

St Margaret's Preparatory School



Safeguarding: Pupil Supervision Policy

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
Sept 2016	C Douglas	Review	Sept 2017
September 2017	C Douglas	Minor changes made	Sept 2018

Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

Introduction

This policy applies to whole school and to Early Years.

The health, safety and welfare of the pupils in our care is our first concern. All staff at St Margaret's Preparatory School, teaching and non-teaching staff, have a duty of care for pupils within the school, acting *in loco parentis*. No pupil may be left unattended. A professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. Pupils should not have supervisory responsibilities – there must always be a member of staff readily available and in overall charge.

All 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 building and grounds that should be regularly checked when on duty. Supervision instructions for specific activities and school trips are included in the Staff Handbook and Educational Visits Policy.

In order for teachers to carry out their duties effectively they have certain responsibilities, which include ensuring that:

- They are aware of school policies, aims and objectives of the school and suggest improvements where appropriate.
- They obtain the information necessary in order to carry out their professional duties effectively.
- Maintain good order and discipline at all times when pupils are present on the school premises, or involved in educational visits

The Leadership Team will make arrangements for the security and effective supervision of the school buildings, grounds and their contents.

The Early Years Foundation Stage

- Children aged three or over. In Reception classes, where the majority of pupils are five or over within the school year, the staffing ratio is 1:30 because our teachers have Qualified Teacher Status and/or Early Years Professional Status.
- In our other EYFS classes for children of three and above, with a person with Qualified Teacher Status (or other suitable person of L6 qualification), the ratio is 1:13, and at least one other member of staff is required to hold a full and relevant level 3 qualification.
- In EYFS classes for children of three or above, without a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification working directly with the children, the staffing ratio must be at least 1:8. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification.
- Children who are 'rising three'. If those 'rising three' in their first term are in a separate group, they count as being two years old (and the staffing ratio for two year olds applies). If they are in a mixed group with three year olds, they count as three if they are in the minority, but as two if they constitute the majority.
- Children aged two. The staffing ratio must be at least 1:4. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification.
- Break and lunchtime. The EYFS Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest or sleeping. This is with the proviso that all the relevant staff are in the vicinity and readily available. Safety is always the first priority.

Whole School

At the start of the day

Pupils are allowed into the school at 8.00am for music and sports clubs, where they are supervised by a member of teaching staff. The school doors are not opened until 8.30am.

Registration

The register is taken at 8.45am by the form teacher and again at the start of the afternoon session (1:10 for EY and Pre-Prep and 1:40 for Prep). Pupils arriving late must sign in at the main school office. 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.

Lesson Time

Teachers are responsible for the supervision of their class. No class should be left unsupervised at any time during a lesson. In an emergency, teachers might summon a teacher from an adjacent classroom to supervise both classes while the incident is dealt with.

It is unavoidable given the configuration and layout of the school, the use of specialist teachers and the location of specific rooms, that some Prep pupils will, between lessons, be left unsupervised in classrooms in the time between one lesson ending and another starting. If possible, pupils should wait outside classrooms, but this is either impossible or impractical in many areas. It is therefore expected that teachers will complete their lessons and aim to arrive at their next lesson in good time so as to minimise the time pupils are left unattended. Pupils should never be left completing work with any form of equipment, such as scissors, that may cause them, or others harm.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science room, art room etc.

Supervision of Specific Activities

The same general principles apply in any school activities, but further care and consideration needs to be in place for the following specific activities:

- Physical Education

It is very important that the teacher considers the following factors:

- Safety of apparatus used.
- Condition of the floor.
- Suitability of clothing for staff and pupils.
- Pupils should not wear watches or jewellery.
- Whether the exercises and activities are within the capability of the children.
- Whether the activity is being taught properly, with particular reference to gymnastics.
- Children should not be handling PE equipment without direct supervision.

If pupils are used as helpers in games lessons there should always be a member of staff with overall responsibility in charge of the children.

The supervision of pupils during changing for PE and Games is vital and all pupils are supervised when changing by a member of staff in the room.

- Science and Design Technology

Teachers should consider the organisation of the children involved in practical activities. Consideration should be given to the number of children who can be

reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including, where appropriate:

- Wearing masks/goggles.
- Training in the use of equipment/tools for staff and pupils.
- Very high levels of supervision when pupils are carrying glass objects, carrying hot substances, using sharp implements, or using glue.

Illness and Medical Support

A number of the teaching staff and non-teaching staff at St Margaret's are qualified First Aiders at work. They are named in the First Aid policy and are available throughout the day to deal with accidents and emergencies, or to help if someone is taken ill. If a child is feeling ill, has a minor injury or is in need of medication or any other form of support, the office staff will contact the parents. First Aid boxes are in all potential high risk areas and in the Medical Room. Further details may be found in our First Aid Policy.

If children are ill during the school day, they are taken to the medical room. Admin staff are made aware of their presence, and check on them regularly. If necessary, the school will contact the parents whether at home or at work in order that they can be collected. Further details are given in our First Aid Policy.

Lunch and Break Times

All pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Duty staff supervise the playground and dining hall throughout the duration of break time. Detailed duty rotas are used to show staff when they are on duty, and what the expectations are, and further instructions are displayed on the staff noticeboard.

The adventure playground is supervised at all times when it is used, with strict limits on numbers, when in use.

Ball games and other equipment are to be used at the discretion of the staff on duty, but if used, time must be given to allow all equipment to be collect and stored away safely at the end of the break time.

All teachers will arrive promptly for the start of any duty.

Staff will also ensure that they and the children are in the classroom ready to start the next lesson promptly.

Wet Break Times

All pupils are supervised inside the buildings during wet weather. Staff should support each other in maintaining adequate levels of supervision in all areas during wet break or lunchtimes.

After School

All pupils are collected by their parents/carers at the end of the school day. Parents inform staff at the beginning of each year of any other collection arrangements in writing.

Supervision arrangements of after school activities are the same as those in lesson time; in particular, pupils must not be left unattended at any time.

A register is taken for all pupils that attend after school extra-curricular activities and Late Waiters. Staff all have access to first aid and emergency contact numbers. They are provided with registers and made aware of pupils with special medical conditions.

Parents should be given notice of children who will be late home through participation in matches or any after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection. When pupils return from fixtures or visits, or at the end of evening activities when no other staff are available, the staff responsible for the activity will ensure that adequate supervision is in place until all pupils have been collected.

Supervision of pupils in Early or Late Waiters: for Reception class (or older), there must be sufficient staff as for a class of 30 children.

Staff in charge of clubs will dismiss children to parents at the end of the session. If pupils are not collected then they are taken to Late Waiters in Rec L classroom. If not collected by 5:20 then late collection procedure is followed.

School Bus

Please refer to 'Home to School Transport Policy' and Risk Assessment.

Out of Hours Activities

Arrangements are made to make sure that children are well supervised during concerts, play rehearsals, or other events that bring pupils into school out of hours.

Outings

The arrangements for the supervision of pupils during educational trips are detailed in the Educational Visits Policy and Transporting Pupils Policy

Absence Cover (Teachers)

When a teacher is absent, all their daily duties will be assigned to colleagues by the Headmaster or a member of the Leadership Team.

Visitors to the School

As part of the School's requirement to protect the pupils in its care, all visitors are expected to notify the office of their arrival. Most but not all visitors are asked to sign in and out of the school office, where they will receive a badge which they are expected to wear for the duration of their visit. All staff are advised to challenge strangers on the premises and to report concerns to the School Office. For more details please see the School Security Policy