

I4a - SUPERVISION OF CHILDREN

Whole school policy.

At all times the safety and welfare of pupils is our primary concern

This policy applies to all children at the school, including those in the EYFS.

1) During the formal school day:

Children should be under supervision at all times during the school day. This includes lessons, games, hobbies, preps, and meals.

From time to time children will be allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child. If any child is apparently unaccounted for, the member of staff will immediately contact the Day Room who will inform the Deputy Head, or in her absence any member of the Leadership Team. If, after the checking of absentee information, medical appointments etc the child is still considered to be missing, the Deputy Head, or any other member of the Leadership Team, will implement the ([Missing Child Procedure](#)).

Teachers will not leave a class, game, hobby or prep unsupervised or in the care of an unqualified helper at any time, unless there is an extreme emergency. If for any reason a teacher needs to leave the classroom for any length of time, he/she will inform a nearby colleague and ask them to keep a watchful eye on their group.

In the Pre-Prep, class teachers are responsible for ensuring their children are supervised at all times during the school day in timetabled lessons, and when supervision is delegated children will be safe and pupil welfare maintained.

In the Early Years this includes making sure there is adequate and correct adult:child ratios in line with EYFS 2021 statutory regulations including during break and lunchtimes, i.e. 1:4 for children aged 2 and 1:8 for those aged 3 and above with a full and relevant Level 3 qualified member of staff present. If a staff member holding QTS/EYTS/EYPS or a full and relevant Level 6 qualification is present, the ratios for 3-4 year olds rises to 1:13, 2 year olds remain at 1:4 ratio.

During breaks and lunch children are supervised in the 'dining room' and/or 'playing area', with additional staff supporting in case first aid treatment is required. Early Years ratios are maintained with qualified staff at hand. Child absences from school are recorded on the computerised register and the Pre-Prep secretary informed, so a follow up phone call can be made to ascertain the reason for absence.

2) In the boarding houses

Houseparents and Gap Year students are always on duty in the evenings when pupils return to their houses after supper, and throughout weekends. A minimum of two adults are resident in each House overnight. Boarding house Staff must ensure that all pupils are accounted for and supervise evening and daytime routines, chores and free time in a warm, friendly and caring environment. Supervision of changing and shower times are gauged according to age and gender and will be appropriate. Male staff do not enter female dormitories or wash areas during these times.

Houseparents are responsible for ensuring that their boarding areas are secure and are proactive at all times in ensuring that the pupils enjoy a relaxed, safe, caring and well-organised environment. Whilst the boarding environment is a 'home-from-home', staff are vigilant, professional and thorough in their approach to their supervisory duties.

3) During play and free time:

It is during free time during the day and at weekends that pupils are most at risk because of their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

To ensure the most secure play environment for all pupils, adequate teacher supervision of all breaks is vital. The MOD rota is a well-planned schedule and allocates staff to specific areas, both indoors and outdoors, at specific times. The MOD team has a responsibility for ensuring that the pupils' free time is supervised appropriately and that pupils adhere to school rules. Tree-climbing is only permitted under strict rules which are enforced by the surveillance (rather than general supervision) of a member of staff.

(See m:\staff\handbook\14a\supervision_of_children.doc)

If any child is apparently unaccounted for the member of staff will immediately contact the Day Room who will inform the Head of Boarding, or in her absence any member of the Leadership Team. If, after the checking of absentee information, medical appointments etc the child is still considered to be missing, the Head of Boarding, or any other member of the Leadership Team, will implement the 'Missing Child Procedure'.

(See m:\staff\handbook\14a\supervision_of_children.doc)

Pupils also have a responsibility to follow the school rules and, on a campus such as this, there will be instances when pupils are out of direct sight. By a combination of supervision and education, pupils are expected to follow the rules and guidelines for sensible and appropriate play. These rules are reinforced during form times by form teachers who review the rules at the start of each term and as and when deemed necessary. Rules are also reinforced during school assemblies by the Headmaster, the Deputy Head (Pastoral) and the Senior Master.

School rules are posted in all form rooms as are our Out of Bounds Maps.

Indoor play:

Inclement weather conditions may prevent outdoor play and at such times MODs inform pupils and patrol the indoor areas. Again, pupils must adhere to the school rules.

4) At weekends:

Each weekend members of the teaching staff are on peripatetic MOD duty ensuring a general level of supervision around the campus and in the buildings. The comprehensive activities programme, overseen by the Head of Boarding, in which our Gap Year students participate, allows structured play and activities to take place in a safe and carefully monitored environment. Gap Year students undergo a thorough induction procedure, incorporating supervision of children, prior to their first weekend of activities.

Pupils preferring to enjoy free play are expected to adhere to the school rules, remain in bounds and know, in the case of an emergency, to contact a member of staff.

Regular name checks are taken at mealtimes.

5) Pupils requiring closer supervision

As a matter of course, staff will be aware of any pupils with specific disabilities or severe learning problems. Any special requirements and considerations pertaining to the supervision of such pupils will have been discussed and shared with all staff to ensure that appropriate control measures are in place.

Further documentation relating to school rules and supervision can be found at the following locations on the school network:

<J:\Handbook\manual - \weekday duty.doc>

<J:\Handbook\manual - \saturday duty.doc>

<J:\Handbook\manual - \sunday duty.doc>

<J:\Handbook Manual\Pupils' Safety Policy - Visitors.doc>

[J:\Handbook Manual\Wheels Policy Poster.doc](#)

[J:\Handbook Manual\Tree House Play Area Rules.doc](#)

[J:\Handbook\playground and lunch\playground rules - annotated.doc](#)

[J:\Handbook manual\expeditionspolicy.doc](#)

Supervision of Staff

In accordance with EYFS 2021 requirements individual supervision meetings occur with all Early Years staff once a term, to offer the opportunity for staff to raise concerns regarding pupils, staff, safe guarding, training requirements or anything else within a confidential forum.

Notes from these meetings are held by the Head of the Pre-Prep, with necessary action taken.

Author: HJNM

Reviewed by Elizabeth Dawson, Governor, October 2021

Next Review date: September 2022