



DITCHAM PARK SCHOOL

Where every child is known and valued

Supervision of Pupils Policy and Guidance

Compiled by	Headmaster / Bursar
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Supervision of Pupils Policy

General Guidance

The Headmaster and Bursar are responsible for the implementation of this policy. All staff will be given details of this policy on induction and when any significant changes occur.

Pupils arrival and departure:

- Normal school hours are 0750 - 1800
- Pupils are not allowed on site without supervision
- Where pupils are on site outside of normal hours, at least one member of the teaching staff will be present
- Teaching staff will supervise pupils during breaks and lunchtimes.
- Separate arrangements will be made for supervision during play / concert rehearsals or similar events.
- Members of the PE department will supervise pupils for home and away matches
- Registration: a register is taken of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.
- for EYFS and Juniors, a child will only be released at the end of his / her session into the care of a parent or other individual whose name has been notified to the school in writing in advance (unless they are using the school bus service).
- Pupils will not have unsupervised access in designated areas which will include:
 - gymnastic / athletic & climbing activities
 - science laboratories
 - design and technology rooms
 - theatre
 - ceramic stores
 - flammable material stores
 - grounds, maintenance, catering and caretaking areas
- Designated areas will be kept securely locked when not in use.

Travelling to and from school:

- Parents are responsible for ensuring that their children travel safely to and from school
- Pupils are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- Members of the Estate Team and Teaching Staff will be on duty when school buses arrive and depart.

Educational Visits:

Arrangements are detailed in Educational Visits and Educational Visits for EYFS children policy documents.



Supervision of Pupils Policy

Scope and Objectives

This guidance is applicable to all those involved in pupil supervision at the school, and aims to;

- **ensure that pupils are appropriately supervised during school activities****consider supervision on arrival and departure from the school**
- **consider the supervision of Early Years Foundation Stage ("EYFS") pupils**

Apart from EYFS, there is no statutory ratio for supervision of pupils on the school site. (For supervision of pupils off-site, see Educational Visits policy).

Professional judgement, based on risk assessment, is needed in relation to the age of pupils and the activities in which they are engaged. Since the school is a through school from 2.5 to 16 years, the supervision of pupils in each section of the school has been reviewed separately.

Supervision during Lesson times

If a staff member is absent, a supply teacher is provided to cover all relevant lessons. It is normal practice for staff who are ill or on courses to provide suitable work to the school. Staff attending courses will providing work to the Supply Teacher the day before.

Nursery

Pupils in the Nursery are able to go outside throughout the day where they are supervised by a member of the Nursery or Junior Staff. During the late autumn, winter and early spring terms they wear Coats, Wellington boots and track suits or waterproofs at break times.

Reception

Pupils in Reception are expected to go outside during the mid-afternoon and lunch breaks where they will be supervised by a member of the Junior staff. During the late autumn, winter and early spring terms they wear Coats, Wellington boots and track suits or waterproofs at break times.

Juniors

Pupils in the Junior School are expected to go outside during the mid-morning, mid-afternoon and lunch breaks where they will be supervised by two members of the Junior School staff. During the late autumn, winter and early spring terms they wear Coats, Wellington boots and track suits or waterproofs at break times.



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Age of pupils	Break timing	Supervision
EYFS Nursery & Reception	All breaks listed below	Pupils remain with the Nursery Leader and Assistant or their Class Teacher and TA for morning and afternoon breaks. Each has their own dedicated and separate outdoor classrooms. At lunchtime, the nursery children remain within the Nursery environment, the Reception pupils join the rest of the junior school pupils with a designated teacher.
Year 1 to Year 6	10.40 to 11.00 Morning Break	Pupils are supervised by two adults, at least one of whom is a qualified teacher. Pupils have designated areas which are explained to them on a regular basis.
	14.25 to 14.45 Afternoon Break	Pupils are supervised by two adults, at least one of whom is a qualified teacher. Pupils have designated areas which are explained to them on a regular basis.
	12.00 -- 12.55 Lunch break	In the 2 dining rooms, one member of the junior school staff is on duty in each room until lunch ends. Outside, after lunch, pupils are supervised by three adults, at least two of whom are qualified teachers. One of these is the designated teacher responsible for the EYFS children.

On Wet Days

For morning and afternoon break, the member of staff on outside duty makes the decision as to whether it is wet play and relays the information by note or email.

The staff share supervision by pairing the classes where there is a parallel class (years 3-6) or with the TA where there is a single year group (Nursery and Years 1 and 2).

At lunch time the duty staff and TAs supervise classes. Each member of duty staff has nominated year groups to supervise.

These supervision ratios have been based on:

- risk assessments related to the sight lines of the play areas. The junior school play area is a distinct part of the site with climbing frames and adventure play equipment, a hard playground area, part of the playing fields and a wooded area. This area is modified during the GCSE examinations period so that noise levels are reduced adjacent to the exam hall;
- the need for specific supervision of the climbing frames and outdoor fitness equipment;

EYFS staffing ratio requirements are as follows:

- Where the majority of pupils are five or over within the school year the staffing ratio is 1:30 provided that a person with QTS (Qualified Teacher Status), Early Years Professional Status or another suitable Level 6 qualification is working directly with the children;
- In other EYFS classes for children of three and over, with a person with QTS the ratio is 1:13 and at least one other member of staff is required to hold a full and relevant Level 3 qualification.



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DPS operates to or beyond these requirements.

These supervision ratios are regularly reviewed by Juniors staff in staff meetings, and minuted accordingly, particularly where building works intrude on the junior play area. This is in line with Department of Education Guidance however Ditcham Park School operates beyond their requirements.

Seniors

Supervision during Lesson times

- If a staff member is absent, the appropriate allocation of staff is provided to cover all relevant lessons. It is normal practice for staff who are ill or on courses to provide suitable work to the school. Staff attending courses will often give work to the Senior Teacher providing cover the day before.
- All Senior Staff have, in addition to the teaching timetable, 1, 2 or 3 periods on their timetable designated R1, meaning that they are first on call to sit with the class of an absentee colleague and provide cover. Staff are, however, aware then that any free period could theoretically be taken to cover a class should several colleagues be away.
- The school does not employ a Supply Cover Company but employs staff known to the school, often recently retired or part-time staff available on one of their free days. In the prolonged absence of staff through illness, a specialist replacement teacher is employed. Staff absentee rate is low. The Headmaster's PA ensures that all cover staff have been ID checked and that a valid up to date enhanced DBS certification has been undertaken by the School.

Break and lunch time supervision

Pupils are supervised, when free of lessons, throughout the school day. They are expected to go outside between 10.40 and 11.00 am, and to remain outside between 1.00 pm and 2.00pm if they are not eating in the dining room or taking part in a lunch time activity.

Time	Type of break	Supervision
10.40 to 11.00	Morning break	A member of staff is on duty with the assistance of three Form 5 [Year 11] monitors.
1.00 to 2.00	Lunch supervision	Two members of staff are on stand up duty. One in the main dining room and one in the small hall.
1.00 to 2.00	Lunch break	Staff patrol the school site throughout the lunch break.
1.00 to 2.00	Lunchtime activities	All activities are supervised by one or two staff members.
14.00 – 14.45	School assembly / House Activities / PSHE	Staff attendance is compulsory



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Pupils who have discontinued a subject, for whatever reason, are required to work in the library under the supervision of the Librarian or an allocated member of staff. It is usual practice that if 5 or more pupils are involved, they are required to work in the Library or a designated classroom, a member of the teaching staff is present in these periods. Those who have discontinued subjects will often have learning support lessons during this time too.

On Wet Days

During wet weather, a 'WET BREAK' notice is displayed in the stairwell. [The Head of Seniors or Deputy Head of Seniors makes this decision], and a set routine is then followed. This is explained to all pupils on a regular basis by Form Tutors. This involves supervision of pupils in classrooms during morning break by allocated members of Form 5, [according to a published rota] under the supervision of the teacher on duty. Form 5 mentors are used to supervise form rooms at times of wet break. All mentors are trained by the deputy head in the responsibilities towards younger pupils. These mentors are identified on a wet weather duty list and asked to report any concerns to the duty member of staff. There are two pupils assigned to each class. In the absence of Form 5 the role would be taken on by Form 4 pupils who had applied for mentor roles.

During lunchtime any activities that are possible in wet weather for pupils and those members of staff taking them, will go ahead. Supervision of pupils who do not have activities takes place either in their Form Rooms, or by amalgamation with a parallel Form in another room. This is supervised by an allocated member of staff, according to a published rota displayed outside the Small Hall.

Mentor Training

The whole year group have a pre-mentors application 'training' talk from the Headmaster and Head of Seniors when their duties and responsibilities as a year group are discussed before they apply to be a mentor (June of Form 4).

The second session is just for the mentors: 12 elected Form 5 pupils. These are directed training sessions that are led by the Head of Seniors. This has a focus on their duty of care to younger pupils, together with issues of confidentiality, and a focus on 'bullying' – what it is and when a member of staff might need to be involved.

The third session is focused on helping Form 1 pupils to organise themselves, feel included and assimilate and move seamlessly into senior school life.

In addition, all pupils have the School Homework Diary, which spells out the school ethos and rules and a simple summary ref: bullying and its various types.

The Deputy Head of Seniors organises this training and records who has taken part and when.



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Supervision before and after school

Before School - Early arrivals [7.50am – 8.25am]

It is made clear to parents that their children should not be on the premises at these times unless they are taking part in lessons or activities supervised by a member of the staff unless agreed and known arrangements are in place.

An "Early Book" is available in the main entrance hall to be signed by any pupil arriving early; ie: between 7.50 - 8.25am. All Juniors arriving before 8.00am are supervised by a member of the Teaching Support staff in the Library. Nursery pupils are supervised by a member of the Nursery staff in the Small Hall. Junior pupils remain with this staff member until 8.25 am whereas Senior pupils are allowed to go to their classrooms after 8.00am.

The school has a duty of care for these pupils and the degree of responsibility varies according to their age.

Often during the above period parents are somewhere on the school site, although not necessarily supervising their children closely. It has been made clear to parents that while it is the school's responsibility to ensure that the building and grounds are safe places for children to be, once they have collected their children, supervision becomes their responsibility.

Before School [8.30am – 8.40am]

The school starts with registration at 8.40am, and the last lesson ends at 3.45pm. Many pupils arrive on the school premises from 8.25 am and remain until 4.00 pm, when there are always staff present.

In the morning, in the 20 or so minutes, before school begins a member of the Estate Staff is on duty to monitor the flow of traffic, especially the arrival of the school coaches and minibuses.

From 8.25am until registration at 8.40am each morning, the Headmaster, Head of Seniors and/or the Head of the Juniors can be called upon if there is a problem. Pupils in the Juniors have a teacher in the classroom with them from 8.30am onwards. Any of the junior staff who is likely to arrive later than this, is asked to let the office know, so that alternative arrangements can be made.

After School [3.45pm – 6.00pm]

At the end of the day one of the Junior School staff and the Head of Seniors and Deputy Head of Seniors are responsible for seeing most pupils off the premises. Children from the juniors, if not travelling on the school coaches, are escorted to the Junior School entrance by their Class Teacher who will remain with their class until the last child has been collected. If a child is being collected by a different adult to normal, parents are required to let the school know in writing in advance of collection time. If they are travelling by bus, children in Reception – Transition inclusive will be escorted on to their bus by a member of junior teaching staff. Children in Lower – Uppers inclusive make their own way to the bus.

During this time (1545-1600) a member of the Estate Staff as well as a Junior Staff member plus a member of Senior Staff (usually the Head of Seniors or Deputy Head of Seniors) supervise the departure of the children, with special reference to the coaches and minibuses.



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Children who are not collected by 1600 are taken to the office by their Class Teacher who will begin investigations as to who should be collecting them. This child will then be sent to either Junior or Senior afterschool care until they are collected.

On most evenings, a certain number of pupils remain at school for private tuition or to take part in activities organised by members of staff, e.g. matches and rehearsals. The following applies:

- Parents must have been forewarned that the activity is to take place so that they do not expect them from the school bus.
- From the time the activity begins until they have been collected by their parents, these pupils become the responsibility of the teacher involved.

Should a coach or minibus be late, both the Senior Staff and Junior Staff member present remain with the children until it arrives – having informed the Receptionist or Office Staff, who will check as to the reason for the delay. No child will be left unattended at school.

Afterschool Care

Afterschool Care runs from 15.45 to 18.00hrs.

All children booked into afterschool care (Junior and Senior) meet the afterschool care staff in the dining room by 15.50 to be registered and have their tea.

Junior afterschool care is currently provided by Active 8 who have a full register and contact list for all attending pupils. This list is also circulated to Junior Staff.

Parents collect their children from Active 8 and sign to acknowledge collection. Active 8 leave an information sign on the Main Office Door so parents can locate them easily.

Senior Afterschool care is provided by the school with two employees working on a carousel basis. These staff have a full register and contact list for all attending pupils. This list is also circulated to Senior Staff.

Parents collect their children from the Library and sign to acknowledge collection.

There is a phone available for these staff to use in the case of emergencies, and a walkie talkie unit so that the duty member of Senior Leadership Team can be contacted for assistance.

The office will investigate the absence of any child who is registered to attend afterschool care but does not turn up, to ensure that they are safe and the parents are aware of any changes.

A member of the Senior Leadership Team remains on duty until the last child is collected. If a child has not been collected by 18.00hrs, then the child will wait in the care of the duty member of Senior Leadership team.

Junior Afterschool clubs

Junior pupils attending after school clubs remain under the supervision of a member of junior or Active 8 staff until their club begins.



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DPS Protocol for pupils staying on the site for Evening Events

Children who are requested or required to stay on the school site beyond the normal school closing time for late afternoon or evening events must be identified and supervised if they remain in school beyond 4:30 pm.

The EVENT ORGANISER is responsible for the protocols listed below:

For health and safety reasons, all pupils who remain on site for an event must be identified by being named and listed on a register. This register must be checked by the teacher / nominated organiser responsible and a copy of it given to the office on the day of the event.

A designated member(s) of staff must be identified as being responsible for the reasonable supervision of these pupils at all times beyond 4:30 pm until the event or performance takes place. This member of staff is also responsible for ensuring that every child has left the premises and has been collected at the end of the event.

Pupils must also remain in a designated place such as the Library or in particular rooms or areas during this period. (For example pupils may use the dining room for a sandwich/meal break during a specified period.)

A single member of staff is required for up to 25 pupils, beyond this number, two or more staff may be required on site.

There must also be a member of staff who is qualified in First Aid available throughout the period and during the evening of the event. This first aider need not necessarily be a teacher, but must be on site and contactable at all times by the designated staff supervisor.

Important note: When the medical room and school office are closed, a basic `mobile` first aid kit is always available in the Headmasters Study and in the Transition boot room on the shelf by the door leading out to the covered lockers area.

All first aid incidents and treatments are then recorded in the 'First Aid Incident' book* kept within the first aid kit.

*from December 2018 this moves to an online facility "Evolve Accident Book" which can be accessed from a dedicated laptop in the First Aid room or from any PC on site.