

# **BRIGHTON GIRLS POLICY (PREP)**

## **SUPERVISION OF PUPILS**

### **Document Control**

**Document Owner & Contact Person :**

Laura Comerford  
Prep Head

**Valid as of:**

September 2021

**School:**

Brighton Girls

**Version:**

05

**Last Review:**

June 2021

## TABLE OF CONTENTS

1.	PURPOSE & APPLICABILITY	2
2.	LIST OF ABBREVIATIONS & MEANINGS	2
3.	SUPERVISION OF PUPILS	3
3.1	INTRODUCTION	3
3.2	THE SCHOOL DAY	3
3.3	BREAKS AND LUNCHTIME	4
3.4	SUPERVISION DURING CURRICULUM TIME – PREP SCHOOL	4
3.5	PROCEDURES	4
3.6	SECURITY	5
3.7	STAFFING RATIOS	5
4.	APPENDIX	5
5.	DOCUMENT HISTORY	6

### 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
BG	Brighton Girls

**May / Should** Advisory  
**Shall / Must** Mandatory

## 3. SUPERVISION OF PUPILS

### 3.1 Introduction

Brighton Girls 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:

*7.30 - 8.15 Breakfast club*

*8.00 Waiting room starts from 8.00 - join Breakfast club in dining room*

*8.15 Main doors open/teachers in classrooms for soft start to the day*

*8.30 Registration*

*8.45 Assembly in dining hall*

*11.50-1.20 Lunch/clubs/Booster sessions*

*3.30 R-2 End of school, leave via PrePrep exit*

*3.40 3&4 Exit via PrePrep exit 5&6 via main entrance*

*3.45-6.00 After school clubs*

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

All pupils go to the dining room on arrival and are sent to classes, from 8.15, where class teachers are ready to meet them. The school doors will open at 8.15 where pupils are to make their way to class for an 8.30 registration.

At the end of the day pupils to leave via the allocated exit points - see above.

Pupils will be dismissed by their form teacher. Pupils must say good afternoon before leaving. Any changes to collection arrangements are emailed to the school office (Prep enquiries) before 2.30.

Lessons will finish at 3.30. PrePrep will be dismissed at this time unless they have a club in which they will remain in the Reception classroom until clubs start at 3.45. The Prep pupils are not dismissed until 3.40. From 3.30 to 3.40 pupils will have time to get ready for clubs. Waiting room is for pupils waiting to attend a club or waiting to go to wrap around care. If a pupil is waiting for a club the club leader will come and collect them from the library to take them to the club. Additionally staff on duty for wrap around club collects them. Wrap around takes place from 3.45-6.00 at an additional charge - see below.

Session 1 - 15.45-16.45pm £5:00 (tea not included)

Session 2 - 16.45-18.00pm £5:00 (tea included)

Session 1 & 2 - 15:45-18:00 £8:00 (tea included)

### 3.3 Breaks and lunchtime

Morning play takes place in the school playground, PrePrep will have their play time in the Reception playground and the Prep in the main playground. The pupils are supervised by teaching assistants or teachers.

At lunchtime, all pupils are supervised by 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 pupils.

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

The Pre-prep 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 pupils 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 class teachers and lessons take place at Music house (until February) The peripatetic teachers will collect the pupils for each lesson and walk them over to Music house.

### 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 on the Inventory console (Sign in Screen).
- 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

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification
- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- for all other classes there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved 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.

If there are mixed ages in their reception classes with groups of younger children (nursery pupils, non pupils or younger children from a registered provider), in which case they must determine ratios within mixed groups, guided by all relevant ratio requirements and by the needs of individual children within the group. In exercising this discretion, the school must comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes.

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

<b>Document Title</b>	<b>Version</b>	<b>Date of Issue</b>	<b>Change</b>	<b>Updated by</b>	<b>Status</b>
<b>BHP Supervision of Pupils Policy</b>	<b>01</b>	<b>March 2015</b>	<b>Full review</b>	<b>Jenny Blacker</b>	<b>Expired</b>
<b>BHP Supervision of Pupils Policy</b>	<b>02</b>	<b>April 2016</b>	<b>Amendmen ts</b>	<b>Charlie Parker</b>	<b>Expired</b>
<b>BHP Supervision of Pupils Policy</b>	<b>03</b>	<b>April 2018</b>	<b>Full review &amp; new policy template</b>	<b>Charlie Parker</b>	<b>Expired</b>
<b>BRIGHTON GIRLS Supervision of Pupils Policy</b>	<b>04</b>	<b>Septembe r 2019</b>	<b>Full review</b>	<b>Jenny Blacker</b>	<b>Expired</b>
<b>BRIGHTON GIRLS Supervision of Pupils Policy</b>	<b>05</b>	<b>July 2021</b>	<b>Full review</b>	<b>Jenny Blacker</b>	<b>Live</b>

END OF DOCUMENT