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.

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 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.

### **SUPERVISION OF PUPILS OUTSIDE CLASSROOMS**

Our school is committed to ensuring the safety and well-being of all students. The supervision policy outlines the procedures and expectations for supervising students in all areas of the school, where possible, to protect them from harm and potential injury and to support their learning and development. Supervision refers to the presence and attention of an adult who is responsible for the students' needs and activities and who can intervene if necessary. Supervision also helps to prevent accidents, injuries, bullying, and other incidents that may affect pupils' health and happiness. The supervision policy applies to all areas of the school where children may be present.

We recognise the need for appropriate supervision and guidance while also valuing the students' independence and responsibility.

In Prep, the school allows pupils to move to different areas of the school without direct adult supervision, provided that they have a valid reason and permission from their teacher. However, when possible, the school requires that every Prep student who moves to a different area of the school is accompanied by another student, preferably from the same class or year group. This is to provide support and assistance in case of an emergency or difficulty.

In Pre Prep and Early Years, wherever possible the children should be accompanied by an adult (teacher, teaching assistant or support staff) when moving to other areas of the school. When this is not possible, Pre Prep and Early Years students may move to a nearby school area accompanied by another student. However, the adult who is responsible for the students must always seek to inform the staff member who expects the pupils, for example, when collecting something from another classroom.

The school expects all pupils to follow the school rules and respect the authority of the staff members who monitor the movement of students in the school. The school also encourages pupils to look after each other and to report any concerns to the staff members.

### **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, 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.

### **Nursery Pupils**

In the Nursery Classes the *classroom ratio* is 1:8 with a fully qualified teacher and a teaching assistant in each room. All girls are allocated a key worker who is one of the qualified teachers.

### **Reception Pupils**

In the Reception Classes the *classroom ratio* is 1:11 with a fully qualified teacher and teaching assistant in each room. All girls are allocated a key worker who is one of the qualified teachers.

### **Year 1 – Year 6**

In classes from Year 1 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.

For offsite PE lessons the ratio is 1: 10

### **PE & COACH TRAVEL SUPERVISION**

Pupils travelling offsite for PE are supervised according to offsite visit ratios which are detailed in our Educational Visits Policy. This includes travel to and from external venues on coaches, and whilst at the venue.

### **SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY**

Our policy: "Security Policy and Procedures Policy" describes the arrangements for safety of the entire school.

### **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.

### **THE 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 and/or the Whitehouse door

The playground is used as follows:

8.00 am – Club Drop Off·

- 8.30 - 8.40am - Drop Off and Pupil Arrival
- 09:45-10:00 – Nursery & Reception morning break
- 10:15-10:45 – Pre Prep morning break
- 10:45-11:15 – Prep morning break
- 12:00-12:30 – EYFS (Nursery and Reception) break

- 12:30-13:00 – Pre Prep break
- 13:00-14:00 – Prep school break
- 14:05-14:20 – Nursery and Reception afternoon break
- 14.00-14.30 Pre Prep pupils may occasionally use the playground for an additional break on Tuesdays and Thursdays only

The staff/pupil ratio has been considered by the school and the following ratios have been put into place:

- Before school there are three assistants inside the main gate welcoming girls into the playground and providing supervision
  - For all Nursery and Reception outdoor playtimes there are always two level 6 qualified members of staff along with two playground assistants.
  - For Nursery outdoor playtimes there are always two level 6 qualified member of staff along with one teaching assistant
- For Pre Prep School break and lunch play there are 4 adults on duty, one of whom is always either a qualified teacher or a teaching assistant as well as 2 playground assistants
- For Prep School break and lunch play there are 3 adults on duty, (2 playground supervisors and a member of the Prep School teaching staff)

The Senior Leadership Team monitor these ratios regularly and adapt them if they feel this is appropriate. This was done in October 2023 in line with the installation of our new 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:

- The staff who are supervising the girls place themselves by 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
- To use the lavatory, Nursery pupils are supervised by a member of staff at all times. All girls going into school for the lavatory or because of a minor injury must carry a playground pass. Reception, Years 1 – 3 must visit the lavatory in pairs. Year 4 and above may visit the lavatory unaccompanied.
- The staffroom is visible from the playground and can be accessed quickly via the kitchen staircase in the event of a problem. A paediatric first aid trained member of staff is on duty each break time to deal with any issues arising and 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

## **ARRANGEMENTS FOR COLLECTION OF GIRLS WHOSE PARENT/CARER IS LATE**

Procedures for a child who is not collected at the appointed time.

This Policy should be read in conjunction with:

- Glendower Safeguarding Children Policy

The member of staff being defined as being on “Door Duty” is the member of staff who is dismissing each form class each day, usually the form teacher. This responsibility may be transferred to another member of staff by arrangement.

If a child is not collected 10 minutes past their home time/end of club time they will be placed in the wraparound care provision by their class teacher. The teacher will add their name to the register and inform the adult on duty. The class/club teacher will then inform the School Office who will contact the parent/carer to ascertain the reason and the likely time of collection. In the event of a parent not being contactable, contact numbers will be used, and urgent messages left. When the child is collected, the parent/carer will sign the register and note the time of collection.

It should be stressed that, until a firm collection arrangement has been made for the pupils that have not been collected at the usual time, they remain the responsibility of the staff members on wraparound care duty. These staff members must not leave the premises until the situation has been resolved.

If the girls are not collected by the end of an after-school club run by an outside agency (e.g., Chelsea Ballet, LAMDA, Wallace Chess, Debating for Everyone), The after school coach is responsible for ensuring that the pupil is handed over to Wraparound Care, where the normal procedure for calling parents will be followed.

If a child is late being collected from a sports training session or fixture that finishes outside of the normal school day, the member of staff in charge of the activity must phone the parent/carer immediately. They must remain with the child and contact the Headmistress or another member of the Senior Leadership Team via their school mobile telephone in order to seek further advice. The Headmistress will use her discretion according to the circumstances, but a last resort would be to refer to the Royal Borough of Kensington and Chelsea for advice on temporary care.

**Reviewed: November 2023**

**Next Review: November 2024**