



14a. Pupil Supervision Policy	
Owner:	Deputy Head Pastoral & Head of Prep School
Approved by:	SLT
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Linked documents:	7a. Safeguarding Policy 7g. Children Missing from Education and Missing Pupil Policy

Pupil Supervision Policy

Responsibilities

It is the responsibility of the Governing Body and the Head to ensure that the School is a safe place for pupils, employees and all who come onto the School site. It is the responsibility of all members of staff, as part of their duty of care, to ensure that high standards of behaviour are maintained by all pupils in school and during out-of-school activities. This policy includes the supervision of the EYFS setting and the boarders.

Supervision in the Prep School

In the Prep School, we ensure staffing arrangements meet the needs of all children and ensure their safety. Children are supervised at all times and are always within sight and/or hearing of staff. In the Nursery we ensure a 1:8 ratio (this includes 'rising threes') and in Reception through to Year 6 1:30. However, class sizes are significantly smaller than this. In Nursery parents are kept informed of daily staffing changes which are displayed on a Key Worker notice board.

Pupils' Arrival and Departure

The main school day begins at 8.35 am and ends at 3.50 pm. Pre-Prep finish at 3.30 pm

Senior School day pupils who arrive early (before 8.15 am) or depart late (after 3.50 pm) are required to sign the *Early Arrival List* or the yellow *Staying Late List* located in Reception at the main entrance to the Rendall Building.

The signing in arrangement for Pre-Prep and Prep pupils is as follows. Pupils from Nursery to year 6 who are signed up for Breakfast Club can arrive any time from 7.30am, where they will be collected from Franklin Road gate and then taken to the Dining Room where they will be signed in by a member of staff on duty. Pre-Prep and Prep pupils booked in for After-School Care are signed in by the After-School Care staff. For Pre-Prep and Prep pupils, this will be in the EYFS classroom.

Under current regulations, pupils may not be on site outside the hours of the main school day without signing in or being signed in as specified above.

At any time, one or more members of the teaching staff have responsibility for supervising pupils whenever they are on School premises outside normal school hours. All members of the teaching staff are required to take their share of supervisory duties, and prep duties.

In the boarding houses, staff are on duty in the mornings, evenings and at weekends, their responsibility being the care of the boarding pupils. In an emergency, boarding staff can be regarded as a point of contact for day pupils. At all times in term-time, the Head (or a fellow member of the Senior Leadership Team on her behalf) takes responsibility as first person on call. Pupils are able to call on any other member of staff present on site if necessary.

Before School Boarding Staff are responsible for the supervision of boarders, Senior School pupils who arrive early are asked to be in the Rendall Building, Languages Centre or Sixth Form Centre until registration in their Form Rooms at 8.35 am. Before 8.35 am there will be members of staff in various locations in the Rendall Building, in particular the Staff Room, Reception and the School Office.

Prep School Class Teachers / Form Tutors are responsible for the supervision of their pupils from 8.30 am onwards in good time for the formal start of the school day. Pre-Prep Class Teachers are

responsible for the supervision of their pupils from 8.30 am. There is at least one person with a current paediatric first aid certificate on site and available when the Early Years children are onsite and a ratio of 1:13 maintained at all times.

Form Time and Assembly (8.35 am - 9.00 am) Class Teachers and Form Tutors have responsibility for pupils.

Little Break (11.00 am – 11.20 am) Pre-Prep and Prep Department staff supervise pupils in school buildings and in the School grounds. Heads of House supervise pupils in the Senior buildings.

Lesson Time Teachers are responsible for the supervision of their classes. For members of Sixth Form and other pupils with study periods, the Librarian supervises the King Library, Sixth Form staff supervise the Sixth Form Centre and teaching staff supervise in the main school buildings. It is understood that no class should be left unsupervised. In the case of an emergency, staff might (1) summon a teacher from an adjacent classroom to supervise both classes should any problem require, (2) telephone Reception (ext 100), School Office (ext 200), Deputy Head Pastoral's Office (ext 242), Deputy Head Academic's office (ext 203), Head of Prep School (ext 262), Staff Room (ext 206) or Bursary (ext 204), (3) send a pupil to the Staff Room, Reception or School Office for assistance.

Senior Break (11:00am – 11:20am) A rota of staff on duty is posted in the staff room and emailed to all members of staff which identifies the member of staff who will monitor pupils in the Rendall building.

Lunch Time (12.00pm – 12.40pm Nursery, 12.10 – 1.20pm Reception, 12.20 pm – 1.20 pm for Pre-Prep and Prep Departments and 12.50 pm – 1.50 pm for Senior School). A rota of staff on duty is posted in the Staff Room and is emailed to all members of staff and is posted in the Dining Room. Pre-Prep and Prep Department staff are in the Dining Room from 12.00 pm – 12.45 pm, after which time they supervise the buildings and grounds. A member of the Senior School staff supervises the Dining Room from 12.50 pm – 1.20 pm, and a further member of the Senior School staff takes responsibility for supervising the buildings and grounds for Senior School pupils from 1.20 pm-1.50 pm. Sixth Form Tutors supervise lunchtime in The Cottage.

Lunch Time, After School and Weekend Activities All staff taking activities will have completed and returned to the Bursary an appropriate risk assessment for their activity. As well as considering this assessment, staff should consider (1) barring access to equipment without direct teacher supervision, (2) the safety of any apparatus/equipment being used, (3) the suitability of the pupils' clothing for the activity, (4) teaching methods being used. All staff involved in such activities are required to act in accordance with the School's Health and Safety policies and procedures.

Pupils Not Able to Participate in Physical Education Lessons Pupils not able to participate in PE lessons should inform PE staff, either by bringing in a note from home or asking the School Nurse for confirmation. These pupils are supervised by the teacher running the activity or in the Senior Library or Study room.

End of Prep School Day Pre-Prep pupils (Nursery-Year 2) are supervised from 3.30 pm in the Pre-Prep area, joined by Prep pupils (Years 3-6) from 3.50 pm until 6.00 pm.

End of Senior School Day From 3.50pm – 4.05pm the member of staff who has supervised the buildings and grounds from 1.20-1.50pm supervises pupils leaving school, including those pupils who catch a

school bus until they enter the gate to Headington School on Woodlands Road. Supervised Prep starts at 3.50pm until 6.00 pm in the Cottage and the Boarding staff supervising this are responsible for all pupils in School (See *12b Fire and Emergency Procedures*).

After-School Tea (3.40 pm – 4.00 pm) Tea for Pre-Prep pupils is supervised by Pre-Prep Staff in the Nursery.

School Activities Once activities have been completed, the responsibility for supervising pupils remains with the member(s) of staff concerned, until (1) pupils go home or (2) pupils go to supper or prep or (3) pupils return to their boarding houses. Staff need to ensure that pupils in their care have set off safely to their destinations.

Overnight Supervision Overnight supervision is the responsibility of Boarding Staff. For further details on boarding, please see the *Boarding Handbook*. For information about overnight supervision on educational visits, please see the *Educational Visits Policy*.

Special Events For special events, for example, plays and concerts, arrangements are made to ensure that pupils are supervised throughout the times concerned. For other events that bring individuals or groups into School out of hours or at weekends, the Site Manager and Housestaff should be informed by the member of staff responsible for the activity of the times concerned and the supervisory arrangements which have been put into place. Any day pupil who comes into School at the weekends who is not part of an arranged activity should report to a member of the Housestaff in The Cottage and sign in.

Morning and Afternoon Registration

All pupils in the Nursery Class to Year 13 inclusive are expected to be at School for morning registration at 8.35 am. Pupils in Reception Class to Year 13 are expected to remain in School until the end of the main school day unless they have specific permission otherwise.

For medical appointments, any pupil needing to leave School within the school day should bring a permission letter from home specifying the reason and give this to the Form Tutor, in advance, the Form Tutor then signing and dating the form and passing it to the School Office for filing; parents may also email information about such absences to their child's form tutor or via attendance@ryestantony.co.uk. Permission for other absences should be sought in advance, in writing, from the Head, who will write in response.

On leaving the site during the school day, pupils are required to sign out at Reception.

Pupils in Nursery Class – Year 6 inclusive are registered at the start of each morning at 8.35am and each afternoon at 1.50pm. Year 7 to Year 13 inclusive are registered at the start of each morning session at 8.35 am and at the start of each lesson thereafter. Parents are responsible for notifying the School if a pupil is absent for any reason. The School will always contact the parent if a pupil fails to arrive at school without an explanation. See *Pupil Absences* in the *Parent and Pupil Handbook*.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing-in and signing-out system when boarders leave the boarding house or School site, and by registering attendance in the boarding house.

Pre-Prep and Prep pupils must not leave School premises unaccompanied without parental permission. Unless pupils are staying for after-school care, Pre-Prep pupils should be collected by an adult from the Pre-Prep playground at 3.30 pm. Years 3 to 5 should be collected by a parent from the Franklin Road entrance at 4.00 pm and Year 6 pupils should either be collected by a parents from the Pullens Lane entrance or have written permission from parents to home unsupervised. Parents are asked to contact the Class Teacher / Form Tutor should they wish their child to go to after-school care. For Prep pupils, supervised after-school care runs from 3.50pm to 6.00 pm. For Pre-Prep pupils, supervised afterschool care is available in the EYFS area from 3.30 pm to 6.00 pm. Pre-Prep pupils may be collected by only a parent or other individual of whom we have had advanced written notification, usually someone to whom we have already been introduced.

Medical Support

There is a qualified School Nurse on duty in the Health Centre Monday-Friday 8.30 am to 4.30 pm. She is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are also able to give emergency first aid. The names of First Aiders are displayed around the School. We always make sure that a qualified paediatric first aider is on duty while our Nursery children are in School. First aid boxes are in all potentially high risk areas, as well as in the School Office. (The School Nurse regularly checks and replenishes the first aid boxes.)

Supervision While Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from School. Pupils are supervised only by the bus drivers when travelling on school buses, or using the School-run minibus service, and they are therefore asked to behave responsibly: the School always investigates any complaint about poor behaviour.

Supervision During Educational Visits

Arrangements for the supervision of pupils during out of school educational visits are described in the *Educational Visits Policy*.

Restricted Pupil Access

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to make use of the Sports Hall or its equipment without supervision. Sixth Form pupils who have received induction and who have completed the necessary paperwork are able to use the Fitness Suite following the necessary guidelines. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventure activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, in particular the swimming pool, the science laboratories, the food room and the photography room. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the School Laundry, the Maintenance Sheds or the Catering and Caretaking areas of the School. Clear signs are displayed.

Missing Pupils

See *7g Children missing from education and missing pupil policy* on website.

Security, Access Control and Workplace Safety

Our policy, *Security, Access Control Workplace Safety and Lone Working* describes the arrangements for safety of the entire school. (See *Health and Safety Policy*.)

Induction of New Staff

All new members of the boarding and teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked by staff outside normal lesson times, and this guidance is available in the *Staff Handbook*. (See *Induction of New Staff* in *Staff Handbook* and on website.)