



SUPERVISION POLICY

RGS The Grange

September 2024

Wendy Wreghitt, Deputy Head

RGS The Grange Supervision of Pupils' Policy

Teachers at RGS The Grange have a duty of care to all pupils in the School. It is the school's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also our responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Staff on duty must be outside immediately at the beginning of playtime. It is essential that supervision at playtime is pro-active. The children must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty might also comfort children who, for whatever reason, might be sad or lonely. It is important therefore, that staff on duty do not stand together but patrol as much as possible and interact with the children.

Supervision during the School Day

Supervision in EYFS	<p>Nursery, Pre-School and Reception children are dropped off at the entrance to Nursery and Pre-School, or the brown door in the Outdoor Classroom for Reception.</p> <p>They are registered and supervised in their classrooms on arrival from 7.45am. A formal register is taken at 8.40am. Two members of staff are on duty at this time in Reception and three in Nursery and Pre-School. All Early Years Practitioners are on duty in Nursery and Pre-School from 8.30am.</p> <p>Strict ratios are adhered to throughout the school day. In Reception classes teachers all have QTS and can be responsible for up to 30 children, however, the classroom ratios currently do not exceed 1:16. In Nursery and Pre-School we work on a ratio of a maximum of 1:8 for children aged 3+ and for children aged 2 a</p>
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	<p>maximum ratio of 1:5 is adopted throughout the day. This is maintained in the classroom and all learning environments as well as on the playground</p> <p>At the end of the day some children are collected at 3.35pm whilst many stay for Little Tea and After School Care (ASC). Reception children not attending ASC are dismissed from the brown door in the Outdoor Classroom.</p> <p>After 3.35pm children in Nursery and Pre-School continue to be cared for by Nursery and Pre-School staff and adhere to the 1:8 (3years +) and 1:5 (2 years) ratios. All children are signed out by a member of staff and a personal handover is given. Reception children are in the Old Hall or classroom with two members of staff from the ASC team.</p> <p>Written or oral consent is required if a child is being collected by anyone other than a parent or guardian. An agreed password is also requested in Nursery and Pre-School.</p>
Before School (from 7:45am)	<p>The school buildings open at 7:45am daily. See EYFS section above</p> <p>Year 1 and 2 are supervised in Old Hall</p> <p>Year 3 to 6 children are supervised on the back playground, and in the event of wet weather, in their classrooms</p>
Breakfast	<p>All pupils are supervised by a member of the SLT, who undertake breakfast duties on a rota basis. A register is kept of all those who have breakfast</p>
0835 – 0850	<p>Class teachers are responsible for pupils at this time.</p>
0850 – 0910	<p>On certain days, pupils will have form time, hymn and/or choir practice or assembly. These are all supervised and all are expected to attend.</p>
Break Time	<p>All pupils are supervised by two members of staff, who undertake break duties (on a rota basis). Staff carry walkie-talkies to aid communication with the school if necessary. Staff are present in the playground or astroturf at all times. The members of staff on duty will</p>

	accompany the pupils back into the building, assisted by the Year 6 prefects.
Lesson Time	<p>Teachers are responsible for the supervision of their class.</p> <ul style="list-style-type: none"> - No class should be left unsupervised for any reason. In case of emergency teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - call the School Office, or the Deputy Head/ Head of Pre-Prep. - send the pupil with another accompanying pupil to the Health Centre
Lunch Time	All pupils are supervised by a member of staff, who undertakes lunch duty on a rota basis. Pre-Prep staff are expected to sit with the pupils and supervise them at this time. Prep children are supervised by staff on duty. All pupils are then supervised by two members of staff in the various playground areas until 1.40pm when lunch break ends and pupils return to their classrooms, assisted by the Year 6 prefects, for registration.
Afternoon Registration (1345-1400)	Class teachers register and supervise their classes between 1345 and 1400

<p>End of school. After School Activities/Care</p>	<p>Children who are going home at 3.35 are dismissed from their classrooms. One member of staff from each year group accompanies these children to the front of school where they are collected.</p> <p>Children who are staying for after school activities are supervised for a little tea between 3.35 and 3.45. At 3.45</p> <p>Those doing an after school activity are under the supervision of the member of staff running the activity until its conclusion at 1645. Registers are taken of all clubs (including Homework Club). Children who are picked up before 1645 are signed out by their parents. Children staying on at school up until 1800 are signed into the After-School Care team for supervision until they are collected.</p> <p>Pre-Prep: Yr 1 and 2 children are either supervised by the member of staff running the activity or supervised by After School care team. Children are signed out at all times.</p>
<p>Pupils who are off Games</p>	<p>Pupils who are off games will be either:</p> <ul style="list-style-type: none"> - in a class room/library supervised by a member of staff - at the pitch side/Sports Hall, supervised by the teacher running the activity
<p>Holiday Club (Shrimps, Snappers & Sharks)</p>	<p>All children in Holiday Club are under the supervision of Holiday Club Staff. Children are signed in on the pre-booked register from 8.30am onwards (in their age appropriate groups) and signed out by their parents on collection up until 5.30pm.</p> <p>There are always sufficient staff on site to ensure correct age/staff ratio and always correct ratio of qualified:non-qualified staff for pupil numbers.</p>

Pupil Absence

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the School Office and give the reason for absence and likely duration of the absence.

Visitors

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at School Reception, where they will receive a badge, which they are expected to wear for the duration of their visit.

Fire procedures are shown on the reverse of the Visitors badge.

All staff should be prepared to challenge strangers on the premises, and to report concerns to the School Office.

Classrooms

Pupils should not be left unsupervised in classrooms outside lesson times.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips, see 'educational visits policy' on the intranet.

Author: GWH

Date of policy: January 2012

Revision of policy: September 2012

August 2014

August 2015

Reviewed & revised PSF August 2016

Reviewed August 2017

Reviewed September 2019

Reviewed August 2021

Reviewed August 2022 (EY section -PSF)

Reviewed July 2023 (EY Section PSF)

Reviewed May 2024 (PSF – EYFS Section)

Re-endorsed in September 2016/August 2017 by Chairman of Board of Governors