

BRIGHTON GIRLS POLICY (PREP)

SUPERVISION OF PUPILS

Document Control

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls related to pupil supervision. This document is only applicable to Brighton Girls.

2. LIST OF ABBREVIATIONS & MEANINGS

EY	Early Years
EYFS	Early Years Foundation Stage
GDST	Girls' Day School Trust
KS	Key Stage
QTS	Qualified Teacher Status
NVQ	National Vocational Qualification
May / Should	Advisory
Shall / Must	Mandatory

3. SUPERVISION OF PUPILS

3.1 Introduction

BHP is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

3.1.1 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 government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite or wrap around care.
- Supervision of pupils in remote locations is secure and is in line with the guidelines set out in the GDSTs Health and Safety Policy document.
- 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 area involved.
- No older pupils have supervisory responsibility for other pupils.
- Mandatory staffing ratios for EYFS provision are enforced.

Brighton Girls seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Brighton Girls is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act (2010).

This policy applies to all members of our school community, including those in our EYFS setting.

3.2 The school day

The normal school day is as follows:

Early Years – 8.30-3.30

KS1 – 8.25-3.30

KS2 – 8.25 – 3.30

Girls may be left in the dining room from 8.00 where a member of staff is on duty. This is in addition to breakfast club.

All girls go to the dining room on arrival and are sent to classes, from 8.25, where Form Tutors are ready to meet them.

At the end of the day girls leave by their year group door and are dismissed by the last member of staff to teach them. Girls must say good afternoon before leaving. Any changes to collection arrangements are emailed to staff before 2.30. If a message is sent in after that then the office staff will verbally relay it.

Waiting room, from 3.30-4.00 is in the dining room or 3.30-3.45 in the Nursery for the Pre-Prep and after school club takes place from 3.30-6.00 at an additional charge.

Dismissal points are:

Pre-Prep - Back cloakroom entrance

Prep – Main entrance

3.3 Breaks and lunchtime

Morning play takes place in the school playground. The girls are supervised by teaching assistants.

At lunchtime, all girls are supervised by the staff in the dining room. There is always a member of staff on duty and, in addition to this; all staff eat lunch in the dining room at the same time as the girls.

Girls are in the playground and are supervised by 2 or 3 teaching assistants and teaching staff. Staff are first aid trained and a paediatric first aider is always available.

The Nursery children play in their own area at break and lunchtimes and are supervised by teaching assistants and teaching staff meeting EYFS requirements.

3.4 Supervision during curriculum time – Prep School

EYFS	A teacher is always present and in most lessons there is also a teaching assistant qualified to a minimum of an NVQ level 3. This meets the ratio requirements of the EYFS.
Year 1- 6	A teacher is always present and there is sometimes also a teaching assistant in lessons.

During PE lessons, the girls are supervised by the PE teacher. When changing for or after PE they are either supervised by the PE teacher or by their class teacher.

In the event that a teacher is ill or unavailable to teach their class, either another teacher from the Prep School will cover or a supply teacher will be brought in to cover that class.

All peripatetic teachers have fulfilled safeguarding requirements. Timetables are required to be given to Form Tutors and lessons take place within the prep school.

3.5 Procedures

To ensure pupils' personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Adults who have not been DBS checked (volunteers working less than three days per month) have no unsupervised access to pupils.
- Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Where an activity is off site at remote locations – e.g. Sports, outdoor learning, staff always carry a mobile phone to be able to contact the school
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Staff Handbook.

3.6 Security

- Systems are in place for the safe arrival and departure of pupils and ensuring registers are accurately maintained.
- Pupils attendance is recorded in line with EYFS requirements.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the appropriate school site's Visitor Book or on the staff time sheet.
- Systems are in place to prevent unauthorised access to our premises.
- Systems are in place to prevent children from leaving our premises unnoticed
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team.

3.7 Staffing Ratios

In classes reception upwards (majority of children are 5+ within the school year) – ratio of 1:30

In other EYFS classes (children 3+) – ratio of 1:13 where a person with QTS, EYFDS professional status or another full and relevant level 6 qualification + at least one other member of staff with a full and relevant level 3 qualification

In EYFS settings where a person with QTS , EYFS professional status or another full and relevant level 6 qualification is NOT working directly with children – ratio of 1:8 plus at least one member of staff with a full and relevant level 3 qualification

In out of school care settings (nursery/reception) – ratio of 1:8 + half of other members of staff with a full and relevant level 2 qualification

All activities are supervised and there are at least two members of staff on duty at break times and lunchtimes.

4. APPENDIX

NIL

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHP Supervision of Pupils Policy	01	March 2015	Full review	Jenny Blacker	Expired
BHP Supervision of Pupils Policy	02	April 2016	Amendments	Charlie Parker	Expired
BHP Supervision of Pupils Policy	03	April 2018	Full review & new policy template	Charlie Parker	Expired
BRIGHTON GIRLS Supervision of Pupils Policy	04	September 2019	Full review	Jenny Blacker	Live

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