

Woodbridge School
Woodbridge School Prep (including EYFS)
Supervision Policy
(including Staff Duties Arrangements and Pupil Access to Risky Areas)

1. Scope

This guidance is applicable to all those involved in pupil supervision at the school.

2. Objectives

- 2.1 To ensure that pupils are appropriately supervised during school activities
- 2.2 To consider supervision on arrival and departure from the school
- 2.3 To consider the supervision of Early Years Foundation Stage ("EYFS") pupils

This policy should be read in conjunction with the following policies or procedures:

- Educational Visits (including EYFS);
- Minibus Policy;
- Missing Pupils (including EYFS);
- Safeguarding (including Child Protection and EYFS);
- Security Policy – Woodbridge School Prep
- Risk Management/Assessment;
- EYFS Information for Parents Booklet;
- Parents Handbook

APPENDIX

- 1. WSP Duty Arrangements Pre-Prep
- 2. WSP Duty Arrangements Prep
- 3. WSP Rules for Homework Room
- 4. WSP Access to Risky Areas

3. Guidance

- 3.1 The Head of Woodbridge School Prep will be responsible for the implementation of this policy.
- 3.2 Pupils arrival and departure:
 - Normal school hours are 08:20 – 15:50 with supervision available from 0800 - 1800
 - Pupils are not allowed on site without supervision
 - Where pupils are on site outside of normal hours, at least one member of the teaching staff will be present
 - Children may only be released to their parents, carers or other individuals as notified by the parent / guardian. A password is kept on file for emergency situations.
- 3.3 Teaching staff will supervise pupils during breaks and lunchtimes.
- 3.4 Separate arrangements will be made for supervision during play / concert rehearsals or similar events.
- 3.5 Members of the PE department will supervise pupils for home and away matches

3.6 Registration:

- a register is taken 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 contact the parent if a child fails to arrive at school without an explanation.
- Additionally for EYFS, a child will only be released at the end of his / her session into the care of a parent or other individual whose name has been notified to the school in writing in advance or, where this is not possible a password system is utilised.

3.7 Medical Support:

- a qualified nurse is on duty in the Senior School Medical Centre
- Matron is Paediatric First Aid trained and trained to administer medication required for our pupils
- a number of staff are trained first aiders and are available to give emergency First Aid treatment

3.8 Pupils will not have unsupervised access in designated or risky areas which will include:

- gymnastic / athletic & climbing activities
- science laboratories
- engineering and technology rooms
- backstage
- flammable material stores
- grounds, maintenance, catering and caretaking areas

3.9 Designated areas will be kept securely locked when not in use.

3.10 Travelling to and from school:

- Parents are responsible for ensuring that their children travel safely to and from school
- Pupils are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- A member of staff will accompany pupils to the buses and into school when school buses arrive and depart.

3.11 Educational Visits:

Arrangements are detailed in Educational Visits and Educational Visits for EYFS children policy guidance

3.12 All staff will be given details of this policy on induction and when any significant changes occur.

4. Legal Requirements & Education Standards

4.1 References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: ["Health and Safety at Work" Section H of the ISBA Model Staff Handbook](#),

D: ["Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: ["Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)

5. Supervision Procedures and Further Detail

Pupils' Arrival

5.1 Pre-Prep

Pupils are allowed on to the School site from 8.00am if they have registered for Early Room. Early room is held in a classroom and is staffed by a Level 3 Qualified Teaching Assistant. If ratios exceed 1:8 then a Qualified Teacher is within hearing distance.

Pupils in EYFS are always within sight or hearing of a member of staff throughout the school day.

The morning routine is published in the Parents' Handbook and updates are issued as required 9le due to COVID).

5.2 Prep

Pupils are allowed on to the School site from 8am if they have registered for Early Room. A Teaching Assistant will supervise them in the allocated space.

Pupils must not enter anywhere else in the School other than the designated room.

At 8.20 am pupils are allowed to proceed to their classrooms for registration where they are supervised by their class teachers. They must not enter the school unsupervised before this time – updates are issued as required

5.3 Registration

Teaching staff 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, as set out in the relevant school **"Information Booklets"**. The school will always contact the parent if a child fails to arrive at school without an explanation. Each school has detailed attendance procedures in place and a whole school attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

5.4 Lessons

During lessons, the supervision and safety of pupils is the responsibility of class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the dividing of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with the Head of the Prep School.

5.5 Break Times

As part of their duties all teachers are responsible for supervising pupils at all break times in line with the **"Duty Arrangements"**, including those specific to EYFS. The expectations of duty staff are also set out in the arrangements and include actively ensuring School Rules are followed and being alert to measures in place as part of relevant Risk Assessments.

5.6 Pre-Prep, EYFS

A qualified teacher, or Level 3 qualified TA, and another designated adult will be on duty at all times with the Matron available inside in case of emergency.

After school

5.7 Pre-Prep

At the end of school, a class teacher is present at the designated space to oversee the safe departure of pupils. The children will say goodbye to their teacher who will then note the departure on a written register. Children who are either in Late Room or a Club will be sent to the relevant location by their class teacher. A register for each club will be then taken by the member of staff taking the club. The teacher will alert the office if any children are missing from the club if their absence has not been notified in advance.

The register will be completed using the following codes:

H = home

C = club

L = late room

Any pupil who is on the daily list will be taken to the After School Room as will any child whose parent/carer fails to collect. Teaching Assistants supervise pupils in the room between 3.30pm and 4.30pm.

When ratios exceed 1: 8, the Deputy Head, or a teacher with QTS will be present in Pre-Prep and within shouting distance of the late room.

In the event that a child is not collected by 4.30pm a teacher will remain with him/her until appropriate arrangements have been made with the parent/carer. The child will join the chargeable T club until a maximum time of 5.15pm while arrangements are being put in place.

5.8 Prep

Class teachers come out of their classrooms and hand over their pupils to parents or send them to the homework room or club they have signed up for, noting the destination of the pupil on the Tick Off Sheets with the codes below.

H = home

C = club

L = late room

At the end of school a Duty Teacher will be present in the Homework Room. Any pupil who has not been collected by 4 pm will be taken to the appropriate rooms.

Duty Teachers, assisted by Matron, will supervise pupils in the Homework Room between 4pm and 5pm. Pupils will sign in on arrival and sign out when departing with their parents / guardians at the designated time or being taken to the bus by the Duty Teachers.

At 5pm any remaining pupils will be taken to the chargeable T Club and signed in with the duty member of staff. Contact details for any pupils not previously booked into T Club will be noted and parents will be contacted to ensure collection is planned.

Arrangements for staff and pupils are set out in the **“Rules for Homework Room”** and **“Duty Arrangements”** for more information.

6. Uncollected Children

- A member of staff will contact by telephone
 - Parents

- Nominated adults as per the emergency contact form completed when the child starts school
- If no contact and arrangements can be made, a member of staff will contact either the Deputy Head or Head of the Prep
- The Deputy Head or Head will contact the DSL
- The DSL will then contact Social Services for advice
- In the event of Social Services being called and responsibility for the child being passed to a child protection agency, a member of the SLT will attempt to leave a further telephone message with the parent / carer or designated adults' answerphone reassuring them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff or away from the school's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Social Services.
- Incidents of late collection will be recorded by the Head of the Prep and discussed with the parents at the earliest opportunity.

7. Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled pupils are informed as early as possible so that pupils can make alternative arrangements and parents are not inconvenienced.

The policy: **“Educational Visits (including EYFS)”** provides detailed requirements and guidance with regard to supervision of pupils on all off site trips.

All clubs and activities must have a Risk Assessment and a register is taken at the start and end of the club. At the end of each club the pupil will be signed back over to their carer or taken to T Club if not collected.

If a child is missing who is due to attend a club Matron is alerted immediately and will then clarify the situation, phoning parents if necessary, and then follow the procedure as set out in the policy: **“Missing Pupils”**.

Any member of staff, including visiting music teachers and sports staff who discovers a child missing must immediately notify the Deputy Head or Head who will follow the procedure as set out in the above policy.

7.1 Pre-Prep

Members of staff stay with the children in their club until 4.30pm when they are taken to meet parents. Children must say goodbye to the staff member leading the club before being released into the custody of their parents. The staff member must ensure they have seen the parent before allowing the child to depart.

7.2 Prep

Changing rooms are supervised before and after all games, PE and Swimming lessons and we follow the Safe Practice: in Physical Education, School Sport and Physical Activity Association for Physical Education (AfPE) 2016 guidelines.

When supervising PE changing if the teacher requires an additional member of staff they may call on the assistance of Matron or the designated member of staff.

Members of staff take due care when supervising pupils changing, e.g. when supervising a small group.

8. Medical Support

A Matron or Relief Matron is on duty throughout the school day and a sick bay is available for emergencies. Please see Medical and First Aid Policy

9. Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Arrangements for ensuring safety and appropriate supervision of pupils travelling on school minibuses to/from school is covered in the appropriate policy.

9.1 Pre-Prep

Pupils in the Pre-Prep, including EYFS, do not use do not use school transport between home and school.

Children should be supervised by their parents before and after school, taking particular care when walking to and from the car park.

9.2 Prep

In the morning pupils are escorted from the bus to the building. In the afternoon Duty members of staff escort the children to the mini bus that collects them at the end of school in the top carpark.

10. Special Events

All events held off site must have their own risk assessment in accordance with the policy: "***Educational Visits (including EYFS).***"

It is also very important that a high standard of supervision is maintained during the School's special on site events, e.g. concerts, plays or Sports Day. Risk Assessments are also carried out for these events and if the member of staff has any concerns he or she must alert the Deputy Head or the Head of the Prep so that other members of staff can be called upon or alternative procedures can be organised.

See also the document: "***EYFS Risk Assessments – on/off site visits and activities***".

10.1 Supervision during educational visits

The arrangements for the supervision of pupils, including enhanced supervisory arrangements for EYFS children, during educational visits and trips out of schools are described in our policy: "***Educational Visits (including EYFS).***"

11. Security and unsupervised access by pupils

Pupils are not permitted to use playground, athletic or school equipment without teacher supervision especially before or after school. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders.

12. Remote supervision and use of mobile phones whilst supervising

Staff supervising children, especially EYFS, must ensure the use of a mobile phone does not detract from the quality of supervision and care of children. More information about appropriate staff use of mobile phones is in the policy: "***Safeguarding (including Child Protection)***".

13. EYFS Pupils

The arrangements for the supervision of EYFS pupils are set out in our document: "Information for Parents of EYFS Children and EYFS Policy"

13.1 Responsibilities

The Reception teacher is the recognised Manager for EYFS and the Head deputises.

14. Staff induction

All new members of the teaching staff receive a thorough induction which includes 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 in the relevant school "duty arrangements" document.

Author(s):	Head of Woodbridge School Prep
Review frequency:	Annual
Reference documents	ISBA Pupil Supervision
Review and ratified date :	Michaelmas 2020
Review due by date:	Michaelmas Term 2021

See below for appendices

Woodbridge School Pre-Prep Duty Arrangements Procedure

In the Pre-Prep there are three break times during the school day.

- 10.30 – 10.50am
- 12.30 – 1.15pm
- 2.15 – 2.30pm

In addition there is an Early Room from 8.00 – 8.20am and late room 3.30 – 4.30pm. T club is also provided by prior arrangement until 5.00pm. (See rotas).

Break times including lunch time

The Deputy Head prepares a break time duty rota to ensure that there is at least one Qualified Teacher or Level 3 Qualified Teaching Assistant on Duty at all times in the playground, plus either another member of the teaching staff or GAP student. Matron and other Paediatric First Aid members of staff are available within the building for emergencies.

If any member of staff cannot do their duty it is their responsibility to swap a duty with another member of staff. In case of illness, another staff member will be allocated to cover the duty rota. Should a member of staff be unable to attend, as the result of an unplanned event, it is the responsibility of the second person to send a Year 2 child into the building to find them, or alert another adult if they cannot be found.

The children are allowed back into the building to use the toilets after asking a member of staff if they can go, and being presented with a 'toilet token'. This enables the duty staff to be aware of which children have re-entered the building and ensure that they return outside and do not remain in the building after using the toilet.

Duties include:

- Ensuring children in all areas are monitored
- Ensuring children are wearing suitable clothing for the weather
- Reinforcing Golden Rules
- Children stay within playground unless authorised to retrieve a ball
- Children are playing safely
- Children on the friendship bench are included by other children in their games
- Helping children to sort out disagreements
- Ensuring children collect their possessions at the end of break time and toys are put away

Wet playtimes

In the eventuality of a wet playtime the judgement as to whether it is necessary to come back indoors rests with the staff on duty rota. Wherever possible the children will be kept outside in appropriate clothing.

If it is necessary to have 'indoor' break times, the class will remain with the class teacher, or teaching assistant in the class. In the eventuality that neither the teacher or TA is able to supervise the children in the class it is their responsibility to arrange for the children to join another class under the supervision of the class teacher. In this case the ratio of Qualified Teacher: children will not exceed 1:30.

In very cold weather, the first or last fifteen minutes of lunchtime break will be spent in classrooms.

Early and late room

Early and Late room is staffed by a Teaching Assistant. In the event the number of EYFS children in either of these is greater than 1:8 then a Qualified Teacher will be within hearing distance of the room where the children are being looked after. Matron is on site from 8am until 5pm. In addition, other Paediatric First Aid trained members of staff are in the building until 4.30pm.

T club

T club is attended by children by prior arrangement. It is staffed by a Qualified Teacher on a rotational basis. We do not accept more than 1:8 ratio for T club.

Releasing children to carers

At the end of the day pupils it is the responsibility of the staff to ensure that children do not leave the premises unsupervised. Children may only be released to their parents, carers or other individuals as notified by the parent. In EYFS there is a list of authorised adults available at the end of the day.

Woodbridge School Prep Duty Arrangements Procedure

At Woodbridge School Prep there are two break times during the school day.

- 10.25 – 10.45am
- 12.35 – 1.40pm

In addition there is an Early Room from 8.00 – 8.20am and a Homework Room 3.50 – 5.00pm. T club is also provided by prior arrangement from 5.00pm until 6.00pm. (See rotas)

Break times including lunch time

The Deputy Head prepares a break time duty rota to ensure that there are three members of staff on Duty at all times in the playground. Matron and other Paediatric First Aid members of staff are available within the school for emergencies.

If any member of staff cannot do their duty it is their responsibility to swap a duty with another member of staff. In case of illness, another staff member will be allocated to cover the duty rota. Should a member of staff be unable to attend, as the result of an unplanned event, it is the responsibility of one of the duty staff to alert the office staff.

Duties include:

- Walking around the playground to ensure children in all areas are monitored
- Ensuring the football pitch is monitored for adherence to rotas, rules and behaviour
- Ensuring children are wearing suitable clothing for the weather
- Reinforcing Playground rules. (Rules attached)
- Children stay within the playground boundaries
- Gates are closed and locked in line with Security Policy
- To supervise the limited number of children allowed in the adventure play area
- Children are playing safely
- Children on the friendship bench are included by other children in their games
- Helping children to sort out disagreements
- Ensuring children collect balls/ equipment are put away in the storage provided
- Checking cloakrooms

Wet playtimes

In the eventuality of a wet playtime the judgement as to whether it is necessary to come back indoors rests with the staff on duty rota. Wherever possible the children will be kept outside in appropriate clothing.

If it is necessary to have 'indoor' break times, the class will remain with the class teacher, or teaching assistant in the class, assisted by Leaders. In the eventuality that neither the teacher or TA is able to supervise the children in the class it is their responsibility to arrange for the children to join another class under the supervision of the class teacher. Y4 can open their partition.

Early Room and Homework Room

Early Room is staffed by a Teaching Assistant and the Homework Room is staffed by two members of staff and Matron. Matron is on site from 8.15am until 5.15pm. In addition, other Paediatric First Aid trained members of staff are in the building until 5pm.

T club

T club is attended by children by prior arrangement. It is staffed by staff on a rotational basis. We do not accept more than 1:10 ratio for T club.

Releasing children to carers

At the end of the day pupils it is the responsibility of the staff to ensure that children do not leave the premises unsupervised. Children may only be released to their parents, carers or other individuals as notified by the parent. (See supervision policy).

Appendix 3

Woodbridge School Prep Rules for Homework Club

- Children's attendance is checked against the parents' permission sheet. Any children who are not there, are accounted for and any parents that do not collect their children are contacted.

The children are supervised to work sensibly and quietly and then are dismissed to their parents / guardians at the end of the Homework Club from the designated area at the designated times.

Appendix 4

Woodbridge School Prep Pupil Access to Risky Areas Procedure

Aim

The aim of this procedure is to state the School's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of School buildings and grounds on the Woodbridge School Prep site.

Introduction

On a large and complex site such as this there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

Procedures

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Much of the School grounds away from the central buildings are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness.

Pupils are informed or reminded regularly by teaching staff of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

A risk assessment for the school site and areas deemed as potential risks is regularly updated.

Unsupervised Access By Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, Doors to these areas are kept locked at all times when not in use and supervised

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

There are areas of the school site which are out of bounds without staff supervision and this is noted in the School Rules.