



Pupil Supervision Policy

MISSION

Eversfield offers an outstanding, broad education within a safe, caring, happy, family atmosphere where the talents of every child are valued and nurtured. We achieve excellent results in a school where the Christian principles of mutual care, respect and encouragement underpin everything that we do.

AIMS

- To promote high moral standards through clear and relevant Christian teaching.
- To provide a wide breadth of experiences and opportunities for all our pupils to discover and develop their individual talents.
- To support our pupils in becoming valued members of society so that they may develop self-confidence, ask questions, seek new experiences, not be afraid to make mistakes, express themselves confidently and modestly and develop team and leadership skills.
- To provide a safe, supportive, healthy educational environment, with buildings, facilities and staff that enable our pupils to learn and develop.
- To ensure that our pupils receive excellent pastoral care.

POLICY STATEMENT

Eversfield is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the risk assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite
- At least mandatory staffing ratios for EYFS provision and After School Care are enforced
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.

While the policy aims are the same across the whole school, the detailed procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).

This policy is applicable to all pupils in Upper School, Middle School and Lower School. Eversfield seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document should be read in conjunction with the following documents: Attendance, Risk Assessment, Staff Duty Rotas, Educational Visits, Child Protection and Safeguarding, Behaviour and Anti- Bullying policies, Staff Guidebook and Annex 1) Before & After School Supervision.



KEY PERSONNEL

All staff are responsible for the well-being and supervision of pupils in the school and grounds. Specific members of staff are designated roles during certain times of day, such as break-times, before and after school and specific activities such as off-site visits, sporting events and matches. A member of the Leadership team is responsible for designing and communicating duty rotas and arranging cover in instances where the designated member of staff is absent.

PROCEDURES

UPPER SCHOOL & MIDDLE SCHOOL

When supervising pupils in their care the staff do the following:

- Follow the Health and Safety Policy and the First Aid Policy and procedures
- Have a high awareness of pupil well-being
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and bullying
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the class teacher, form tutor, Phase Leader, Director of Pastoral Care, Deputy Head or Headmaster.

General Supervision

In general, pupils are supervised at all times by their teachers and teaching assistants (TLSA). However, older pupils will sometimes be given the responsibility to move around the school to complete small projects, visit the Digital Literacy suite/library, these activities will be monitored and members of staff are always near at hand if necessary.

Upper School children will also be expected to move from lesson to lesson independently during the school day.

Supervision during PE, Swimming and fixtures are in accordance with the relevant Health and Safety requirements.

Start of the School Day

Supervision on the playground (and in the Early Birds for Kindergarten and Nursery children) starts at 8:00am. A rota is in place for four members of staff each morning from 8.00-8.40am (and two in Early Birds). Children arriving at school will be supervised on the North and South playgrounds. No children should arrive on the school premises before 8.00am. A teacher will stand at the entrance to the school drive to indicate that pupils can enter.

The school day begins at 8.40am. Teachers will either welcome their pupils in their classrooms or will meet them on the playground when they line up, dependent on the weather.

The school gate shall be closed at 8.45 promptly for security. Any pupils arriving after this time will be expected to use the Main Office entrance on Warwick Road.

Electronic Registration is completed by 8.50am after which time all late arrivals must register at the Main Office either in person or via the teacher/tutor who will telephone.

Break time/Lunch time Supervision

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children and also for their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying, being left-out or just feeling low.

In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas. For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis. Staff should be pro-active in preventing problems from arising and should not be static or engaged in long conversations with other staff when on duty.

The duty rota covering playtime/lunchtime supervision is circulated to all staff and displayed in the staff rooms. All staff are involved in supervising pupils across the age range (2-11 years).

Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should not leave the area which they are responsible for without another supervisor being present. There are internal phones near all playgrounds and classrooms. Mobile phones could also be used if necessary and available.

Wet Play Procedure

The duty staff will decide whether outside conditions merit a break being declared indoor. Wet breaks are supervised by the duty staff in the classrooms by their teachers, other staff and F6 prefects during break-time.

Playground Procedure

General

All staff are responsible for ensuring that pupils are not loitering in the building. There are also two separate playgrounds used. Any pupils who need to return to the building to use the toilet must report to the duty teacher on return to the playground.

Pupils will only be allowed on the climbing equipment if it is their turn according to the rota and they are supervised by a member of staff.

Staff on duty must ensure that there is a First Aid bag at hand either on the playground or inside the Pre-Prep building entrance. Any serious First Aid incident will require assistance from the School Nurse. Administration of First Aid and its recording shall be done in accordance with the Medical Policy.

A whistle shall be blown if it is required that children stop and listen for any reason. For lining up to go into the building a second whistle will be blown after the member of staff has explained what is required.

Morning Playground supervision

No member of staff on duty will leave the playground until their replacement has arrived. When the playground becomes busy a whistle shall be blown and the children will be told to put all balls away.

At 8.40am a whistle shall be blown to ask the children to collect their belongings and line-up:



- Lower school by Pre-Prep door
- Upper School by the Denney
where a teacher will dismiss them to their classrooms.

Morning Break

There are separate break-times for Reception, Form 1 – 3 and Form 4- 6. Both playgrounds are staffed during breaks.

Lunchtime break

Children's lunchtimes are staggered from 12.00 noon until 1.40pm. There are 8 dinner supervisors and several members of teaching and support staff on a rota each day to supervise the children in the dining room and on the playgrounds (field in the summer). Many children are also involved in clubs and lunchtime activities and are supervised by the teacher/coach in charge of the activity. Upper School children are also allowed to use the library for a short period of time and are supervised by librarians and checked by other members of staff.

End of day

At the end of the normal school day children are led onto the playgrounds by their class teacher/ form tutor and dismissed directly to their parent/nominated carer. Children who stay for clubs or prep are supervised by the staff member on the rota for teas and handed over to the person responsible for the club. That member of staff dismisses the children in their care to the child's parent/nominated carer at the end of the activity from the North playground.

Any Lower and Middle School children not collected from the playground 15 minutes after pick-up time will be escorted to Late Supervision in the Nursery.

Any Upper School children not collected from the playground 15 minutes after pick-up time will be escorted to the front office where their parent/carers will be telephoned. If there is to be a long delay they will be taken to prep supervision.

If there are children still not picked up from either the office or late supervision after 5.30pm their parents/carers are telephoned and a member of the office team/Leadership team will remain with the child until collected.

If there is no response from any of the child's contacts and they have still not been picked up after 6.00pm, the Child Protection policy should be consulted and Children's Services will be informed.

Lesson Time Procedure

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised 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 another appropriate adult must be present.

From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Older children in Upper School, particularly Form 6, are expected to take on duties and leadership roles that rely on them developing a responsible and self-regulating sense of independence. These duties require them to follow tasks that are not directly supervised at times. Nonetheless, 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.

EARLY YEARS FOUNDATION STAGE

Morning Arrangements

Nursery & Kindergarten children can attend Early Birds in Nursery from 8.00am where they are supervised by staff. The school day begins for EYFS children between 8.30am and 8.45am. On arrival Kindergarten and Nursery pupils are taken to the Early Years building door (field side) by their parents and handed over to a member of staff; Reception pupils can be taken to the planters (or dropped off at the Drop Off Zone) where they will be met by a member of staff who will take them into the building. A member of staff will be in the classroom to supervise them.

The Nursery and Kindergarten children are always supervised by the Early Years staff whether their key worker, or a staff member on duty. The ratio for supervision follows the statutory guidelines. Pupils have access to both the indoor and outdoor learning environments which are supervised at all times. Their play activity time takes place within the fenced play area.

Each Reception class is supervised by a teacher and full-time TLSA. Staff/Pupil ratios fall well within the mandatory regulations.

The buildings are secured by 'facial recogniton' access locks.

Playtime/Lunchtime Supervision

All staff are involved in supervising pupils across the age range but there is a supervision duty rota. Nursery and Kindergarten pupils are supervised in their own separate fenced area.

Playground Procedure

Pupils are escorted to the outdoor play area by their teachers. Any pupils wishing to return to the building to use the toilets or for First Aid will be accompanied by a member of staff. All other staff are on 'stand by' to assist with supervision in the case of an emergency.

Dining Hall Procedure

Nursery and Kindergarten staff are expected to sit and eat lunch with the pupils to encourage good table manners. In general pupils are served with the hot meal of the day.

Upon collection Nursery and Kindergarten parents come to the Early Years building door (field side) and their child is directly handed back to them.

Reception pupils are collected from the North playground by their parent/carer. Pupils attending After School Club are taken to the Kindergarten/Nursery classrooms where they are supervised by the After School Club staff.

AFTER SCHOOL SUPERVISION

Pupils from Lower School and Middle School can attend After School Supervision which can be booked in advance or requested on an ad hoc basis. The staffing levels depend on the number of pupils pre-booked but falls within the statutory requirements of pupil/staff ratio. All staff have appropriate qualifications including paediatric First Aid. It is the responsibility of the after school staff to ensure that pupils are safe, secure and well supervised at all times. All staff are suitably qualified and inducted.

SCHOOL TRIPS AND EDUCATIONAL VISITS

Details of the requirements for supervision and staff-pupil ratios for educational visits are contained in the Educational Visits and Activities Policy.

AWAY MATCHES AND FIXTURES

The responsibility for the safety of the children lies directly with the supervising member of staff. Risk assessment and safety procedures must follow those as expected on any school visit. When two or more teams are involved and a member of staff from the opposing team's school is supervising the children it is still the responsibility of the staff member to ensure supervision is adequate and no child is put at risk.

SWIMMING

There must always be two members of staff, one suitably qualified in life saving from water, present during swimming sessions and when pupils enter the swimming pool. Access is restricted by teacher only 'thumb-print' access. Children must be supervised when in the changing rooms and no child is to be allowed poolside without direct supervision. Emergency operating procedures must be practised regularly to ensure children know what to do in the case of an emergency.

MISSING PUPILS

If any pupil is discovered missing from where they should/are expected to be then staff supervising must follow the Missing Pupils procedures contained in the Child Protection & Safeguarding Policy.

LEAVING THE SCHOOL SITE

Children should not be allowed off site during school hours unless there is clear evidence of a request, in writing, from the parents/guardian. Parents/carers taking children from school must collect them from the school office.

ILLNESS

When children are taken ill during the school day the School Nurse will contact the parents/guardian whether at home or at work. Information about contacts is kept in the school office.

UNDESIRABLE PEOPLE

All visitors to the school are expected to sign in and out at the School Office. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and report to the School Office if there is a concern.

SECURITY

The perimeter of the school is fully enclosed and secure. Access is available at the front of school and from the driveway at Manor Road during restricted times. The gate to the drive is opened during drop-off and pick-up times and then closed by the estates staff. Access is then only available through use of the facial recognition locks. All external entrances to buildings should be kept shut at all times and are also only accessed using facial recognition locks.

EQUAL OPPORTUNITIES

We are committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background, and to the active support of initiatives designed to further this principle.

We believe that equal opportunity is at the heart of good educational practice. All pupils are of equal value and deserve equal access to every aspect of school life. They have an equal opportunity to learn and work towards their highest possible levels of achievement. The 'Vision and Values' which we uphold as a school help to emphasize equal opportunities for all staff and pupils at all times. All personnel are responsible for ensuring that we implement this policy.



This document is reviewed annually or as events or legislation change requires.

R A Yates, Headmaster, reviewed November 2024



ANNEX 1) BEFORE AND AFTER SCHOOL SUPERVISION

Early Bird Supervision

The school opens at 08.00 every day. Supervision for children is available from 08.00 onwards. Children in Kindergarten, Nursery and Reception are supervised by staff in the Nursery. Children from Form 1 upwards are supervised on the playground until 08.35.

There are at least two qualified members of the teaching staff (NVQ 3) on duty each morning and other members of teaching staff (NVQ 3 and QTS) available if numbers ever rose above 16.

The school has a staggered end to the school day:

- Kindergarten and Nursery end school at 15.30 and should be collected from the Early Years door (field side)
- Reception - -Form 3 end school at 15.30 and are collected from the North playground
- Forms 4-6 end school at 15.50 and are collected from the North playground

After school provision

All children who stay on the premises beyond 15.50 (15.30 for Early Years) are involved in after school provision (late supervision, afterschool club or prep) for which they are charged. They can stay until 17.30.

After school provision offers structured opportunities and a tea. Children using this facility need to pre-book a place, however, some parents will occasionally add their child to the list through the office if they are having difficulties with travel.

If more children stay for an unexpected reason a member of teaching staff will stay and supervise in addition.

June 2024