



SUPERVISION OF PUPILS POLICY

SUPERVISING DUTIES: GUIDELINES FOR STAFF

This policy also applies to EYFS pupils and children in our Nursery Provision

Supervision & Safety

The aim of the policy is to ensure that all members of staff have a complete understanding of their role in supervision. The policy can also be of use to inform other interested parties such as parents and governors as required. The policy takes account of National Curriculum requirements, reports and advisory documents and discussions with staff and Governors as appropriate.

It is very important, in the interest of safety and for the positive ethos of the school, that an effective policy for the supervision of pupils is in place. Many of the following points may also be found in the main Health and Safety Policy document.

Senior pupils in Years 7 to 11 are dismissed between 3.50 to 4.00 p.m. by their form tutor following de-registration and I would like to remind you that supervision of the pupils is the responsibility of the school until they depart from our site. Unless you have arranged for your child to walk home or meet you outside the school site, any pupil who is not collected will be directed to aftercare.

Before School

Provision for the care and supervision of pupils whose parents have to deliver their children to school before the start of the school day is made in our 'Breakfast Club' and before school care up to Year 5. For all other pupils, adult supervision is in place within form rooms. If staff have not arrived by 8.15am pupils are to wait in the playground directly outside the relevant building. The sixth form centre will be open and supervised from 8.15am.

Road Crossings

Please note that the Zebra-crossings on Manton lane and Clapham Road are not manned by the school staff. It is the responsibility of parents to escort their child across and, where a parent considers their child able to walk to and from school by themselves, to ensure they explain how to use the crossings safely, emphasising the need to **wait for a car to stop before stepping onto the crossing.**

Break Periods

A rota for adult supervision of pupils is in place – a minimum of one adult for each playground. Through use of teaching and support staff, it is our aim to ensure that the number of adult supervisors will be manageable.



In the event of inclement weather, pupils will remain in their allocated classrooms, where adult staff will ensure regular supervision throughout. During break-times, staff may be supported in their supervision duties by prefects selected from the senior pupils.



Lunch Times

Pupils are under the direction of staff members on duty. Pupils in Reception and Key Stage 1 are escorted to the dining room by a member staff.

Throughout the lunch break, the member of staff on duty will ensure adequate supervision, in the dining room and either on the playgrounds or in classrooms, as the weather dictates.

During the lunch period, the Principal/Deputy Head also has a supervisory role which, in his absence, will be undertaken by the Deputy Head Teacher/Assistant Head Teacher or another member of the Senior Leadership Team.

After School

Members of staff as well as external organisations provide several after-school clubs. Direct adult supervision is provided for all these activities.

The schools also provide after-school care and homework clubs, in which adult supervision is available to care for and supervise the children attending.

Registers are kept for all after-school care and clubs. For clubs, parents must notify the school in writing at least 24 hours in advance to ensure their name is entered on the appropriate register.

Leaving School

Pupils in Early Years and Key Stage 1 must be collected by a nominated adult. Key Stage 2 pupils are encouraged to leave school promptly, either with a parent, an agreed person or, if it is the wish of their parent(s), to make their own way home.

No child should leave the premises during the school day, unless a communication is received by the school to that effect from a parent. In such circumstances, no EYFS, Key Stage 1 or Key Stage 2 children may leave unless collected by a parent, or person pre-nominated by a parent.

Bedford Greenacre Independent School accepts no responsibility for children, whilst in their parents' care, on our premises once they have been collected from staff.

Absence

Parents must notify school of all absences. This may be by letter, telephone or e-mail.

Teachers should notify the school admissions secretary of any prolonged or suspected absence, or other attendance concerns, in order that it may be brought to the attention of the Principal and Designated Safeguarding Lead.

Specific areas and Duties

- Specific area of supervision will be designated by the Deputy Head Teacher.
- SEN areas are out of bounds unless there is a member of staff available.
- There is also a rota timetable for the use of the school library by pupils.

Duty times:

- break 10:10 (juniors) 10:45 (middle/seniors)

Outdoor duty staff should ensure they circulate on the playgrounds. Duties are to take preference over all other tasks.

Any teacher on duty is acting on behalf of the school in ensuring that pupils can play in conditions of reasonable safety. Any problems arising between pupils should be dealt with as far as possible at the time. Supervising for the entire session is essential and takes precedence over all other commitments.

Rules for Balls on the Playground

- No ball games before school.
- Tennis balls or soft sponge ball only at break time and lunch.
- Any ball not used responsibly will be removed.

Wet Break

- In the event of wet break, every pupil should be in their own form room or a designated room.
- Members of staff on duty must be patrolling and on the move. Special attention must be paid to cloakroom areas. Pupils should not be congregating in these areas.
- Eating snacks indoors or on the way to the playground is usually not allowed, but in the event of a wet break, pupils are able to eat their snack in their classroom. They must be respectful and dispose of rubbish in a sensible manner.

Deployment for after school

Pupils in EYFS, Key Stage 1 and Year 3 who are not collected are escorted to the After School Care room situated in the Junior block. Children may remain in After-School Care, until 6.00 pm.

Older pupils who are not collected are expected to make their own way to Homework club situated in the Library where they can do their work.

A member of the SLT is on duty after school.

General Points

- Staff presence outside the classroom helps ensure that pupils arrive to lessons in an orderly manner and that corridor congestion is limited.
- Frequent lateness to class should be reported to the class tutor.
- Pupils are expected to keep to the left of the corridor and use external routes.
- Pupils must not remain in any area unsupervised, this includes the music practice rooms, the changing rooms, the gym, SEN and the hall. Staff on duty should clear pupils from all indoor areas if they are unsupervised during any break time.
- The Junior School is strictly out of bounds to all pupils in the middle/seniors unless supervised or requested.
- Pupils may not enter the building before school unless in breakfast or before-school care.
- It is the responsibility of the individual member of staff to organise cover in the event of a planned absence. In the event of unplanned absence the Deputy Head Teacher should organise appropriate cover.



Lining Up

- On first whistle, all pupils stand still.
- No pupil should be allowed to enter school unless they are correctly dressed.

Lunch Room Supervision – Notes for Teaching Staff

The role of the lunchroom person/persons on duty is very similar to that of any other duty in terms of the responsibility towards the pupils, but please remember the following points:

- Be prompt and ensure you are in the lunch room on time
- Be active in your supervisory role. Good behaviour and quiet talking only is permitted.
- Deal with incidents between pupils there and then. Avoid storing up lots of problems for other staff to deal with at the end of the lunch break.
- For planned absence, please organise someone to cover your duty and inform the Deputy Head.
- If you are absent through illness, please inform the Deputy Head that you will need cover at lunch time – arrange this early in the day.
- At the end of the lunch, pupils should be dismissed through the correct doors. All pupils need to walk calmly.
- Finally, please try and be consistent in your approach to the pupils. If you think that you need support from senior staff in establishing acceptable codes of behaviour do not hesitate to speak to the Deputy Head or Principal.

Nursery

We ensure that staffing arrangements in our Nursery meet the needs of all children and ensure their safety. We make sure that the children are supervised, including whilst eating, and deploy our staff to ensure children's needs are met. Our staffing ratios are outlined in Appendix 1.

Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of a member of staff.

This Policy applies during the normal operating circumstances of BGI School, but the Senior Leadership Team retain the right to make amendments to the Policy as required, such as in relation to Covid-19 issues or other emergencies.

Appendix 1: STAFFING RATIOS EYFS

In all cases, including after-school care, staffing ratios required by the Statutory framework for the Early Years Foundation Stage (outlined below) will be adhered to.

For children aged under two:

- there is at least one member of staff for every three children
- at least one member of staff holds a full and relevant level 3 qualification, and is suitably experienced in working with children under two
- at least half of all other staff hold a full and relevant level 2 qualification
- at least half of all staff have received training that specifically addresses the care of babies
- the member of staff in charge of our under two-year-olds' room has suitable experience of working with under twos

For children aged two:

- there is at least one member of staff for every five children
- at least one member of staff holds a full and relevant level 3 qualification
- at least half of all other staff hold a full and relevant level 2 qualification

Age	Ratio	Staffing
Classes where the majority of children will reach the age of 5 or older within the school year	1:30	QTS/Early Years Professional Status or another suitable level 6 qualification.
Over Three	1:13	QTS/Early Years Professional Status or another suitable level 6 qualification At least one other member of staff to hold relevant level 3 qualification
	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
Two	1:5	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