



Windlesham School
& Nursery

Supervision Policy

Last Reviewed: January 2022

Next Review Due: January 2024

Reviewed by John Ingrassia, Headmaster

1 Duty of Care

The 'duty of care,' is a statutory and contractual obligation for all staff, but places a specific responsibility on the Head Teacher, as overall manager of the school, to ensure that full and appropriate supervision of all pupils occurs throughout the school day.

A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. This principal has been upheld frequently in the courts and it follows that the teacher must exercise a standard of care as would be expected of a caring and prudent parent.

The Head Teacher along with the Leadership Team must ensure the maintenance of good order and discipline at all times during the school day (including the mid-day break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere. He is also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds.

All teachers are responsible for maintaining good order and discipline among the pupils and safeguarding their safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

The following points should be noted:

- It is necessary to go into a room itself to supervise a class.
- A teacher or other paid supervisor should be present to supervise pupils.
- The only safe system is to have one person in each room.
- Moving from one room to another, supervising two groups of pupils' is an inadequate process.

If a claim for negligence is brought against a teacher, the Head Teacher or the Governing Body (the employer), it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

2 Supervision before school

All parents are made aware that supervision of pupils begins at 8:10am. Between 8:10 and 8:30, pupils in EYFS or Lower School will be supervised by an adult in the Hall. If pupils in Nursery attend, an additional adult is required to assist.

At this time, pupils in the Upper School will be supervised by a teacher in the Gym. After 8:30, all pupils will be asked to return to their class where they will be supervised by their class tutors. Pupils in Reception or Nursery will always be escorted to their classes.

3 Registration

The responsibility to ensure that a pupil attends regularly is that of the parents or guardian. Up to date contact telephone numbers are available should a child be absent without notification. Staff in the school office will attempt to contact the parent or guardian of any child whose absence has not been authorised on the first day of absence.

Parents are informed that a note, verbal message or telephone call is necessary to validate their child's absence.

4 Pupils offsite

Pupils will not be allowed off site unaccompanied after school unless they are in Year 5 or above and unless there is clear evidence of a request from a parent or guardian. No pupil should be sent off site on a personal errand on behalf of any member of staff.

Pupils arriving late after registration has closed will enter through the School office, where their late arrival will be marked on the attendance register.

5 Lesson time

No class of pupils should be left unsupervised for any reason. In the case of pupils' excused normal lessons, for example, P.E. or assembly, adequate supervision within available staffing resources, needs to be provided. Supervision is needed for activities such as moving P.E. equipment or chairs and tables. Pupils should be reminded of the correct way to carry chairs, tables and apparatus.

Pupils who are not following the school rules regarding classroom behaviour must be escorted to another class, to the head teacher or deputy head teacher with a Teaching Assistant or another responsible pupil. Pupils being disciplined should not be sent to sit or stand outside the classroom without supervision being possible from inside the classroom.

Evidence of pupils being sent out of lessons must be kept on behaviour log (Engage).

Monitors/prefects may be used for a variety of jobs. They are expected to act in a safe, sensible and reliable manner. This encourages independence and fosters self-confidence.

Monitors/prefects must not be allowed to set out or put away heavy P.E. equipment without supervision.

Pupils should not use the internet unsupervised and staff should read the E-Safety policy.

6 Supervision at break times

Adequate supervision must be provided both indoors and outdoors through school break times. A staff rota is provided and at least two staff should be on duty. Pupils should never be left in classrooms or the library at break times without a member of staff being present. Pupil librarians are allowed to complete their duties unsupervised at certain times of the day.

The only exception is if a child has a genuine medical reason and needs to stay inside. In this case a buddy support system is used, and then staff should check on these pupils periodically.

7 Midday Supervision

The safety and discipline of the pupils on the premises before, during and after the midday meal must be ensured as far as is reasonably practical.

Lower School and Year 3 pupils may go into the hall together under the supervision of two adults while Years 4, 5 and 6 are playing outside, also under the supervision of two adults. The two groups will then swap to allow older pupils access to the hall to enjoy their meal under continued supervision by one adult. At 13:35, years 1 – 6 will all be on the playground and three adults will supervise.

8 Supervision after school

The safe handover of children to parents and carers is ensured through a carefully organised timetable.

1. If children in Nursery have not been picked up, a member of Nursery staff will take them to the Windlefun leader after 3:40.
2. If children in Reception have not been picked up, then after 3:40, they should be taken to the Windlefun leader.
3. If children in year 1 have not been picked up, then after 3:45 they will be taken to the veranda to be looked after by the late duty staff member along with any other child from more senior year groups.
4. Any children who are booked in to Windlefun will be picked up by Vanya/Nicki/Marina from the veranda at 3:50.
5. Any child waiting for a club to start should be sent to the Heritage Hall with their belongings (no earlier than 3:45), where they will be supervised by the club waiting staff. Club waiting staff (Sarah Jarman and Sheena Groves) should always be ready on the playground by 3:45.
6. Any other child not picked up by 4pm should be accompanied to join Windlefun. The parent of that child should then be contacted by Mrs Farnell to check on pick up arrangements.

Please note: registers for clubs must be completed by the club leader at the start of the club. Children should come to their clubs with their belongings so that nothing is left in the playground/hall overnight.

9 Specialist Clubs

A range of specialist clubs are provided before & after school at Windlesham. These clubs change each term, the current list is available on the School website. Many are managed and supervised by staff (mainly teachers) some by external providers, the current list is attached. The numbers of pupils able to attend these clubs is restricted and they are targeted at particular year groups. Permitted ratios by age group are not exceeded. Clubs are offered and booked via the School parent portal. Safeguarding protocols are followed with regard to external coaches. Identification and DBS details are obtained and recorded by the School.

10 Windlefun After School Care

The Windlefun after school club runs from 3.40 – 5.45 pm daily and children attending are provided with a light healthy snack. Windlefun is managed by Mrs Ball, a highly experienced member of staff with Higher Learning TA qualifications. Mrs Ball is assisted by Mrs Pollard, a Paediatric First Aid qualified member of staff and Mrs Green. All staff who prepare and serve food have completed a Food Safety course. A member of SLT is always available at Windlefun.

The adult to child ratio for supervision in Windlefun is taken from the Statutory Framework for the Early Years Foundation Stage 2021 and supervision on school trips recommendations as stated in the Supervision Policy.

Where Early Years children are present, a member of staff with NVQ Level 3 qualifications may be allocated no more than 8 children to supervise, including those who are of Early Years ages. Any other member of staff may supervise an additional 8 children, and if these children are all at year 4 or above, they may supervise 10.

For numbers exceeding 8 with children aged year 4 and above, only one adult is required if the total number does not exceed 15.

When there are Early Years children present, and children in Years 1 to 3, with three adults, numbers should not exceed 24.

We are unable to accept children who have not yet turned 3 in Windlefun. Early Years children may not stay in Windlefun beyond 16:55. A member of SLT is also always available to assist until the end of the session in case additional supervision is required (eg where a child has not been picked up).

11 Qualifications

Mrs Nicki Ball: NVQ Level 3

Mrs Vanya Pollard: NVQ Level 3, Paediatric First Aid

Ms Marina Green: NAMCW National Association for Maternal and Child Welfare

12 Supervision in Early Years

In accordance with the EYFS Statutory Framework 2021, supervision requirements in the Early Years shall comply with the following recommendations:

3.33. For children aged two:

- there must be at least one member of staff for every four children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

3.34. 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

3.36. For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- 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

Before/after school care and holiday provision

3.41. Where the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety

and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have.

Details of staff qualifications in the EY are available on request.

13 Supervision of pupils travelling to and from school

The Head Teacher is not responsible for the supervision of pupils travelling to and from school. However, the Head should inform parents of any inappropriate or unacceptable behaviour particularly if it affects the safety of any child.

14 Supervision of Physical Education

In addition to the same general principles of care, the class teacher must bear in mind the requirements of the Health & Safety at Work Act. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care. Factors to be considered include the safety of the apparatus, the conditions of the floor, the suitability of the children's clothing and footwear whether the exercises and activities are within the capabilities of the pupils as well as being properly taught.

There must be a high degree of supervision during athletic activities, especially field events and at the swimming pool. Please refer to the Pool Operating Safety Procedures Policy September 2017 for further information. Pupils should not be allowed into the hall to use gymnastic equipment unless they are properly supervised.

Activities hosted on the field are subject to the following guidelines:

- Any adult leading an activity at the field should ensure they are carrying a school mobile phone.
- For pupils below year 2, two adults should always be present, one should be a qualified teacher. Adult to pupil ratios should not exceed 1:20 .
- For pupils in Year 3 and higher, a maximum permissible adult: pupil ratio of 1:20 is allowed for qualified teachers. If activities at the field are to be led by an unqualified teacher, agreement should first be sought from a member of SLT.

15 Extra-Curricular Activities

The same level of supervision is necessary as for similar activities in normal school time, including relevant risk assessments, registers with contact details and ensuring all staff has passed all relevant identity checks and DBS checks.

Permission should be obtained from parents whose children will be participating in after school activities and who will be late home. A written notification of pupils making their own way home is required. Parents should be notified in the event of the cancellation of such activities at the earliest opportunity.

When pupils are taken from school on organised visits, the same duty of care arising from being 'in loco parentis' exists whether or not the visit is undertaken voluntarily and out of school hours. For further information, please refer to the Advice and Guidance on Supervision on School Trips available on the teacher's hub.

16 Advice and Guidance - Supervision on School Journeys

When planning a school trip or outing it is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors that you will need to take into consideration are:

- Sex, age and ability of the group]
- Pupils with SEND or medical needs
- Nature of activities
- Experience of the adults in off-site supervision
- Duration and nature of the journey
- Type of accommodation (residential only)
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils
- First aid cover

Many of these areas will be covered in the risk assessment undertaken as part of the planning process. Staffing ratios are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. A general guide: (DfEE:Health and Safety of Pupils on Educational Trips)

As a general guide for low risk activities such as museums etc:

1 adult to every 8 pupils in school years 1 to 3 (under 5's reception classes should have a higher ratio)

1 adult for every 10-15 pupils in school years 4 to 6

1 adult for every 15-20 pupils in school Year 7.

These are guideline only and group leaders should assess the risks and consider safe supervision for their particular group. In addition to the teacher in charge there should also be sufficient staffing to cope effectively with an emergency again determined through your trip risk assessment.

17 Pupil Responsibilities

Class teachers should constantly reinforce school rules and challenge pupils they see inside at break times and lunch times. They should explain what is expected of them in out of school and on off site visits and how to deal with problems that may occur in order to keep them safe.