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# Bishop Challoner School



## **SUPERVISION POLICY**



## Bishop Challoner School Supervision Policy

*As a school providing EYFS education for pupils, the contents of this policy should also be considered in this context*

Bishop Challoner School seeks to ensure that pupils are adequately supervised and that staff are deployed to ensure the children's needs are met. Staff understand the importance of pupil supervision and observe the following guidance.

Children in the EYFS are supervised with the utmost care and attention. In accordance with the EYFS Statutory Framework children are usually within sight and sound of an adult, but always within sight or sound of an adult. In the Nursery, the deployment of staff is the direct responsibility of the Head of EYFS; in the Junior School, the Head of Key Stage 1 and Head of Key Stage 2 ensures that staffing is appropriately covered.

### **NURSERY**

Strict child: adult ratios are adhered to at all times. For children who are rising three, they are cared for on a ratio of 1 adult : 4 children. Children who have had their third birthday are cared for on a ratio of 1 adult: 8 children. Professionals in the nursery who have Early Years Professional Status or QTS care for children on a 1 adult: 13 children ratio – provided the children are over 3 years of age. All staff possess an enhanced DBS check. Where the dynamic or needs of the individual children in a group warrants higher staff ratios than accepted, more staff will be deployed to accommodate this. Children who are assessed / diagnosed as having additional need which may affect their ability to understand, follow instruction or assess risk may well be allocated an adult for 1:1 support should this be deemed necessary or practical.

Assistants (i.e. long term pupils and long standing assistants) are not left alone for prolonged periods with children and all other staff in a position of responsibility possess at least an NVQ Level 3 or equivalent. Staff ratio is 1:8 for rising 3 and thereafter 1:13.

These ratios are upheld in all areas of the Nursery – including Forest School, lunch times, breakfast club and crèche (when a nursery age child attends the wrap around care).

No children under the age of three are allowed to access Breakfast club or crèche.

Children are encouraged to be as independent as possible. When it is deemed appropriate for them to access the bathroom independently, they are encouraged to do so, but they are always within hearing distance. Children are checked upon regularly by the key person/other adult.

Children who are sleeping are never left unattended and their condition is monitored at regular intervals by the members of staff on duty.

Where possible staff are advised not to be left alone with a child and when changing soiled children are advised to seek the assistance of a chaperone.

On outings, where a parent is not present, children over the age of three are cared for on a 1 adult: 3 children ratio and a full risk assessment is completed in advance.

Nursery children are welcomed in to the setting at 8.45am – it is the parent's responsibility to ensure they are brought to the door and handed over safely. At the end of the sessions, either 12pm or 3.15pm, parents collect from the main door. A child will not be handed over to any unauthorised persons. Any uncertainties will be checked by calling a parent and any changes to collections plans must be pre-reported to staff by a parent. Any children attending crèche will be escorted to crèche and registered with them. Any child not collected by 3.25pm will be taken to crèche and their parents notified. If there is no response from the parents or carers contact numbers or the emergency numbers until 6pm, the Head of EYFS or, in their absence, the Head of Key Stage 1 or Key Stage 2 will contact the Bromley Social Care Duty Officer to make emergency arrangements for the child. We will make a full written report of the incident. We undertake to look after the child safely throughout the time that they remain under our care.

Paper registers are completed in the classrooms as the children enter and online registers are completed and sent off as soon as possible. Nursery children may have a more staggered entrance than the main school. Registers are also completed in the packed lunch and school lunch rooms and then a full setting register is taken prior to staff handover at 1pm. Children exiting the nursery are marked off the register if they leave at any other time i.e. early pick up or sickness. Regular head counts are completed when leaving a classroom and on entering another room i.e. for snack or chapel and children are counted out and in again, if accessing the wider school site. Forest school has its own comprehensive handbook and risk assessment protocols.

### **RECEPTION CLASS**

In the later part of the EYFS the children are cared for by the Reception class teacher and a dedicated teaching assistant. The staffing ratio is 1: 24 as a minimum. Pupils in the Reception class are accompanied to other areas of the school e.g. assemblies, lunch etc. by a staff member. Reception pupils needing to use the toilet during class time are permitted to do so, using the toilets adjacent to the classroom.

On any school trips, a ratio of 1:5 or better is maintained for reception class children. Pupils in Reception class line up at 8.30am and are brought into school by a member of staff. Registration is carried out in the morning and afternoon, using our MIS system. At the end of the school day, pupils are handed over into the care of a parent or other adult authorised to collect. Any Reception class children attending an after school club are taken there by a staff member and handed into the care of the adult running that club.

In the EYFS this means that children must usually be within sight *and* hearing of staff and always within sight *or* hearing.

## **PREPARATORY SCHOOL**

The children in Year 1 classes are always accompanied to other areas of the school, such as the playground and Dining Hall. Pupils may, at times, be permitted by a member of staff to walk to another area of the school, such as another classroom, but must always be accompanied by another child from the class. Pupils may be permitted to walk to the toilets on their own if they are in an area of the school where they can do so without leaving the proximity of classrooms, and only with the permission of the teacher. Children in Year 2 are permitted to walk in pairs to other areas of the school. From Year 3 upwards, children may walk on their own to other areas such as the office or toilets. Children from Year 4 are permitted to go to the senior school in pairs. Children in Year 5 and 6 are allowed to move freely about the school within the allocated areas.

### **Pre-school supervision**

Preparatory and Pre-Preparatory pupils may attend Breakfast club from 7.15am located in the nursery. From 8.20am the playground is supervised. Senior school pupils must remain in the playground until 8.30am.

In the event of bad weather, Preparatory school pupils must wait in the undercover area outside the Reception and KS1 classrooms with the usual duty staff and senior pupils go to their form rooms.

6<sup>th</sup> form pupils may go directly to their common room on arrival at school.

### **At the start of the school day**

- Pupils enter the school from 8.20am via the gate to the playground and line up in the playground with their class, the bell rings at 8.30am and their teacher leads them to the classroom;
- Registration takes place at 8.35am. The school gates are shut at 8:35am;
- Pupils arriving after 8.35am must sign in at the school office.

### **Attendance and registration**

All staff and pupils are expected to follow school procedures for attendance and registration.

Morning registration is completed by form tutors and absences are noted. Administrative staff are responsible for contacting parents to ascertain the reason for absence where possible.

Parents are expected to inform the school of absence by telephone, email or by letter.

Absences for appointments, e.g. medical, may be requested in advance by parents. Absences of longer than a day must be requested in writing to the Headteacher. These are all recorded on the registers.

### **During lessons**

In the Preparatory School, staff complete a register in the morning and afternoon. In the Senior School a register is taken at the start of every lesson. Any unexplained absence is to be followed up immediately.

### **Daily late arrival and early departure of pupils**

Late pupils must sign in at reception and are entered into the register by the school office.

All pupils leaving early must report to reception before departure and have written permission from a parent or carer.

### **Absentee lists for educational visits**

If permission has been granted for a group of pupils to be absent from lessons (for example, on an educational visit) staff are informed via email. All staff are advised to consult the list at the beginning of each day and take note of pupils who will not be in their classes.

6<sup>th</sup> formers may occasionally need to attend interviews etc. and must request permission to be absent from their form tutor and inform subject staff.

### **Absence from class for other events arranged by staff**

A member of staff who wishes pupils to be absent from lessons for any reason (e.g. a sports fixture or a rehearsal) must seek permission by checking the calendar and dates diary and informing the Deputy Head (Senior School) or the Head of Key Stage 1 or Head of Key Stage 2 (EYFS and Preparatory).

Parents will be told where their child will be at all times when not on the school premises.

### **Medical Room**

In the Senior School, pupils who visit the medical room during lessons must make sure that they get the relevant page in their planner signed by the member of staff whose lesson they should be attending and then go immediately to the school office before going to the medical room. In the Preparatory School, pupils who are not well enough to remain in class are supervised at the office and if necessary parents are called to collect the child.

### **Staff absence and arranging cover**

If staff are absent from school, they are responsible for arranging appropriate cover material for their lessons. All classes are supervised by Cover Supervisor and covering staff if needed apart from the Sixth Form (except in the case of long term absence).

Cover is arranged by the Associate Assistant Head.

If staff have a known absence, they are required to complete the absence proforma and pass to the Headteacher for approval. If permission is granted, the proforma will be passed on to the Associate Assistant Head.

If a member of staff is going to be absent without warning such as in illness, then the following procedure should take place.

- Contact the Absence line on **07752 632597** before 7.15am and leave a voicemail. It is preferable that staff speak with the Associate Assistant Head in person;
- Staff are required to email in the cover work and be mindful of the sort of cover work that is left. Cover staff do not have time to make photocopies of materials for covered lessons. This is not the case if this is a known absence, as cover should be left and copies made if needed for pupils;
- Please note that the cover work that is set does not impact on the teacher supervising. For example, practical work would not be appropriate in most cases;
- If staff have a Head of Department, the work should be emailed directly to them and it is for them to arrange and disseminate to those who are covering or leave in the necessary classrooms. If subjects are standalone or indeed the Head of Department is absent, please email the Deputy Head in the Senior School;

- In absence messages/emails staff need to state if they have any duties that would need covering as in break/lunch and tutor periods also. In the case of known absences staff need to ensure that they have duties covered.

## **Duties**

All staff are expected to do duties.

During duties, the expectation is that staff will be given a specific area to patrol and ensure that they are visible. Staff are expected to arrive **promptly** to their duty point. Staff are expected to engage with the pupils on duty and maintain high vigilance.

Whilst on duty at school, all staff have over-riding responsibility for the supervision, safety and welfare of all pupils and for the operational effectiveness of the school. Staff should remain vigilant, patrol pro-actively and engage with the pupils. Senior School staff are assisted on duties by prefects.

Pre-Preparatory and Preparatory School break and lunch supervisory duties will be allocated by the Heads of Key Stage 1 & and Key Stage 2 who will publish a duty list as appropriate. In the Senior School this responsibility is delegated to the Deputy Head.

## **Break time**

### ***Preparatory School***

- Younger pupils are escorted to the infant playground by a member of staff. Pupils in Years 3 and above walk to the playground by themselves.
- Children are not sent out to the playground until a staff member is on duty. It is the responsibility of the teacher releasing the pupils for break to check that a staff member is on duty
- External gates are closed and exit/ entry doors are closed behind the last member of staff as they come off the playground.

### ***Seniors***

Duty staff supervise pupils around school and monitor behaviour.

## **Lunch time**

### ***Pre-Preparatory and Preparatory***

- All children will say prayers in their classroom prior to going to lunch.
- Years 3 to 6 are dismissed from their classroom. They line up and are taken into the dining hall at 11.50am.
- All pupils in Reception and Key Stage 1 are escorted to the infant playground where they play prior to being taken into the dining hall. They are supervised by the staff on duty. At 12.15pm Reception and Key Stage 1 children are brought into the dining hall by the member of staff on duty or lunchtime supervisors.
- Pupils are supervised at all times and the play area is patrolled regularly by duty staff. Any child injured while playing is sent accompanied into the school office. Injuries are entered in the accident book.
- For Years 3 – 6 a member of staff will be on duty inside the Year 1 classroom for those seeking a quieter space. A register will be taken.

- Pupils wishing to go to Listening Ear may enter the building once they have informed a member of staff on duty.
- Year 6 prefects may be carrying out duties in the Prep building where members of staff are present.

Members of staff on duty should organise seating of sittings in the Dining Hall.

At the end of lunch break pupils (Years 3-5) make their own way to their classrooms from the playground in lines. Years R-2 and 6 are collected by class teachers and escorted into the classroom

All Preparatory School teaching staff must be in class by 12.45pm

### ***Senior School***

Pupils make their way to the dining room or the playground. Throughout lunch prefects monitor the dining room. SLT monitor the lunch queue.

### **Home time (Preparatory and Pre-Preparatory)**

- Parents must notify the class teacher if their child is being collected by a non- family member.
- Gates open at 3.00pm to allow access for parents. The Side gate next to the Senior Library opens at 3.15pm
- In Reception to Year 4 the classes are led out of the school by the teacher, who must have sight of parent before they allow a child to leave.
- In Year 5 – Year 6, the pupils are dismissed from their classroom and are allowed to walk independently to meet their parents at the front of the building.
- Pupils in Rec to Year 2 who are attending an after school club will be taken to that club by a teacher or teaching assistant. In Year 3 – Year 6 the pupils may take themselves to their club once dismissed by the class teacher.

### **Procedures when a child is not collected on time (Preparatory and Pre-Preparatory School)**

The child will be taken to after school club (Rec – Year 4) or to Junior Homework club (Years 5 – 6) while contact made is with the parents by the office staff.

If there is no response from the parents' or carers' contact numbers or the emergency numbers by 6.00pm, a member of the safeguarding team or SLT will contact the Bromley Social Care Duty Officer to make emergency arrangements for the child. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that they remain under our care.

### **Post school supervision (Senior school)**

In general, pupils from year 7 to year 13 make their own way home after school unless they are attending an after school club.

Staff are responsible for supervision of any detentions they issue personally and for any subject clubs they organise.

### **Homework Club supervision (Year 5 upwards)**

A member of staff will supervise in the Junior ICT Suite until 5.00pm. If a Senior School student is still not collected at 5pm, the member of staff who is responsible for that homework Club session needs to contact parents and remain with the child until they are collected. If a Preparatory school child is not collected, the member of staff on duty walks them to after school club.

### **Supervision ratios**

A professional judgement on supervision ratios will be made in view of the age, needs and abilities of the pupils and the activities in which they are engaged. Safety is always the first priority. In general, ratios will be increased for activities undertaken off-site and a detailed risk assessment will be carried out. For further details please refer to the school's educational visits policy.

### **Wrap-around care Supervision**

Breakfast club (from 7.15am) and the after school club (until 6pm) are available for pupils from age three up to Year 6. For children of Nursery age/EYFS, the staffing ratio is 1:8 as a minimum. For those of school age (Reception upwards) the staffing ratio 1 : 20 as a minimum. At least one member of staff holds a full and relevant Level 3 qualification as defined by the CWDC. All other staff either hold a full and relevant level 2 qualification or have sufficient experience for the school to be satisfied that the safety and welfare of the children is appropriate. For all areas and certain activities a risk assessment is carried out to evaluate the level of supervision required.

Reviewed By: K Brooker, R Hoyles, H Bateman

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