



ROYAL HIGH SCHOOL
BATH

GDST

PREP [EYFS-Y6] SUPERVISION OF PUPILS (BEFORE/AFTER SCHOOL CARE AND BEGINNING/END OF DAY [CLAIRE LILLEY] 2021-22

Applicable to: All teaching and teaching support staff

Aims:

- a) to ensure that procedures for supervising pupils as they come on and go off site and throughout the school day are clearly understood by all members of staff
- b) to safeguard all pupils from the moment they arrive on site to the moment they leave.
- c) to safeguard all pupils at the point of collection

General Principle:

- All pupils will always receive appropriate levels of care and supervision whilst on site.
- Generally this is managed via a duty rota which ensure that the appropriate staff are able to supervise all relevant activities on site at key points during the day (drop-off, playtime, lunchtime and evening collection, including After School Care).
- The ratio of pupils to members of staff is in line with best practice
- It is the responsibility of all members of staff to help ensure that the supervision of pupils is carried out in accordance with this policy and in the spirit of safeguarding of all pupils.
- EYFS pupils are usually in sight and hearing of a member of staff. They will always be within one of these.

Implementation:

All staff, full time and part time are expected to help with daily duties. It is very important that these are done consistently, in order to establish good standards of behaviour in school and in order to safeguard all pupils.

Appropriate ratios in school:

- In Nursery classes of children of three and above, if there is a person with Qualified Teacher Status (or other suitable person) present, the ratio is 1:13, and at least one other member of staff is required to hold a full and relevant level 3 qualification. When this person is not available, 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.
- In the Reception classes staff ratio is 1:10 with a maximum of 20 per class, where one of the staff is a qualified teacher and is working directly with the children during curriculum time. At playtimes, when the qualified teacher is not working directly with children the ratio is 1:8, where at least one member of staff must hold a level 3 qualification and at least half of all other staff must hold a level 2 qualification.
- For pupils under 8 in breakfast club and after-school care club supervision ratios are 1:8 to ensure the safety and welfare of children. For pupils over 8, ratios are more flexible and linked

to an up to date risk assessment. Ratios are appropriate to circumstance and increased when movement around the site is required.

- Holiday club adheres to a 1:8 ratio with at least one member of staff holding a full and relevant level 3 qualification and half of all other staff holding a full and relevant level 2 qualification.

Appropriate ratios for transportation in PE and Games lessons within Bath and between school sites

- Ratios for moving girls between sites or to fixtures are based on N-Y3 having at least two adults on each bus. Where possible girls from Y4-6 are accompanied by two adults. but at the Head's discretion may travel with one adult in the bus as long as they are in convoy with a fully supervised bus. The following ratios must also be implemented - Nursery 1:4, Rec 1:6, Y1 - Y3 1:8, and Y4-Y6 1:10.
- Teachers must risk assess the potential for a convoy to be split and staff accordingly.
- Very occasionally, in extenuating circumstances, older girls maybe transported with just a driver. The Prep Head must be made aware that this is happening and approve the level of risk.

Trip ratios (as in Education Trips and Visits Policy)

- Wherever practical, adult: student ratios of 1:10 (Years 4-6) and 1:6 (Years 1-3) must be observed. A higher ratio may be appropriate for students under 5. Consideration of the appropriate ratio forms part of the Risk Assessment. The majority of adults should be staff.

Morning duties:

(Applicable to supervision of all pupils from Reception to Year 6. Nursery pupils are taken by parents straight to Nursery as are girls in Reception for the first half of the Autumn term.)

1. Girls attending breakfast club are welcomed onto site from 7.30am. A teaching assistant and member of the catering team provide supervision. If numbers exceed 18, or a larger proportion of EYFS aged girls attend, support from PLT is provided.
 2. Girls may come on site from 8.00am in the morning. At this point, the Lower drive gate will be open and the Upper drive will be manned. As girls and parents come on site, they head to the courtyard (unless wet or inclement weather forces the use of the main school hall)
 3. At this point, supervision includes:
 - a. Courtyard Duty,
 - b. Upper drive duty, seeing pedestrians and cars safely on and off site
 - c. Car door duty, in front of Cranwell House helping girls out of parents cars and up to the crossing
- Please note: Nursery parents walk their daughters to Nursery.*
4. At the Senior School site two members of supervision staff will be on Bus Duty from 7.50am, supervising girls that catch the minibuses. Supervisors on bus duty should record the pupils getting onto the buses and ensure they are delivered to the Courtyard on arrival at the Prep School. Minibus staff have mobile phones so should contact the Prep School if any concerns.
 5. At 8.15, supervision is supplemented by;
 - a. Additional member of staff to supervise pupils on the Courtyard (or Hall)
 6. At 8.35, playground supervisors ring playground bell and girls are organised into class lines. Staff in EY and KSI collect their classes and escort them to cloakrooms. KS2 classes are dismissed by playground supervisors directly to classes for registration.
 7. Pupils will be allowed access to toilets with permission during morning supervision but coats and bags should remain on the playground, with the girls.

8. At 8.40, all gates are closed. Parents can access the site via the Pedestrian gate on the Upper Driveway. Vehicles will need to ring for access. After 8.40, access to the school is via the main entrance at Reception.

End of the Day

(Applicable to supervision of all pupils from Reception to Year 6).

1. All gates are supervised to ensure no girls leave the site unsupervised.
2. All pupils are taken by a class teachers/assistant either to the courtyard or the front of Cranwell House at the end of the school day.
3. Girls are dismissed from the courtyard or the front of Cranwell House by the teacher into the care of the parent or carer of each child unless consent for the pupil to go with another responsible adult has been received from the parent or main carer. Staff in doubt would always call a parent before releasing them to an unknown adult. PLT guidance can also be sought.
4. Teachers remain with pupils who have not been collected until 3.45 when a member of staff takes over supervision for all remaining pupils. At 4.00pm any remaining pupils are taken to After School Care as appropriate for age.
5. Arrangements for attending after school clubs vary according to need but in general, pupils will be called from the courtyard by the member of staff taking the club.
6. In addition, two members of supervision staff will be on Bus Duty from the end of the day, supervising girls that catch the minibuses. Supervisors on bus duty should ensure the right pupils get on buses and check with class teachers. Girls are picked up by parents at the Senior School Site by 4pm. Any girls not collected are escorted to the Senior School Office where their parents will be contacted. Minibus staff have mobile phones so should contact the Prep School if any concerns.
7. Boarders will catch the minibus and return to the Boarding House.
8. Girls from N-Y2 attend after school care in Nursery. Year 3 – 6 attends in Cranwell House or Hope Building. After School Care is from 4:05 – 6:00. The girls attending are provided with sandwiches, fruit and a drink of milk or water.
9. Any girls not collected by 4pm will be taken to ASC and the parents collect from there.
10. In After School Care, on entry a register is taken, and girls are ticked off that register (including time) when they are collected.
11. If for any reason After School Care ratios are greater than expected the Prep Leadership Team are contacted and necessary adjustments are made.
12. After School Care closes at 6.00pm. Any pupils not collected by then will be supervised by the member of staff and the Prep Leadership Team who is on Late Duty that evening will be contacted.
13. Pupils participating in clubs after school will be dismissed by the member of staff concerned directly into the care of a parents or main carer except where permission has been received from the parent or care for the pupil to leave the school with another responsible adult.

Nursery pupils are collected by parents or carers straight from Nursery in accordance to point 3 above.

Playground Supervision (morning break and lunchtime)

1. All outdoor play times are supervised by members of teaching or teaching support staff.
2. The number of staff on duty at any one time depends on the number and age of the pupils involved and is determined by the ratios set out above.
3. At least one First-Aider will be on supervision duty, except at the end of the day.
4. Pupils should not be left unsupervised during breaks.
5. Members of staff on duty are responsible for maintain sensible levels of behaviour and ensuring safe play.

6. In times of poor weather, indoor play will be initiated by the member of staff on duty. Under these circumstances the wet-weather duty rota is observed and pupils are supervised in their own classrooms.

Dining Room Supervision

1. Staff are asked to help cover the lunchroom duty
2. Teaching assistants help supervise the lunches. They are on duty from 12.00 to 1.30pm and help with the organisation, the queuing, the consumption of food and manners.
3. Nursery staff should sit and eat with the girls, to help with the supervision in line with class ratios. Staff with Infant classes settle the girls at the tables, before going for their lunch. The appropriate number of staff will remain on duty to supervise the meal, help with fetching and cutting up of food and with the general table manners etc.
4. If you are asked to supervise please arrive promptly in the dining-room and check general behaviour, both in the queuing up and the table manners; please check that the girls clear the tables properly and leave the tables clean and tidy. Early lunch is available for girls with lunchtime commitments.
5. At lunchtime if it is fine the girls go out to the courtyard under the supervision of the teachers/teaching assistants; they are sent in for lunch on a rota (displayed in the dining room). After lunch staff should encourage girls to go to the toilet before going up to the playground. If wet, the girls stay in their own classrooms under the supervision of the duty staff.
6. The Nursery have their playtimes independently and its staff are responsible for the supervision as per the staff: pupil ratio above (EYFS guidelines).

Anomalies or specific supervision requirements

1. When a member of staff is supervising in a remote location, a mobile phone may be advisable.
2. When the school is aware of specific provision needs these will be communicated clearly to all staff and a record will be held on the notice board in the staff room.
3. Where specific provision requirements relate to general increased levels of care required, for instance during periods of prolonged or complex illness, the advice of the school nurse will be sought and supervision requirements will be communicated to all staff.
4. Where specific provision relates to matters of legal status, an individual supervision plan will be produced, probably in consultation with Trust legal and shared with staff to ensure all members of staff are fully aware of any individual supervision needs. These will usually be raised and discussed during staff meetings and briefing sessions.

Reviewed: July 2021	Next Review: July 2022
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