




South Lee Prep School  
Bury St Edmunds

## Supervision of Pupils Policy September 2024

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Signed: 	Steve Honeywood, Chair of Governors 3/9/24
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## **Supervision of Pupils Policy**

*This policy applies to all pupils at South Lee School, including those in the EYFS.*

### **PURPOSE**

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils during the school day. This policy covers EYFS – Yrs. 8 The Governors and Staff of South Lee School are very aware of the importance of maintaining a high level of personal security within the School and for safeguarding pupils when they are in the charge of School staff.

### **ORGANISATION**

#### **Responsibilities**

##### Legal Obligations

The Governing Body and the Headmistress have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. The teacher has a duty of care to the children, which is based on the principle of loco parentis.

In order for teachers to carry out their duties effectively there has to be the following points put in place:

- Formulating the overall aims and objectives of the school and policies for their implementation
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere .

*This policy applies to the Whole School including EYFS*

*September 2024*

- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds. Management responsibility for the security of pupils is shared between the Governing Body and the Head. South Lee School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for security of pupils is the Head or, in her absence, the Deputy Head.

## **Supervision**

Arrangements for the supervision of pupils are as follows:

### **Before School**

Any pupils partaking in paid activities before school such as tennis are under the care of their coach until the coach returns them to school.

### **Breakfast Club (7.30am – 8am)**

Direct supervision by two members of staff.

### **Morning Break Before School (8am – 8.25am)**

- Pupils who arrive early at school should go to the school playground. They are directly supervised by two members of staff.

### **Start of the School Day (8.25am)**

- Pupils go to their classrooms. Direct supervision by Form Tutors and assistants.

### **Responsibility during the School Day (8.25 am and 6pm)**

#### **Nursery**

For children aged under two: 1:3

For children aged 2-3: 1:5

For children aged 3 and over: 1:8 (unless a level 6 trained member of staff is present, or a qualified teacher or staff member with EYFS) in which case it can rise to 1:13 for that staff member).

#### **Reception class**

There is one teacher plus a trained EYFS practitioner within the reception class.

#### **Pre Prep**

*This policy applies to the Whole School including EYFS*

*September 2024*

The supervision of the children is the responsibility of everyone working in the Pre -Prep. During lesson times this will be the relevant year group teachers and assistants, but during lunch and breaks it is the teachers on duty and lunchtime supervisors. Children should be closely watched and if moving between buildings or rooms they should be lined up with staff at the beginning of each line. Headcounts should be completed at appropriate intervals to ensure that children stay together and do not go missing.

## **Prep**

The supervision of the children is the responsibility of everyone working in Prep school. During lesson times this will be the relevant subject teachers and assistants, but during lunch and breaks it is the teachers on duty and lunchtime supervisors.

## **Playtimes**

A minimum of two members of staff are on duty. Staff should position themselves at intervals around the perimeter of the play area in order to supervise the area closely. Staff should not bunch together to chat during playtime and should remain vigilant.

## **Lunch**

Nursery children have lunch in the nursery and will be supervised by Nursery staff. There are two members of staff on duty and they supervise healthy eating and model good table manners through the shared mealtime. Swans - Year 3 sit in the dining room on tables In Prep school, one member of staff is on duty to supervise the children.

## **Assemblies**

All teaching staff attend assemblies with their classes.

## **PE/Music Lessons**

Children attend music and PE lessons with specialist staff. The school will have written confirmation from parents that they are happy for them to attend these sessions.

## **Registration**

- Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by group tutors. Parents are asked to contact school, early in the morning, if their child is unable to attend school.

- Leaving the school site

Children will not be allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian. They then have to sign out at reception.

- Illness

When children are taken ill during the school day the school nurse or reception will contact the parents or guardian whether at home or at work.

- Emergency

No class of pupils should be left unsupervised for any reason. In the case of an emergency please send a child to the school office or to the Deputy Head. In an emergency situation such as a fire please refer to School's Fire procedure.

- Lesson Time

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

- People unknown to the school

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge and red lanyard. All staff should check strangers on the premises and report to the school office if there is a concern. Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

### **Supervision during break times and lunch times**

There must be adequate supervision throughout school break times.

A duty rota for break time supervision is sent round to all staff via email.

All staff need to be fully aware of the different duties and how they operate. Teachers and TAs should begin supervision promptly. Staff should leave the staff room promptly at the end of breaktime to supervise the children in the classroom. Staff should support each other in maintaining adequate levels of supervision during wet break times.

### **Wet Break-Times**

The teacher on duty along with Lunchtime Supervisors will patrol and supervise the pupils until the end of break whereupon they will make their way to lessons or afternoon registration. Children should be in their classroom and behave sensibly.

### **Supervision after School (3.40pm -6pm)**

#### **End of the School day**

Pre-Prep/EYFS:

- Parents/Guardians are required to collect their children from the Mayfield Road entrance. Staff are on duty at the driveway at the end of each day.
- Pupils remaining for clubs or after-school care are directly supervised by Class Teachers / TAs.

*This policy applies to the Whole School including EYFS*

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- After School Care continues until 6pm in the nursery building. This is directly supervised by the numbers of staff required to comply with ratios.

Prep School:

- Parents/Guardians are required to collect their children from Mayfield Road entrance. Staff are on duty at the driveway at the end of each day.
- Pupils remaining for clubs or prep, report to clubs or prep where they will be registered.

### **After school Clubs**

During school activities that happen after school, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity. Staff must be aware of and follow guidance.

This means that adults should:

- Always have another child present in out of school activities, unless otherwise agreed with SMT
- Have parental consent to the activity
- Ensure that their behaviour remains professional at all times
- Teachers should be satisfied that children have left the school site appropriately.
- Parents should be given notice of children who will be late home through participation in 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 the 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.

### **After Clubs**

- All children are supervised by a member of the teaching staff.
- Pick up is from Mayfield Road drive at 5.30pm Staff will supervise pick up.
- Parents may collect children from After school Care between 5.30-6pm. Parents will go directly to the nursery.

### **End of the school day**

No children will ever be released into the care of an adult who is not recognised by staff and authorised by a parent. Parents must inform staff in writing if there is to be a change to collection routines and photos or passwords must be provided for identification purposes. If in any doubt, staff must not release the child and should call the parent.

Please see the whole school Missing Pupil policy for further information. Please also refer to duty rotas and personal timetables for further information on ratios and staff supervision.

### **Away fixtures / trips:**

- All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to School and pupils will be kept under the supervision of the teacher. Parents wishing to collect their own and/or other children directly from the away venue must arrange this with the teacher in charge. Pupils are not allowed to be collected by other parents from an away venue without permission from the pupil's own parents.

### Registration procedures and controls

- **General:** Morning registration takes place at 8.30am in Form Tutor groups. Afternoon registration is taken at 1.15pm in Pre-Prep and at 1.50pm in Prep School. It takes place in Form Tutor groups.
- On a Wednesday afternoon, pupils in Years 5-8 will be registered by the member of staff who takes them for matches from the match list. Any absences will be telephoned through to the school office who will follow up. Pupils not in a match should register with the teacher who is not on sports fixtures. Pupils who are off games will be registered with the non-match children and then will be sent to the designated member of staff for supervision.
- The Same applies to Year 3 and 4 on a Friday afternoon.
- **Late pupils:** Pupils who are unable to attend registration for any reason are required to sign in at the school office as soon as they arrive at school.
- **Nursery:** When children arrive in nursery, they are greeted by a member of staff and the member of staff who will sign them in by highlighting them on the class list adding a time of arrival.
- **Trips / visits / away sports fixtures:** Staff that are responsible for the trip are required to make sure that the office knows and provide them with a list of children who will be off site. This is in accordance with the School's policy and procedures for Trips and Visits.
- **Ad hoc absence:** Individual pupils leaving the School site during the day for any reason must be signed out by their parent / guardian and signed back in again in the School Office upon their return.

### Procedures for collating information and for checking absentees:

#### Registration

- Parents / guardians are requested to contact the school office School by 9am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.
- Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the school office.
- Teaching staff are required to complete registration by the electronic registration process (Engage). If for any reason the electronic system is not working, teaching staff must register their children on paper. Registration information must be passed to the school office by 8.50 am and 2pm.
- Teaching staff (EYFS) will complete registration by 9.00 am.
- Any pupils not accounted for will be located following procedures laid out in this policy. Parents of pupils who are absent, but who have not called in to say that they are ill, will be telephoned.
- At the end of each day, pupils are handed over to parents or guardians by teachers on duty for that day. Children are registered for clubs and Prep.
- 5.20pm —5.30pm After prep or clubs the children are handed over to parents at Mayfield door by the teacher who has been running the club.

- If children are not collected by 5.30pm they will be transferred After School Care (Nursery) where they can complete prep until 6pm. Children are collected by parents/carers from the school office.

## **Supervision of Additional Activities**

### **Physical Education**

The same general principles of care apply during PE as to other school activities. It is very important that the teacher should consider factors, such as:

- Safety of apparatus being used
- Condition of the floor
- Suitability of pupil's clothing
- Whether the exercises and activities are within the capability of the children
- Whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches/ jewellery etc.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them
- Children should not be allowed in the hall/sports hall before the start of a PE lesson without direct supervision
- Children should not be handling PE equipment without direct supervision
- Children not taking part in games or PE remain the responsibility of the teacher taking the lesson.
- Swimming is off site and will be supervised by a member of the teaching staff plus a minimum of one TA with enhanced supervision from a trained lifeguard. Swimming may not take place without the presence of a lifeguard.

### **Art and Craft/Science and 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:

- Wearing masks and goggles
- Training in the use of tools
- Carrying glass objects
- Carrying hot substances

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not have direct access to craft knives and sharp tools.
- Teachers should make sure that children know how to use tools correctly.
- Teachers should ensure that there is an appropriate level of supervision when using glue guns.
- Children should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.



## **School Events**

Supervision of major school events (Christmas Fair, Carol Service, Speech Day etc.) are organised by the Deputy Head and other allocated staff. Risk assessments are completed by the Deputy Head. Other minor events such as plays; concerts are supervised by the teacher in charge and supported by other staff in attendance.

## **Safeguarding Issues**

### **Being Alone with a Child**

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk: -

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building
- Calling a child to an office for disciplinary or administrative reasons
- Visiting the toilets

All of these are circumstances that many of us operate in daily and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the DSL/DDSL/Head, as appropriate. Also please refer to our Safeguarding Policy if necessary.

This means adults should:

- Avoid meetings with pupils in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one to one situations.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to SLT.
- consider the needs and circumstances of the child/children involved.

## **Changing**

Young people are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:

- Avoid any physical contact when children are in a state of undress.
- Avoid any visually intrusive behaviour and where there are changing rooms announce their intention of entering the room.
- Avoid remaining in the changing room unless pupil needs require it.