



SUPERVISION POLICY

INTRODUCTION

This policy applies to all staff, volunteers, pupils and visitors to St David's Prep, including staffing provision for before and after school clubs and holiday clubs. It should be read in conjunction with St David's Prep:

- Safeguarding Policy
- Missing Child Policy
- EYFS Supervision Policy
- Educational Visits Policy

POLICY STATEMENT

Supervision duties are the responsibility of all staff and form a vital part of our duty of care to all pupils. They are designed to ensure a safe and secure environment in which learning can develop and provide a supportive culture of positive behaviour.

A member of staff must monitor all areas of the learning environment, both in and out doors. They should arrive promptly for duty and supervise in a thorough and proactive manner. Supervision rotas are agreed with staff and displayed in staff rooms.

All staff should be vigilant in spotting and reporting hazards. Children should immediately be removed from a hazardous area until the site is deemed safe and secure.

ARRIVAL and DEPARTURE

Children are not allowed on site unsupervised.

Pupils may arrive at school no more than 10 minutes before the start of an early morning club. Early room is open from 7.45am, pupils must not be left before this time. The side gate is opened at 8.30am when pupils may proceed to the cloakrooms and then the classrooms. Pre-prep door is open at 8.00am (Pre-Reception) and 8.30am (Reception).

At the end of school, Year 1 pupils are collected from the main building. Pupils in Year 2 and above leave by the side gate onto the carpark where they are expected to remain with a staff member on duty until their parent/carer is sighted.

Pupils attending after school club or other activity should make their way to the designated room or area. A member of staff escorts pre-prep pupils to Justin Hall. The late room operates until 6.00pm and children should be collected from the main entrance.

A list is given to staff each day of pupils booked in to attend the early or late room.

REGISTRATION

A register is taken at 8.50am in each class, the start of the morning session. Afternoon registration is taken at 1.45pm, the start of the afternoon session. Children are counted and registered before leaving school for out of school activities and trips, in accordance with KCSIE 2022.

It is the responsibility of parents/ carers to notify the school of an absence for any reason or if a child will be late to due medical appointments, music examinations, interviews and the like.

A call will be made to parents/ carers from the school office to check any child who is not registered or accounted for by 9.30am.

Any pupil leaving during the school day must be signed out by a member of staff in the pink folder held in the school office.

CHANGING ROOMS

When arriving in the morning and before morning and lunch breaks, pupils are monitored in the cloakroom area.

Staff accompanying pupils to West Wickham swimming baths remain outside, but in close proximity to both the boys and girls communal changing rooms.

BREAK TIMES

There is always a minimum of two members of staff on outside duty at break times. They will lead the children out to the field and position themselves so that all pupils can be observed. At least one member of staff should ensure a First Aid kit is taken out and should have a walkie-talkie, in order to remain in easy contact with the school.

If the weather is inclement, especially if there are strong winds, then staff must assess the situation, the risks involved and discuss with a member of the SLT to ensure the safety of all pupils.

Pupils should not be allowed to remain unsupervised in classrooms during break times, during wet playtimes staff on duty must patrol the activity rooms.

OFFSITE SUPERVISION

If pupils are taken offsite then the proper staff-pupils ratios must be observed:

Year Groups	Ratio
EYFS	Minimum of 1 competent adult to 6 pupils
Years 1-3	Minimum of 1 competent adult to 8 pupils
Years 4-6	Minimum of 1 competent adult to 10 pupils

One adult should lead the group and one take up the rear. Other adults should be placed at sensible intervals between the children. When crossing roads, an adult will position themselves in the road to ensure safe crossing. When using a designated crossing, pupils must only be allowed to cross on the green light and, if necessary, split into smaller groups in order to do so safely.

APPROVAL and REVIEW

This policy has been approved by the Senior Leadership Team of St David's Prep in November 2022. It will be reviewed every two years or earlier if there is a change in regulations.