| BRIGHTON GIRLS POLICY (PREP) | | |
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| **SUPERVISION OF PUPILS** | | |
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# PURPOSE & APPLICABILITY

1.1 Scope: This policy applies to staff (including volunteers) at Brighton Girls Prep School. This policy should be read with the School's Code of Conduct for Staff and staff job descriptions.

1.2 Publication: This policy is provided to all staff in the Staff Handbook which is available on Firefly/the Staff Drive

1.3 Policy aims: Through the operation of this policy we aim to: protect the health and safety of pupils at the School and ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils

# 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

ASC After School Care

**May / Should** Advisory

**Shall / Must** Mandatory

# SUPERVISION OF PUPILS

## 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.

### 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.

## 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*

*12-13:00 Lunch/clubs/Booster sessions*

*15.30 R-2 Dismissal  
15.40 KS2 Dismissal*

*15.45-18.00 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 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. Pre Prep 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 dining hall to take them to the club. Additionally staff on duty for the wrap around club collects them. Wrap around takes place from 3.45-6.00. Parents call the ASC collection line when they arrive and children are escorted to the door, or, if there are still staff in the office, parents collect from the Hub door.

## Breaks and lunchtime

Morning play takes place in the school playground. Pre Prep will have their play time in the Reception playground and 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.

In EYFS, all pupils are in sight and hearing of an adult when eating.

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.

## Supervision during curriculum time – Prep School

Staffing ratios, to ensure that they meet legal requirements, especially in the Early Years and Foundation Stage 2023: For children aged three and over in independent schools, where a person with QTS, EYPS, Early Years Teacher Status or another level 6 qualification is working directly with the children, for classes where the majority of the children will reach the age of five or older within the school year there must be at least one teacher for every 30 children.

All curriculum time is timetabled so that staff teach a maximum of 25 pupils in each lesson.

Ratios Pupils in EYFS are supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the DfE ‘Statutory Framework for the Early Years Effective September 2023’. All teaching staff have Qualified Teacher Status. Support staff hold the NVQ Level 3 in Nursery Practice/Early Years or an equivalent qualification. All EYFS teachers and learning assistants have a paediatric first aid qualification. For Reception girls (aged 4 and over), there is one teacher per class plus one learning assistant working across this year group.

During PE lessons, the pupils are supervised by the PE teacher and an LSA or additional 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.

## 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.

**Arrangements for cover of absent colleagues**

All classes will be supervised by the relevant teacher or by a cover teacher if necessary.

The Pastoral Deputy Head ensures that all lessons are covered if necessary and staff are aware of these procedures as published in the Staff Handbook.

**Supervision during PE lessons, including changing arrangements, both on and off site**

All pupils are supervised during PE lessons in accordance with other curriculum subjects. Staff are required to supervise students during changing both on and off site. Staff are required to take a register at the start of each session. If the lesson takes place at the Astroturf, the register should be taken before departure and absences investigated.

**Supervision of pupils moving from one building to another on the main school site**

All Prep School Pupils will be supervised at all times when moving from one building to another including crossing the road from one site to another.

**Supervision of pupils travelling to another site for lessons, sports, lunch, etc.**

All pupil movements from one site to another for lessons, sports, lunch, etc. where the route involves crossing a road or car park, will be supervised if this is deemed necessary by a risk assessment which considers the route/age of pupils involved.

**Crossing public highways**

During extra-curricular activities and school trips – all activities and trips are subject to risk assessments which will consider crossing public highways. Pupils will be supervised when crossing car parks and public highways if this is deemed necessary by the risk assessment, which will consider the route and age of pupils involved.

**Supervision of pupils attending clubs organised by third parties, but which take place on site**

The school’s robust letting procedures ensure that appropriate staff: child ratios are adhered to for all activities run by third parties on site.

**Supervision of pupils in remote locations**

Any activity taking place in a remote location will be supervised by a member of staff with a school mobile phone. Safety arrangements will be detailed in the risk assessment for the activity

## 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.

## Staffing Ratios

· All curriculum time is timetabled so that staff teach a maximum of 25 pupils in each lesson.

· In the EYFS the staff ratio is 1:10 with a maximum of 20 per class, where one of the staff is a qualified teacher and is working directly with the children during curriculum time. At lunchtimes, when the qualified teacher is not working directly with children the ratio is 1:8, where at least one member of staff must hold a level 3 qualification and at least half of all other staff must hold a level 2 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.

# appendix

NIL

# 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 | Expired |
| BRIGHTON GIRLS Supervision of Pupils Policy | 05 | July 2021 | Full review | Jenny Blacker | Expired |
| BRIGHTON GIRLS Supervision of Pupils Policy | 06 | January 2022 | Amendments | Laura Comerford | Expired |
| BRIGHTON GIRLS Supervision of Pupils Policy | 07 | September 2023 | Amendments | Laura Comerford | Live |

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