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## Supervision Policy

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## **1 Policy Statement**

The Governors and staff of Birkdale School believe that the School should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of all pupils. It is our policy to ensure that a balance exists between the meticulous supervision of children every moment that they are at school and the desirable object of encouraging independence.

### **Aims**

Birkdale School is committed to ensuring pupils are safe and appropriately supervised at all times, both in school and during off-site visits.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the risk assessment for any activity or visit. Supervision of pupils takes into account the age, maturity, needs and numbers of pupils, as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within regulatory guidelines at all times, whether pupils are involved in school activities on the school premises or attending educational visits offsite.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the situation.
- Mandatory staffing ratios for EYFS provision and after school care are enforced. While the policy aims are the same across the whole school, the detailed procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, offsite visits).
- This policy is applicable to all pupils in the school, including those in EYFS. The school seeks to implement this policy through adherence to the procedures set out in the rest of this document.

## **2 Procedures**

### **Supervision Before School**

#### **Belmayne House**

The main gate leading directly onto Clarke Drive is opened by the maintenance manager at 7.00am. The doors remain closed until 8.15am and are manned by a member of staff to greet parents and pupils as they arrive on site each day. Pupils in Pre-Prep 1, 2 and 3 are escorted to their Form Rooms by their parent/carer. Children may be left in the care of the teachers/teaching assistant at this time. The bell for the start of the school day is sounded at 8.45am, whereupon pupils are registered. Electronic registration is completed by 9.00am, after which time all late arrivals must register at the office.

#### **Clarke House**

The gates to Clarke House are opened at approximately 7.00am by the maintenance manager. Children must be supervised by a parent/carer until the doors are opened at 8.15am. Any child left unsupervised at this time will be taken into the Breakfast Club and charged the regular rate. Members of staff patrol the playground and teachers supervise the Form Rooms. At 8.45am a bell will ring and the children line up in their class lines and are directed into the school building by a teacher on playground duty in an orderly fashion. At this point, the gates are secured. Pupils go to their classrooms where they are greeted by their Form teacher. No pupils should be in a classroom before registration without supervision. Electronic registration is completed by 9.00am, after which time all late arrivals must register at the office.

### **Senior School**

Registration is at 8.40 am, and all pupils are expected to be in their form rooms by this time. No formal supervision is provided before 8.00am (with the exception of Lower School breakfast club – see below) however staff are on site by this time and provide a level of informal supervision until registration begins.

### **Breakfast Club**

#### **Prep School**

Pupils can attend Breakfast Club from 7.30am and children will be admitted until 8.10am - breakfast will be served during this time. Entrance is via the gym doors adjacent to the kitchen, where one member of staff will receive the children. For purposes of security, there is no admittance via the main school front door. Children will be given breakfast and undertake activities until 8.15am when they will be released onto the playground to join other children arriving at school. Children from Belmayne House are escorted to their rooms by the Breakfast Club Staff

#### **Senior School**

A supervised Breakfast Club is available for Lower School pupils in the Heeley Hall from 7.30 am to 8.15 am, where pupils are served a simple breakfast and supervised by one member of staff. There is no need for pupils to book in advance, a register is taken indicating a pupil's attendance and they are not allowed to leave until 8.15 am.

### **Supervision during the day**

When supervising pupils in their care staff:

- Follow the Health & Safety Policy and the medical (First Aid) Policy and procedures
- Have a high awareness of pupil wellbeing
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and anti-bullying
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head or Deputy Head as appropriate.

### **Lesson Time**

Pupils should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason a teacher needs to leave the classroom for any length of time, another appropriate adult must be summoned to supervise the class first.

Pupils from P1 upwards are able to move around the school between lessons unescorted by staff and at other times during the school day as directed by a teacher or member of school office staff. Pupils are allowed to exercise some personal responsibility e.g. at the Prep School delivering a message or carrying out a survey or investigation. Pre-Prep children carry out messages in pairs. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

### **Prep School – Special Resources**

The Science room is out of bounds to all pupils unless supervised. Chemicals and substances likely to cause harm are kept in locked store cupboards. COSHH regulations are displayed prominently.

Apparatus and equipment must be properly maintained, secured and their safe use demonstrated. Masks and goggles are available and must be worn when appropriate.

The Art room is out of bounds to all pupils unless they are supervised.

### **Unwell Pupils**

When a child is taken ill, they should take themselves or be taken to the Medical Room where they will be seen by a Matron who will decide on the course of action to be taken (See Health and First Aid Policy). Should it be necessary, Matron will telephone the parent and will instruct the Form teacher and School office that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out.

### **Supervision at Break Times**

#### **EYFS**

The two PP1 classes (where children are 4+ within the year) are supervised by two teachers and supported by two full-time teaching assistants. Staff/pupil ratios fall well within the mandatory regulations. Pupils have access to both the indoor and outdoor learning environments which are supervised at all times. The school site is secure at all times by way of an electronic system and CCTV positioned at strategic points in the grounds and by the main front door.

#### **Prep School**

The duty timetable covering morning break for PP1 to P4 children is circulated to all staff at the beginning of each academic year and displayed in the staff room and stored on the School Drive. There is a minimum of two members of staff on the playground at all times. Part of the induction of new staff includes an explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. During this time the external gate is kept locked and secure. 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. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. The site is generally enclosed and safe. In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas. For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis. If it is a wet breaktime Pre-Prep children are supervised in classrooms by TAs and Teachers. Prep children are taken to Clarke House Hall to watch something appropriate on the big screen.

#### **Playground Rules**

No pupil may leave the playground without permission. At the end of break times, pupils line up. Staff on duty do not leave the playground until all pupils have entered the building. All accidents are reported immediately to the Matrons. There must be adequate staff supervision on the playground at all times. It is very important that staff are "spread out" and are keenly watching at all times. Lines of sight are important so that no child is in an area where they cannot be clearly seen. Appropriate ratios of staff to children in PP1 are adhered to during break times by ensuring enough staff are on duty. In the case of an incident occurring a teaching assistant rather than a teacher will leave the playground to deal with it, rather than a teacher to ensure ratios are maintained. Only approved balls may be used in the playground.

## **Senior School**

Senior School staff perform supervisory duties at morning break and lunch break. The duty timetable is published at the start of each term and staff are typically allocated a duty for one day in the week. Duties cover each of the Senior School buildings, the Heeley Hall at lunch break and the Paddock (see below). Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. Staff should be vigilant during their duty and actively patrol their duty area to ensure pupils are appropriately supervised. The Senior School site is an open one and supervision at these unstructured times is essential for pupil safety and wellbeing.

The Paddock is an area that belongs to the University of Sheffield and lies adjacent to the school site. During times of good weather Senior School pupils in S3 and above are allowed to use this space during lunch break. A staff duty is included to cover this area to ensure pupils are supervised appropriately.

To support the supervision of Lower School pupils a Lunchtime Supervisor patrols the Johnson building area in addition to the duty member of staff.

Senior School prefects also support staff by also performing supervisory duties during the lunch break. Prefect duties cover the Endcliffe and Johnson buildings; prefects are trained in how to perform their duty and are encouraged to report any concerns to the duty member of staff.

## **Supervising Pupils' Mealtimes**

### **Prep School**

All meals are served in Clarke House Hall. 12.00 - 12.30 Pre-Prep are walked down to the hall. Hands are washed and the children eat their meal with a member of staff supervising the eating. 12.30 - 1.10 Prep pupils are released into the dining room at scheduled times. Staff supervise the meals, and there is a 'Duty Teacher' to oversee eating and behaviour. Every day there are lunchtime clubs, during lunchtime. Pupils needing to have early lunch for activities are given priority. A staff dining room duty rota is drawn up by the Deputy Head and distributed to Teachers and a hard copy displayed in the staff room and on the School Drive. Staff on duty ensure that there is good behaviour in the dining room and check that pupils make sensible choices and have a balanced plate of food. Staff supervise the queue and the eating area. They play an important part in maintaining an orderly flow into lunch. The order in which the Year groups go into lunch changes on a half termly basis.

### **Serving**

All pupils are offered a choice of a hot lunch daily. Menus are posted in advance, by each class door (in Pre-Prep) and in the weekly newsletter on the website. Lunch is served by the kitchen staff. Pupils are expected to ask supervising staff if they can go on to their dessert if they have not finished all of their main course. Persistent poor eaters are monitored by staff and regular checks are made to ensure that they have eaten a reasonable amount. Staff report any concerns to the appropriate Form teacher and/or member of the SLT. Once pupils have finished their meal, they empty any leftover food into the scraps bowl and place cutlery and cup in the respective receptacles. They are then able to leave the dining room and go outside to play.

### **Senior School**

All meals are served in the Heeley Hall between 12.40pm – 1.30pm. Pupils are expected to arrive for their lunch at scheduled times and these are published at the start of every term. Two duty staff supervise pupils during their mealtimes, one oversees the lunch queue while the other supervises pupils in the hall. These duties ensure an orderly flow into lunch and that any concerns can be quickly and appropriately addressed.

Sixth Form pupils are permitted off site, within walking distance for example to Broomhill on the understanding that they sign out and on their return at main reception or the Grayson building. No formal supervision is provided for these pupils at this time.

## **End of School Arrangements**

### **Pre-Prep**

At the end of the school day pupils are dismissed by their Form Teachers who escort them to the playground and hand them over to their waiting adult who is known to them. If any changes to the person collecting a particular child are made, the office will notify the class teacher. Any pupils left uncollected are taken to the School Office, who will then telephone home to make arrangements for their collection. Pupils will either wait in the school office or will be supervised in After School Care Club until they can be collected and parents will be charged the appropriate amount. Staff are responsible for pupils until they are handed over to parents/carers at the end of the day at the school playground gate. Some children however, may attend extra-curricular activities or After School Care Club, where they are registered on arrival and dismissed to the 'known' collecting adult at the end of the activity or at the expected pick up time from the ASCC. Children requiring the school bus service will be collected by the duty member of staff and supervised until the bus has taken them.

### **Prep**

At the end of the school day pupils are dismissed by a member of staff at the front door who hands them over to their waiting adult who is known to them. If any changes to the person collecting a particular child are made, the office will notify the class teacher. Any pupils left uncollected are taken to the School Office, who will then telephone home to make arrangements for their collection. Pupils will either wait in the school office or will be supervised in After School Care Club (ASCC) until they can be collected and parents will be charged the appropriate amount. Staff are responsible for pupils until they are handed over to parents/carers at the end of the day at the school playground gate. Some children however, may attend extra-curricular activities or After School Care Club, where they are registered on arrival and dismissed to the 'known' collecting adult at the end of the activity or at the expected pick up time from the ASCC. Children requiring the school bus service will be collected by the duty member of staff and supervised until the bus has taken them.

### **Going Home Independently**

Permission for a pupil to leave the school site to travel home unaccompanied must be obtained in writing from the Head. A covering letter should be on file stating clearly that this is a parental decision and not the school's responsibility in the event of an accident. A pupil going home independently should first sign out at the Office, unless a specific other arrangement has been made with the Deputy Head and her Form teacher.

### **Senior School**

At the end of the school day pupils are dismissed by their class teacher. Pupils are then expected to return to their lockers, collect any personal items and make their way home either with a parent, on a school bus or independently.

### **After school Activities**

#### **Prep School**

Pupils staying beyond their official end of day time remain under supervision until they are collected. At the end of the activity, the activity leader is responsible for ensuring that pupils are dismissed and collected at the playground gate by the appropriate person or taken to the school office.

### **Senior School**

Pupils staying beyond the end of the school day for an activity will be supervised by a member of staff until the end of the activity session. At this point they will be dismissed and expected to leave the school site, as above.

### **After School Care Club (including EYFS)**

#### **Prep School**

In addition to joining the club at the normal end of their school day, children can join the club after first taking part in an after-school activity or a private after school club. The children are collected from the After School Care Rooms at the back of Clarke House. The facility finishes at 6.00pm. Late pick-up, after 6pm, will incur a charge. It is the responsibility of the staff to ensure that pupils are safe, secure and well supervised at all times and that the staff are suitable, qualified and inducted. The staff/pupil ratio is approximately 1:8 for EYFS with at least one person having an appropriate first aid qualification.

#### **Senior School Homework Club**

Homework Club is held every day 4.00-5.00pm in the Senior School library. During this time pupils are supervised and expected to work quietly on their homework or other academic work. Pupils are free to leave Homework Club at a time convenient to them or by the end of the session when they are expected to leave the school site, as above.

### **Late Collection following Off-site Visits**

The trip leader is responsible for ensuring that all pupils have been collected safely and must remain on duty until this has been achieved.

### **Physical Education**

Supervision during PE and fixtures is the responsibility of the PE Teacher in accordance with the relevant Health & Safety requirements and staff ratios.

The P.E. teacher must ensure that:

- There are adequate staffing levels for all lessons.
- Apparatus, flooring and clothing are safe.
- Pupils remove watches before lessons.
- Earrings are removed or covered with micropore tape if they cannot be taken out.
- Pupils are not allowed in the gym unless properly supervised.
- A mobile phone is taken to all off-site events. Contact details must be left with the School Office, or the Head, or in his absence the Deputy Head, if the event is out of hours.
- The P.E. teacher or another member of staff supervises the changing room before and after matches or training at the end of the day.
- Any pupils who are excused from PE will be adequately supervised; usually, they will accompany the class to the gym, playground or off-site sports venue to watch activities, learn rules of play etc. and are the responsibility of the class teacher.

### **School Trips and Visits**

Details of the requirements for the supervision and staff-pupil ratios for off-site visits are contained within the Off-site Visits policy and Trips Policy for the Prep and Senior Schools respectively.

The organiser of the outing must ensure that there is sufficient adult supervision and that sufficient risk assessment has taken place. Risk Assessments are completed by the group leader and are handed in to be scrutinised and signed off by the Head before the outing.

### **Visitor Supervision**

All visitors to the school are expected to sign in and out at the school office. Visitors are required to wear a visitor's badge. All staff should check in the event of any strangers entering or found on the premises and report to the school office if there is a concern. The CCTV allows the office staff to carefully monitor those coming in and out of the school. Admittance to the school during the day is via the front door. Visitors on school premises are signed in and wear a Visitors' Badge on a colour coded lanyard at all times. Once they have signed in, visitors are requested to sit and wait until the member of staff responsible for escorting them around the school arrives. Visitors' badges are available in the School Office.

## **3 Review and Development**

### **3.1 Review and Development**

This document, together with the effectiveness of its procedures, is reviewed annually by the Senior Management Team and Governing Board and as events or legislation change requires.

### **3.2 Links with other Policies**

This policy should be read in conjunction with the following documents:

- Safeguarding and Child Protection Policy
- Missing and Uncollected Children Policy
- Visits & Expeditions (Prep School)
- Trips Policy (Senior School)
- Risk Assessment Policy
- Behaviour, Discipline & Sanctions
- Anti-bullying Policy
- Prep School Science Handbook