



## SUPERVISION OF PUPILS POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy reviewed by:** James Thompson – Director of School Management

**Review date:** 27/06/2023

**Submission:** 27/06/2023

**Version:** v6.0

**Policy actioned from:** September 2023

**Next review date:** 1/6/

**Reviewer's Signature:**

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

# POLICY AMENDMENT PAGE

Date	Key Amendments	Version Number	Reviewed by
16/03/2020	Policy Approved	v2.0	RNB
11/12/2020	Annual Review and update	v3.0	RNB
10/07/2021	Annual Review	v4.0	CMS
10/06/2022	Annual Review	v5.0	CS
27/6/23	Annual Review	v6.0	JCT

--	--	--	--

## Introduction

DfE guidance states that, during the time pupils are in school, staff are under a legal duty to exercise “reasonable” care to see that all pupils are kept safe. Staff training, including the induction of new staff, enables them to develop a clear understanding of the school’s expectations with respect to supervision duties, both on and off the school site. Staff cannot be expected to keep a constant vigil over every pupil; accidents and injuries may occur and pupils will occasionally abscond, even in the best-regulated schools.

However, supervision at the school is founded on practice which:

- Demonstrates regard for the ages, aptitudes and capabilities of its pupils.
- Ensures a systematic approach to safety and risk assessment, taking into account reasonably foreseeable risks.
- Provides for school and classroom rules to be drawn up and made known to pupils, for example, in classtime, tutor time, assemblies, house meetings and PSHE lessons, which seek to eliminate (or significantly reduce) anticipated risks.
- Ensures that staff are aware of their supervisory responsibilities, both in lessons and when the pupils are out of class.
- Keeps risks under review and adapts rules and procedures as necessary, especially to meet the needs of particular pupils in specific circumstances.
- Investigates fully the circumstances of an accident or incident and revises current procedures, where appropriate, putting measures in place to reduce the possibility of a re-occurrence.
- Facilitates appropriate standards of supervision being maintained wherever possible.

## Early Morning Arrivals

The school offers a Breakfast Club/Early Birds Club for pupils who arrive between 7.45am and morning registration. Otherwise, no members of staff are on duty to directly supervise students before registration. However, members of staff are present on site from 7.45am and they can be contacted from 8.00am via school reception. In addition, Heads of Section, or Heads of Year are in charge of their areas from 8.10am. A senior member of staff is on site by 7.45am. No pupil is allowed on site before 7.45am, unless a special arrangement has been made under direct staff supervision.

A senior member of staff is present at the front entrance of the school from 8.30am to 8.45am to greet the pupils when they arrive and to supervise the late arrival of pupils. Any pupils who arrive after registration closes must sign in at the school office/reception.

## Registration

Pupils are required to register between **8.30 am and 8.35 am**, and thereafter to follow the set routines of the school day according to their individual timetables and co-curricular commitments.

## Lessons

Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present, it is his or her responsibility to inform the Head. In the unlikely event of a teacher not arriving for a lesson, a pupil from the class should report the absence to the school Reception.

## Breaks

As part of their duties, staff are responsible for supervising pupil behaviour during all breaks in the day. Staff on duty must be aware of the school rules. With this in mind, together with due regard to the DfE expectation that staff should be aware of the times and places when bullying is most likely to occur, staff on duty must actively patrol the school site.

A rota schedule for each duty area for each day of the week is produced. Duty staff are supported by a senior member of staff on duty each day. If a member of staff is due to miss a duty, it is his or her responsibility to organise a swap with a colleague and inform the relevant person.

If a pupil is on site after 4.15 pm he or she is expected to be in an organised school activity, which will be supervised by a member of staff, or in After School Care, Homework Club or the Library, which are also supervised.

There is no general supervision of the site for pupils after **6.00 pm**. Pupils still engaged in activities from this time will do so under the supervision of staff leading those particular activities under the aegis of the nominated senior member of staff who is to ensure adequate supervision is in place for any school activity or occasional event, such as a play, concert or sports fixture.

## 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 must be informed as early as possible so that they and their parents can make alternative arrangements. Pupils will remain supervised until all children have been collected.

## Supervision of Pupils on Trips

For detailed guidance on the appropriate staff:pupil ratios and the supervision of pupils on trips and off-site activities, please read the Educational Visits Policy.

## Visitors

As part of the school's requirement to protect the pupils in its care, all visitors to the school sign in and out at the Main Reception, where they receive a badge, which they wear for the duration of their visit. Visitors are given a colour-coded lanyard, the colour indicating whether or not they

need to be supervised by a member of school staff. A leaflet providing safeguarding advice for volunteers and regular visitors is available at Main Reception. All staff should be prepared to challenge strangers on the premises, and to report concerns to the Head. If a pupil sees an adult who is not wearing a badge or an adult who is unsupervised and wearing a lanyard which indicates that supervision is required, he or she should report this immediately to a member of staff.

### Missing Child

In the event that a child is found to be missing then staff should follow the procedures paid out in the Missing Child Policy.

### Early Years Foundation Stage (EYFS)

In the EYFS, the supervision of children is governed by statutory ratios, which are determined by the age of the children and the level of qualifications held by the members of staff. Only staff aged 17 or over may be included in ratios, although staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the Head is satisfied that they are competent and responsible. Ratios are calculated according to the number of staff available to work directly with the children. Children must usually be within both sight *and* hearing of staff and always within sight *or* hearing.

EYFS statutory ratio requirements apply at all times, inside and outside, except that a reduction in staffing is permissible at times when children are asleep, with the proviso that all the relevant staff to allow ratios to be met are in the vicinity and readily available.

The school's leadership is vigilant to ensure that EYFS supervision ratios are met at all times, with staff who hold appropriate qualifications, including, when required, in English, maths and paediatric first aid. The leadership is also aware of the requirement in EYFS to risk assess the level of supervision required and to strengthen ratios, where this is necessary to ensure the safety and welfare of the children. Factors to be considered in this respect are likely include, for example;

- Children with special educational needs or disabilities
- Children with other particular needs or vulnerabilities
- Children whose behaviour may be challenging
- An activity undertaken off-site or in a more remote location on the school campus
- An activity for which a higher level of risk management is expected

For full details of the statutory ratio requirements, please refer to the EYFS Statutory Framework.

### Interpretation

In this policy, the term "senior manager" means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Information at the above address.

This policy does not form part of any employee's contract of employment and may be amended at any time.