



## **Supervision Policy**

This policy applies to all sections of the school, including the EYFS setting. Our intention is to fulfil our school's aims and objectives.

### **Introduction and Aims**

RGS Prep is committed to ensuring pupils are safe in school and on school activities or offsite visits. To this end the school ensures the following:

- That decisions about supervision of pupils take into account the age, maturity and number of pupils, the type of activities in which they are engaged and their location, and any special needs of pupils.
- That staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises
- That supervision of pupils in remote locations is safe
- That activities are overseen by a member of staff
- That mandatory staffing ratios for EYFS provision are enforced

Above all other considerations the safety of pupils must be an over-riding concern. All staff have a duty of care for the pupils within the School at all times.

It is our intension to fulfil our school's aims and objectives. RGS Prep seeks to implement this policy through adherence to the procedures set out in the rest of this document. RGS Prep is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Our aim is to actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and to develop tolerance and understanding towards each other.

Our approach to supervising pupils is thoroughly embedded in all that we do. Consequently, the specific supervision and staff ratio requirements for all activities, both inside and outside the classroom are catered for in individual policies and guidance.

# Procedures

## Staffing ratios in lessons:

Whilst in lessons, classes will have a teacher: student ratio of 1:20 or less. In the EYFS setting a mandatory ratio of at least 1 teacher with Level 6 qualification to 30 pupils is the absolute minimum and in fact the ratios are smaller in our Shell classes and the Nursery, where classes of up to 18 pupils are supervised by the class teacher and the teaching assistants.

## Staffing ratios before school:

The school is open for breakfast club pupils from 7:30 – 8:15am and pupils are supervised appropriately by staff on early morning duty who are first aid trained. Before school from 8:00 - 8:30am all Nursery, Shell and KS1 pupils are supervised at Pre-Prep by staff with a valid paediatric first aid qualification. Prep department pupils are supervised in the playground from 8:00 - 8.25am, after which they are supervised in their form rooms by their form teacher. All Prep department staff are first aid trained

## Staffing ratios for activities:

For trips and visits staff should consult with the Head and Deputy Head, as well as the Health and Safety officer at the RGS, when determining staffing ratios for activities following the procedure set out in the Trips Policy. Risk Assessments are carried out in line with this policy and take into consideration the age and abilities of the pupils. Any on-site activity must also be supervised and staff must carry out a risk assessment for any activity significantly different from normal classroom activities. Any new activities must be discussed with a member of SLT before planning goes ahead. For Pre-Prep department trips and visits a 1:8 pupil teacher ratio is required unless agreed with the Deputy Head that the nature of the activity requires a different ratio. In EYFS a 1:6 staff pupil ratio is adhered to, or may be higher should the risk assessment specify.

## Staffing ratios for breaks and meal times:

Staff must follow the duties guidelines set out in the staff handbook under 'Duties-Staff' and must follow the duties prescribed in the timetable prepared by the Deputy Head. 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. To ensure the most secure play environment for all pupils, adequate teacher supervision at break times is vital. Whilst it is clear that such duties are among the most onerous that fall to teachers, their execution is

plainly crucial as serious consequences can follow for pupils and staff should there be an untoward occurrence.

No staff member should leave their duty without handing over to the next person. If the next person does not arrive the member of staff should send a boy for the Deputy Head and should remain on duty until the DH arrives.

In the Pre-Prep Department, there are three adults on duty in the playground with 9 others on call.

In the Prep Department there are four adults on duty – three outside and one inside

**Teachers are responsible for ensuring pupils are supervised and secure at all times and that safe, civilised behaviour is consistently observed by all pupils.**

#### Staffing ratios for out of school care:

For before school and after school care a 1:30 staff pupil ratio is provided for ages 5 to 7 years. For EYFS pupils we provide a 1:8 staff pupil ratio. For Prep department pupils the ratio can vary according to the nature of the activity.

After School Care (based in the Nursery at Pre-Prep and the library at the Prep Department), is staffed by at least one member of staff with a first aid certificate. At least one member of staff has a full and relevant Level 3 Qualification, and the other member of staff has at least a full and relevant Level 2 Qualification.

#### Safety and Security:

Safety and security for pupils and staff are essential. An electronic code system is used for all main school doors and notices ensuring these are kept closed are in place and must be adhered to. All visitors sign in with the Prep Department or Pre-Prep receptionist and are given labels and accompanied around the school. All pupils are registered at school daily and all playground gates and doors are checked and must be shut. CCTV cameras are in place around the school site. In the Pre-Prep all pupils are in the care of a teacher until collected by their responsible adult outside Braganza House front concourse or from the 'Late' classroom or from the After Care room. Prep department pupils are collected by the Chinese Gates, the main school door or after school club venue.

#### Supervision in EYFS:

The Nursery has a maximum of 16 pupils, who are supervised by a Nursery Leader, one full time teaching assistant. Each Shell Class has a maximum of 18 children who are supervised by a qualified teacher and qualified assistant in all timetabled lessons and activities. EYFS break times and lunch times are supervised by appropriately qualified adults.

### Supervision on 'Walk-back':

Walking to and from the Pre-Prep and Prep departments requires at least two adults per Year Group. Fewer adults may accompany the Prep department pupils if the Head is aware that the adults and the year group involved require less supervision. A register or head count is taken on leaving the department building and a register or head count taken again on arrival at the next building. All Pre-Prep staff wear high visibility vests and the pupils are familiar with procedures for safely crossing the road.

### Cathedral Choristers

Our Cathedral Choristers are under the sole care of the Cathedral staff from their arrival at School on Monday, Tuesday, Thursday and Friday from 7.50am until 8:40am. The RGS Prep Choristers then transfer to the School's responsibility. Any pupils who are RGS pupils remain the responsibility of the Cathedral Staff throughout. In the afternoon on Tuesdays and Thursdays the Choristers remain under the care of the School until the Cathedral member of staff collects them from tea. At this point, all responsibility transfers to the Cathedral.

### Supervision of Staff:

Effective supervision of staff who have contact with pupils and families, is provided through on going professional development training, departmental meetings, staff appraisal procedures, appropriate mentoring. Staff are also supported in improving their qualification levels wherever possible. The school aims to foster a culture of mutual support, teamwork and continuous improvement. Opportunities are given in regular staff meetings for staff to:

- discuss any issues – particularly concerning pupils' development or well-being.
- identify solutions to address issues as they arise.
- receive support and training to improve their personal effectiveness.

The Head of RGS Prep and the Deputy Head make themselves available to staff for the confidential discussion of sensitive issues.

### General Supervision:

- Pupils must be supervised as they enter and leave each classroom or resource room.

- Pupils must be supervised while changing for PE or swimming. While pupils' privacy is respected during this supervision it is essential that an adult is present at all times.
- As for school trips and all outdoor activities, pupils must be in sight of their responsible adult at all times.
- Teachers encourage toilet visits and hand washing at the beginning and end of each break but there is **no** restriction on toilet visits during breaks or lessons and the taking of drinking water at the beginning and end of lessons and during break is encouraged.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- EYFS Policy
- Safeguarding Policy
- Trips Policy
- Guidance in the Standards for Staff section of the Staff Handbook
- Fire Manual and Procedures
- Pupil use of ICT Policy
- First Aid Policy
- Behaviour and Discipline Policy
- Missing Pupil Policy
- Arrival and Departure Policy
- Health & Safety Policy
- After-School Care procedures
- Visitors Policy
- Lockdown Policy
- Code of Conduct Policy
- Anti-Bullying Policy
- Values Policy

This document was reviewed in July 2023 by the Deputy Head.

The next scheduled date for review is August 2024 or as events or legislation change requires