



DITCHAM PARK SCHOOL

Where every child is known and valued

Supervision of Pupils Policy and Guidance

Compiled by	Head of Juniors and Deputy Head Seniors
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Supervision of Pupils Policy

General Guidance

This policy applies to the whole school, including the EYFS.

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 designated member of 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 using an online form. 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 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.



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Educational Visits:

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

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 rising 3 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 cover 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 cover teacher the day before.

Pre-School

Pupils in the Pre-School are able to go outside in the secure Pre-School play area throughout the day where they are supervised by a member of the Pre-School or Junior Staff.

Reception

Pupils in Reception are able to go outside in the secure Reception play area expected to go outside throughout the day where they are supervised by a member of Staff.

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.



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Age of Pupils	Break Time	Supervision
EYFS: Pre-School & Reception	All breaks listed below	Pupils remain with the Pre-School 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 Pre-School children remain within the Pre-School environment, the Reception pupils join the rest of the junior school pupils with a designated teacher.
Yrs 1-6	10.45 – 11.10 Morning Break	Pupils are supervised by 3 adults, at least one of whom is a qualified teacher. Pupils have designated areas which are explained to them on a regular basis.
Yrs 7-11	10.50 – 11.10 Morning Break	Pupils are supervised by 4 teachers. Pupils are encouraged to go outside and have designated areas which are explained to them on a regular basis.
Yrs 1-6	12.10 – 1.00pm Lunch Break	Pupils are supervised by 3 adults, at least one of whom is a qualified teacher. Pupils have designated areas which are explained to them on a regular basis.
Yrs 7-11	1.10 – 2.00pm Lunch Break	Pupils are supervised by 4 teachers. Pupils are encouraged to go outside and have designated areas which are explained to them on a regular basis.
Yrs 1-6	3.00-3.20pm Afternoon Break	Pupils are supervised by 3 adults, at least one of whom is a qualified teacher. Pupils have designated areas which are explained to them on a regular basis.
Children whose behaviour is being monitored will have restricted access to the playground		

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, Reception 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;



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EYFS

EYFS staffing ratio requirements are as follows:

- Where the majority of pupils are 5 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 EYFS classes where there are children aged between 2.5 and 3, there must be at least one member of staff for every five children, at least one member of staff must hold a full and relevant NQT Level 3 qualification or higher.
- In EYFS classes for children aged 3 and over, there must be a minimum of one staff member for every eight children, and one staff member must hold at least a full and relevant NVQ Level 3 qualification or higher. When an adult holds QTS (Qualified Teacher Status), Early Years Professional Status, or another suitable Level 6 qualification, the ratio is 1:13. At least one other member of staff is required to hold a full and relevant Level 3 qualification.

These supervision ratios are regularly reviewed by Juniors staff in staff meetings, and minuted accordingly, particularly where/when building works intrude on the junior play areas. 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 Deputy Head of Senior's providing cover the day before.
- All Senior Staff have, in addition to the teaching timetable, 1 or 2 periods on their timetable designated C1, 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 employs Humly, but selects known staff where possible, 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 10.50 and 11.10 am, and to remain outside between 1.10 pm and 2.00pm if they are not eating their lunch or taking part in a lunch time activity.



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Time	Type of break	Supervision
10.45 to 11.10am	Juniors & Seniors Morning break	2 members of staff are on duty for Juniors and 4 members of staff for Seniors
12.10 to 1.00pm	Juniors Lunch Break supervision	2 members of staff are on duty; 1 supervising the lunch queue and 1 supervising the tidy up of the Small Hall and Dining Hall. Senior staff eating lunch are expected to provide additional supervision.
1.10 to 2.00pm	Seniors Lunch break	Staff patrol the school site throughout the lunch break.
1.00 to 2.00pm	Lunchtime activities	Any scheduled activities are supervised by 1 or 2 members of staff.
3.00 to 3.45pm	School assembly / House Activities / PSHE	Staff attend on a rota basis.

Pupils who have discontinued a subject, for whatever reason, are required to study in a designated area of the school which is monitored by a member or members of staff. Often pupils are timetabled to take their learning support lessons at these times.

On Wet Days

During wet weather, a 'WET BREAK' notice is displayed in the southern "Senior Exit". The Head of Seniors or Deputy Head of Seniors makes this decision, and a set routine is then followed. Where possible wet breaks will take place in the South Downs Hall under the supervision of the member of staff on duty. On occasion when this space is unavailable a second system of Form 5 (Year 11) pupil-based supervision will occur, based in classrooms, according to a published rota. The teacher on duty will act as the supervisory lead at these times. This system is explained to all pupils on a regular basis by Form Tutors.

Form 5 pupils are trained by the Head of Seniors in their 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.

During wet weather all senior staff are asked by the Head of Seniors to increase general levels of observation at break times.

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. EYFS pupils are supervised by a member of the staff in the Pre School. Junior pupils remain with this staff member until 8.25 am whereas Senior pupils are allowed to go to their classrooms after 8.20am.



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

The school starts 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 Loweres – 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.

Junior pupils 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. Pupils will then be sent to Junior After School Care (ASC) run by CMSports until they are collected. Senior pupils are directed first to the School Office to telephone home after which they move to the Library for Seniors ASC.

On most evenings, a certain number of pupils remain at school 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.



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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 CM Sports 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 CM Sports and sign to acknowledge collection.

Senior After school care is provided by a retired teacher. This member of staff has 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 this member of 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 staff or Creative Kids staff until their club begins.

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.



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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 the School introduced 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.

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