



The Hampshire School
C H E L S E A

Supervision Policy

Early Years, Pre-Preparatory and Preparatory comply with this Policy and Guidance

This policy advises on how staff are deployed to ensure the supervision of pupils both on and off site. Pupils are not allowed on site without supervision. 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.

The DfE gives advice on staffing ratios. In cases from Year 1 upwards (where the majority of children are 5+ within the school year) the staff: pupil ratio on site is 1:20, unless the risk assessment conducted in school for a particular activity proves the need for this ratio to be reviewed and refined. In the Early Years Foundation Stage, children under 5 are supervised with the staff: pupil ratio, as follows:

- Pre-Nursery (Rising 3's) and Nursery (3-4+ years): 1:13 (providing that a person with QTS or another suitable Level 6 qualification) is working directly with the children. At least one other person is required to hold a full and relevant level 3 qualification.
- Reception (4-5+ years): 1:30 (providing that a person with QTS or another suitable Level 6 qualification) is working directly with the children.

In other EYFS classes of children three and above, if there is not a person with QTS (or other suitable person with level 6 qualification or equivalent) present, the staffing ratio will be at least 1:8. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

Arrangements are made to ensure that pupils are supervised during play and concert rehearsals and performances, 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.

REGISTRATION

All pupils are registered at the start of the morning and end of afternoon sessions. Parents are responsible for notifying the school if their child is to be absent for any reason. The school will always contact the parent if a child fails to arrive at school without explanation.

MEDICAL SUPPORT

A Blended Paediatric First Aid qualified member of staff is on duty during school hours and is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Many of the Hampshire School Chelsea staff have completed a Blended Paediatric First Aid Course and can administer first aid where necessary.

All Early Years staff are qualified paediatric first aiders and are with the children at all times whether at school or on a school trip (see Health and Safety Policy).

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Registers are kept of all children utilising shuttle bus service or home bus service.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits Policy; this includes reference to the administration of medicines on school trips. See also the school's Health and Safety Policy for supervision on journeys: 'taking into account the sex, age and ability of pupils, nature of activities, experience of adults conducting off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover (a guideline for adult pupil ratios is 1 adult to 3 – 4 pupils in EYFS, 1 adult to 6 pupils in Years 1 and 2, 1 adult to 10 pupils in Years 3 and above. It may be appropriate for older pupils to have some remote supervision time. In such cases the parents must have agreed in writing to their child spending time without direct supervision.)'

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed to use scientific, gymnastic, athletic or climbing equipment without direct supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked at all times when not in use. 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. Pupils are strictly forbidden from entering the adventure playground area without staff supervision (this includes at the start and end of the school day).

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 buildings and grounds that should be regularly checked when on duty outside normal lesson times.

GENERAL SUPERVISION

When a member of staff is supervising in a remote location, a mobile phone may be advisable. All staff follow strict guidance on mobile phone use and only use it when an urgent need arises. Pupils are not given supervisory responsibility for other pupils without adult supervision.

PUPILS' ARRIVAL AND DEPARTURE

The school officially opens at 8.00am each morning. Morning clubs run from 8:00am. If pupils arrive before this time they must remain in the care of a suitable adult, alternatively they may be booked in to attend Early Birds from 8:00 – 8.40am, which is supervised by a member of staff. Pupils should be taken to their classrooms or to the school bus where the duty of care is handed over to the teacher or teaching assistant. Younger pupils are rarely unsupervised during the school day. The only times they are likely to be unsupervised are when in the toilet, visiting the library for a new reading book (older free readers only) and when delivering messages to other classrooms within a building. In the Early Years, children are always within sight and sound of an adult.

AFTER SCHOOL CLUBS

At the end of each day, pupils up to and including Year 3 are dismissed to the designated adults by their form teachers or are accompanied to after school clubs. Pupils in Year 4 and above are dismissed from the garden and leave with the designated adults or attend an after school club. Pupils who travel home alone (Y7-8 only) exit the school with the teacher on duty (who cross-references arrangements with the daily register) and a register is taken each evening for those who take the school bus.

All pupils attending an after-school club must be signed in by the member of staff in charge of the activity. The activity leader must provide a copy of the register to Reception, highlighting any absences immediately (see Missing Pupil Procedure). Children who go home following an after-school activity are supervised by a member of staff on duty within the school grounds (pick up points at the side gate) until a designated adult arrives to collect them. Pupils not collected will be escorted to Stay and Play where they will be supervised until 6:00pm.

All pupils remaining on site after lessons have finished must be registered at an after-school club or be signed into Stay and Play where they will be supervised until 6:00pm. Any child who is not collected by 6:00pm, will stay with the Stay and Play supervisor who will call the parent/s. If the parent(s) using the two (at least) contact numbers recorded by the School are uncontactable, the supervisor will call the SLT member on duty, who will take over the supervision of the child.

Pupils who do not attend off site PE lessons because of illness, will be supervised on site. If it is necessary for children to change out of PE kit, they will be split by gender and will be supervised by a

member of staff of the same gender where possible. If not possible, a member of staff will stand outside the room where the children are changing.

Hampshire School staff will supervise weekend fixtures and activities.

SUPERVISION IN THE EARLY YEARS

Regular supervision meetings are held with all adults in contact with Early Years children. This gives specific time dedicated to discuss any concerns or worries.

Supervision is a framework to provide direction and guidance to individual staff members on a regular basis. Effective Supervision provides support, coaching and training for the staff member and promotes the interests of children. Our Supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues.

We aim ensure that all members of staff have appropriate supervision and a clear understanding of their roles and responsibilities.

Supervision provides opportunities for staff to:

- Discuss any issues concerning children's or colleagues development or well-being.
- Identify solutions to address issues as they arise.

All Early Years staff follow a programme of Professional Development.

Please refer to the Missing Child Policy and Uncollected Child Policy.

Site Access Arrangements

The key principles of these arrangements are:

- a) To ensure that access to the site and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorized persons on the site
- c) To maintain high levels of safeguarding
- d) To facilitate safe and smooth running of school activities

The site benefits from limited access via an exit door and an entrance door. A fence/wall indicates school boundaries.

Pupils

- a) Use of the site by pupils is managed via the Supervision of Pupils policies and procedures (including break times, registration, all lessons, clubs, activities and wrap around care).
- b) Pupils may access the school site from 08:00 Monday-Friday (Early Birds in the Library/ Early Years Hall or clubs from 08:00) during term time. Class teachers are in place from 08:30 (Years 7 and 8) and 08:40 (Years 1-6) to receive and register. Parents of Years 1-3 may deliver children to their class/form teachers for the first two weeks of the new academic year. Then parents must either a) leave the school site or b) register at Reception for any appointments with school staff.
- c) Pupils who arrive on the school bus are accompanied by the bus driver or a member of staff into the school where they make their own way to their form room.
- d) At the end of the school day or on finishing after school activities, pupils will either be picked up by parents or take the school buses home (see Uncollected Child Procedure)

Parents and other adults

- a) Parents or other adults with business on the school site – i.e. meeting a member of staff – must sign in at the school reception and wear a visitor badge. They will be accompanied or directed by a member of staff to the meeting place. On leaving the school parents must sign out at the school office, returning their badge.
- b) See below for the arrangements for other visitors.
- c) All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are contained in the visitors' leaflet.

Unauthorised Persons

- a) Anyone who is not an employee of the school and who has not undergone the procedures above is an unauthorised person.
- b) Staff who see somebody they do not recognise on this site must assume they are an unauthorised person.
- c) The member of staff should ask them what their business is on the school site. If they have business on the school site they should be directed to reception to sign in.
- d) If they do not have any valid business on the school site, they will be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave the school site, the local police will be telephoned and advised that there is an intruder on the school site.

ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF

All members of staff and volunteers at The Hampshire School are subject to full vetting and barring checks, even if they only have minimum contact with pupils.

All visitors to the school must sign in and out at the school reception and wear a visitor's identification badge during their time on site. All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are contained in the visitors' book.

The school employs its own maintenance staff and all other works involving outside agencies/contractors are scheduled to take place when school is not in session wherever possible. Should it be necessary to call in a contractor during term time, a member of the school maintenance team will accompany the contractor during his/her visit. If, for some reason, there is a possibility of a contractor having unsupervised access to children then additional background checks will be made, including an enhanced DBS check. The precise nature of these background checks will be determined on a risk assessment basis. The risk assessment will document who made the assessment and the basis on which the decisions reached were made.

APPENDIX 4

Wet Play Arrangements (Pre-Prep and Prep)

- All children who are scheduled for outside play need to make their way to the playground doors, regardless of the weather
 - Children should not let themselves into the garden without an adult
 - Children are not to decide to stay in their form rooms if they see it is raining
- Adults on playground duty to make their way to the playground as soon as possible at the start of break, regardless of the weather. Playground supervisors should not assume that children will have stayed in their classroom
- Adults to make the call on whether the break should be indoors or outdoors

cold is fine / rain is not

- If too wet outside, adults to take the children to their form class/or an empty classroom in their general study area
adults can split the classes up between the adults on duty, if necessary

We have a 'No Child Alone' policy.

End of Day (Pre-Prep and Prep):

If it is raining at the end of the day:

- Year 1-3 are collected from the basement classrooms as normal
- Year 4 and 5 to be dismissed from the side stairs (which lead from outside up to Year 4 classrooms)
- Year 6-8 to gather under the roof at the side gate exit (where they normally exit from)
- Members of staff will be at the top of the stairs calling children when their parents are seen
- All staff to be where they should be – supporting the dismissal of children