

RYDES HILL PREPARATORY SCHOOL & NURSERY

P32 (ISI 14A) – PUPIL SUPERVISION POLICY



RYDES HILL

PREPARATORY SCHOOL & NURSERY

MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

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|----------------------|--------------------------------------|------------------------------|
| Written By : | Alison Packman – Compliance Officer | 1 st October 2019 |
| Reviewed By : | Cate Rowson – Deputy Head (Academic) | 2 nd October 2019 |
| Approved By : | Sarah Norville - Headmistress | 2 nd October 2019 |
| Governor Review By : | Not required | |

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Revision History

| Revision | Paragraph Number | Revision |
|----------------|--|---|
| July 2011 | | Original document |
| August 2012 | | Update |
| August 2013 | | Update |
| August 2014 | | Update |
| August 2015 | | Update |
| May 2016 | | Update |
| May 2017 | | Update |
| September 2018 | | Update |
| September 2019 | Paragraph 2 Paragraph 3 Paragraph 5-8 Paragraph 9 Paragraph 10 Paragraph 15 Paragraph 18 Paragraph 19 | Update latest home time from 5:30 pm to 6:00pm Update after school duty finish time to 6:00pm Previous paragraph 5 updated to reflect latest procedure for Nursery and wet mornings and split for clarity. Add 'always' in first sentence. Final sentence added. Final sentence added. Add "non-teaching staff". Delete "sporting" New Add "stay and play staff and lunchtime supervisors" |

Abbreviations, Acronyms and Definitions

| Abbreviation / Acronym | Definition |
|------------------------|------------------------------|
| EYFS | Early Years Foundation Stage |
| | |
| | |
| | |

Aim / Objective / Statement of Intent

1. All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. This policy provides a summary of the process by which this obligation is fulfilled. This policy also covers EYFS. Further details are available to staff in our Staff Handbook, Early Years Policy & Handbook, P14 Missing Child Policy and Procedure for when a child is not collected on time and P38 Health & Safety Policy.

Pupils' arrival and departure

2. Pupils may arrive at school from 7.30am (for a pre-booked Breakfast Club) and are expected to go home by 6.00pm at the latest when the "Stay & Play" facility finishes – unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties when required.
3. The main duty times are:
 - Breakfast Club (7.30am – 8.00am)
 - Early morning duty (8.00am – 8.20am)
 - Break duty (10.40am – 10.55am)
 - Lunch-time duty (12pm – 1.25pm)
 - After-school duty (3.15pm – 6:00pm)
4. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

Registration

5. Children arriving for Breakfast Club (7.30am – 8.00am) must go straight to the Dining Hall and sign in immediately or be signed in by their parents. Children attending 'Early Birds' (8.00am – 8.20am) go directly to the tennis courts. Nursery children are ticked off on the register as they arrive. All other children are supervised on the playground.
6. During wet weather, children attending 'Early Birds' (8:00am – 8:20am) should go directly to the Friends Hall where they will be supervised by staff.
7. We take a formal register of pupils when they get into class at the start of the morning

and afternoon sessions. Children attending “Prep Cub”, “Stay & Play” and other school staff run after school clubs, are signed in and out by the staff member in charge. Children attending after school clubs not run by the School but held on the school premises, (such as ballet classes) will be sent to these clubs by School staff and registered by the person running the club. Should any pupil fail to arrive at the club, the person running the club is responsible for ascertaining the whereabouts of the pupil.

8. 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.

Medical Support

9. There is always a qualified First Aider available on site to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of the First Aiders are available from the School Office. We always make sure that a qualified Paediatric First Aider is on duty whilst our EYFS children are in school, including during “Breakfast Club”, “Early Birds” and “Stay & Play”. This also applies during our All Year Round provision.
10. First aid boxes are in all potentially high risk areas, as well as in the School Office. (School Secretary/First Aider in the School Office, regularly checks and replenishes the first aid boxes). Parents decide whether the Epipen required by their child remains with their child at all times or is stored in the medical cupboard in the School office. All teaching staff have also received Paediatric Anaphylaxis Training.

Supervision whilst travelling to and from school

11. Parents are responsible for ensuring that their children travel safely to and from school.
12. The exception to this is where parents utilise the School Minibus Service to bring children into school. This service was introduced in Spring Term 2017. Parents are responsible for bringing their children to the designated pick-up points and waiting with them until they are safely on board the minibus. The School Minibus Service is operated by the driver and one other adult member of staff.
13. Each of the School Minibuses have been fitted with CCTV cameras which record both pictures and sound. This is in order to monitor the behaviour of pupils and for the safety of all on board. Further details can be found in P30 (ISI 7a) CCTV Policy and P53 (ISI 7a) Privacy Policy for Parents & Pupils.

Supervision during Educational Visits

14. The arrangements for the supervision of pupils during educational visits and trips out of school are described in our policy “P12 Educational Visits including Visits by EYFS Children”. Details of current recommended staff to pupil ratios can be found in Appendix A.

Unsupervised access by pupils

15. Pupils are not allowed to use the adventure playground, gymnastic or athletic equipment, without supervision. Pupils are expected to follow reasonable instructions given to them by teachers, non-teaching staff or qualified leaders in adventurous activities. Pupils attending extra-curricular activities are supervised by the staff leading these activities. Occasionally, parent volunteers may accompany staff on these trips in order to help support the staff with tasks such as distributing lunch, timing of races etc. Volunteers will not be left alone with children.

16. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, etc. All flammables are kept securely locked in appropriate storage facilities.

17. Pupils needing to enter the school during breaktime (for example to visit the toilets) are issued with a coloured girdle by playground duty staff.

18. Pupils attending events organised by the Friends of Rydes Hill School (FRHPS) are the responsibility of their parents.

Staff Induction

19. All new members of the teaching staff, Stay & Play staff and lunchtime supervisors, receive a thorough induction into the school’s expectations of the appropriate levels of pupil supervision. (See Appendix A) Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside lesson times.

List of Appendices

Appendix A – Recommended Staff to Pupil Ratios

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Education Visits and Off-Site Activities

The DofE, formerly the DCSF, recommended staff to pupil ratios for visits and off-site activities.

| Ratio | Pupil's Year Group |
|---------|--|
| 1:3 | All children under 3 years of age |
| 1:4 | All children in Upper Nursery & Reception Year |
| 1:6 | Years 1 – 3 inclusive (with a higher ratio for the under 5s) |
| 1:10 | Years 4 - 6 |
| 1:15/20 | Years 7 upwards (with a larger ratio permitted for over 16s) |
| 1:10 | All visits abroad |

Rydes Hill Preparatory School takes the above recommendation into consideration and also considers the following in its assessment of staff to pupil ratio :-

- Age of pupils and specific pupil cohort
- Duration of the visit or off-site activity
- Perceived risk of activity taking place (e.g. visiting a museum or abseiling)
- Individual needs of pupils (ADHD, Behavioural needs, medical needs (eg. travel sickness or anxiety at height)

EYFS Ratios

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STA_TUTORY_FRAMEWORK_2017.pdf