



# SHERFIELD SCHOOL

## Supervision Policy

This policy applies all pupils in the school, including in the EYFS

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Head of School (Interim)	Neil Richards

## Sherfield Supervision Policy

Policy links: *Staff Handbook; Health and Safety Policy, Safeguarding Policy, Medical Administration Policy; Nursery and EYFS Supervision Policy; Admission, Attendance and Registration Policy.*

This policy advises on how staff are deployed to ensure the proper supervision of pupils both on and off site. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as early supervision duties. Duties are outlined in the staff handbook and each term the Assistant Head, Sixth Form, organises the duty rota for staff.

Owing to the specific requirements for supervision of Early Years children, the school has a separate **Nursery and EYFS Supervision Policy** which is accessible from the school website and a hard copy of the policy is kept at Nursery and Pre Reception.

Staff duties are necessary to ensure the school's supervision of pupils outside the classroom is adequate, and meets statutory requirements in order to contribute to the safeguarding and welfare of pupils. The DfE gives guidance on supervising activities with children. Whilst there are no mandatory ratios described in the DfE guidance, supervision ratios will be reasonable in the circumstances and we consider the following:

- Ages of the children, including whether their ages differ widely;
- Number of children that the individual is working with;
- Whether or not other workers are helping to look after the children;
- How vulnerable the children are.
- How many children would be supervised by each supervising worker.

In addition, ratios may need to be reduced where the nature of the groups or the nature of the activity require this, for example, where the group includes pupils with special educational needs. In cases from Reception upwards (where the majority of children are 5+ within the school year) the staff: pupil ratio on site is 1:20, unless the risk assessment conducted in school for a particular activity proves the need for this ratio to be reviewed and refined.

Arrangements are made to ensure that pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

### **REGISTRATION**

All pupils are registered at the start of the morning sessions and again during the afternoon sessions by the teacher using the school's electronic MIS. Parents are responsible for notifying the school if their child is absent for any reason (see Admission, Attendance and Registration policy). The school will always contact the parent if a child fails to arrive at

school without explanation (see Missing Child Policy). Lesson registers are taken by the teacher within 10 minutes of the start of the lesson using the school's MIS.

### **MEDICAL SUPPORT**

There is a first-aid (including paediatric first aid) qualified member of staff on duty in the Medical Room from 8.00 - 4.30pm Monday, Tuesday, Thursday and Friday. On Wednesday the Medical room is open from 9.00am to 3.00pm. The member of staff is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are members of the teaching staff and non-teaching staff, who are also trained in first aid and are certified to administer this in an emergency. The list is maintained by the School Nurse.

The School will always have at least one qualified first aider with the Nursery and Reception children at all times whether at school or on a school trip (see **Health and Safety Policy**).

### **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. We always investigate complaints about poor behaviour.

### **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips policy; this includes reference to medical administration on school trips and suggested supervision ratios. See also the school's Educational visits policy for supervision on journeys.

### **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed to use scientific, gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked by key and/or code at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed. Pupils are strictly forbidden from entering the playground area without staff supervision (this includes at the start and end of the school day).

### **STAFF INDUCTION**

All new members of the teaching staff receive a thorough induction into the school's expectations of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Pupils are not given supervisory responsibility for other pupils without adult supervision.

### **PUPILS' ARRIVAL AND DEPARTURE**

The school officially opens at 8.25am each morning and pupils may be dropped off by parents to either the dining room (Y7-11), Pre-Reception (YR), the Library (Y1-6) or the Sixth Form Centre (Y12-13). If pupils arrive before 8am they must attend breakfast club from 7.30 - 8.00am which is supervised by a member of staff. Reception and Year 1 pupils should be taken to their classrooms by parents, or the supervising member of staff, where the duty of care should be handed over to the teacher or teaching assistant. Younger pupils are rarely unsupervised during the school day. The only times they are likely to be unsupervised are when in the toilet, visiting the library for a new reading book (older free readers only) and when delivering messages to other classrooms within a building.

### **After School Clubs**

At the end of each day, pupils up to and including Year 5 are dismissed to the designated adults by their form teachers or are accompanied to after school clubs. Pupils in Year 6 and above are dismissed from their form room and leave with the designated adults or attend an afterschool club. Pupils who travel home alone (Y6-8 only) sign out at Reception and a register is taken each evening for those who take the school bus.

All pupils attending an after-school club must be signed in by the member of staff in charge of the activity using the school's MIS or paper register where the activity is away from the classroom. The activity leader must provide a copy of any paper register to Reception, the member of staff on duty at Reception will follow up on all unexpected absences (see Missing Child Policy). Children who go home following an after-school activity are supervised by a member of staff on duty within the school grounds (pick up points on the school drive or the Rotunda by the Prep School) until a designated adult arrives to collect them, or they leave on the school bus.

Pupils in Senior School may arrive at school from 8.00am, and must wait in the dining room or Sixth Form Centre until tutor registration at 8.25am. All pupils remaining on site after lessons have finished must be registered at an after-school club. They are expected to go home by 5.45pm **unless they are staying late for a function.**

### **MISSING CHILD POLICY**

See appendix 1

### **SITE ACCESS ARRANGEMENTS (including ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF)**

See appendix 2

### **UNCOLLECTED CHILD PROCEDURE**

See appendix 3

**Boarding Supervision Arrangements are covered by Boarding Policies, Routines and Documentation**

## APPENDIX I



### Missing Child Policy

Occasionally students may 'go missing' for a variety of reasons. Usually students are found within minutes of being 'missing'. In any case, the school will use the following procedures:

- a) registers must be taken at the start of every lesson, for lunchtime and afterschool clubs and at other times for boarders (see boarding routines). Any absentees must be reported to the School Reception immediately;
- b) the School Reception will check the registers to establish if the student has been registered that day, and whether he/she has been reported sick. Follow up contact with parents is made via the school office
- c) If the student appears to be missing the School Reception will inform the appropriate Designated Person immediately;
- d) The Designated Person will institute a school search by co-ordinating a team of staff;
- e) They will report back within the hour to the Designated Person;
- f) The Designated Person will keep the Head informed;
- g) If the student is not discovered within the hour the Head Master will determine any further action and will authorise the Designated Person to inform the police;
- h) the Head will inform the parents;
- i) the Head will inform the Chair of Governors;
- j) Once the police are involved the school will follow the directions of the police officer in charge.

Should a boarding pupil go missing after school or at a weekend, the same actions will be performed by boarding staff, who between them will fulfil the actions of School Reception when the day school is closed. Boarding staff should inform the Head of Boarding at stage e) who will then act as the Designated Senior Person. In the absence of the Head of Boarding the Designated Senior Lead for Child Protection (DSL) should be contacted. In the absence of the DSL, the Head Master should be contacted.



## SHERFIELD SCHOOL

### Site Access Arrangements

The key principles of these arrangements are:

- a) To ensure that access to the site and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorized persons on the site
- c) To maintain high levels of safeguarding
- d) To facilitate safe and smooth running of school activities

The site benefits from limited access via an exit gate and an entrance gate. Signs on the school boundaries indicate these. Access to boarding houses and all other buildings is controlled by lockable doors with key pad codes. A 74-acre semi-rural site cannot be isolated from the surroundings but structured pupil supervision by staff and following arrangements allow for the safe access and supervision of pupils on the school site.

### Pupils

- a) Use of the site by pupils is managed via the Supervision of Pupils policies and procedures (including break times, registration at 0825am, all lessons, clubs, activities and boarding routines).
- b) Boarders returning to the site at the designated return times are registered by house staff on arrival, or via the day pupil registration at Reception if the return time is during the school day.
- c) Day pupils may access the school site from 0730 Monday-Friday (breakfast club in the dining room from 0730 and from 0800 Library or dining room) during term time. Prep Class teachers are in place from 0825 to receive and register. Senior School form tutors are in their form rooms from 0825 to receive and register. Parents of Reception and Year 1 may deliver children to their class/form teachers at this time. Then parents must either a) leave the school site b) register at Reception and may benefit from the parent's café c) register at Reception for any appointments with school staff.
- d) Pupils below Year 4 are expected to be accompanied to their school building by their parents. Pupils of this age who arrive on the school bus are accompanied by the bus driver, member of staff or older pupil.
- e) At the end of the school day or on finishing after school activities, pupils will either be picked up by parents, register with boarding house staff or take the school buses home (see **uncollected child procedure**)

- f) Pupils arriving or leaving school late or early must be signed in/out by their parents or recognised guardian at the School Reception (or with house staff at weekends or evenings).

### **Parents and other adults**

- a) Parents or other adults with business on the school site - ie. meeting a teacher or other member of staff - must sign in at the school reception and wear a visitor badge. They will be accompanied by a member of staff to the meeting place. On leaving the school parents must sign out at the school office, returning their badge.
- b) The arrangements for other visitors are covered by the **ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF (SEE BELOW)**.
- c) All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are contained in the visitors' signing in book.

### **Unauthorised Persons**

- a) Anyone who is not an employee of the school and who has not undergone the procedures above is an unauthorised person.
- b) Staff who see somebody they do not recognise on this site must assume they are an unauthorised person.
- c) The member of staff should ask them what their business is on the school site. If they have business on the school site, they should be directed to reception to sign in.
- d) If they do not have any valid business on the school site, they should be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave the school site, the local police must be telephoned and advised that there is an intruder on the school site.
- f) All staff must display a school badge in their vehicle windows when parked on site, to enable visitor vehicles to be clearly identified.

### **Car Park and vehicles**

- a) There is a speed limit displayed regarding the car park and access roads.
- b) Speed bumps help to limit speed.
- c) Access is limited near the minibus parking area.
- d) Parents and pupils are reminded regularly to limit their pedestrian and vehicle speed in the car park.
- e) A one-way system is in operation.

## **ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF**

All members of staff and volunteers at Sherfield School are subject to full vetting and barring checks, even if they only have minimum contact with pupils.

All visitors to the school must sign in and out at the school reception and wear a visitor's identification badge during their time on site. All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are contained in the visitors' book.

The school employs its own maintenance staff and all other works involving outside agencies/contractors are scheduled to take place when school is not in session wherever possible. Should it be necessary to call in a contractor during term time, a member of the school maintenance team will accompany the contractor during his/her visit. For prolonged works requiring a contractor to be on site unsupervised, there is no requirement for vetting and barring checks if the contractor is not engaged in regulated activity. However, regular supervision checks should be conducted by the school under such circumstances.





# SHERFIELD SCHOOL

*Nursery • Pre-prep • Prep • Senior • 6th Form*

## **Uncollected Child Procedure**

In the event that a child is not collected by an authorised adult at the end of the session/day, the school puts into practice the following procedures.

The child's file/diary is checked for any information about changes to the normal collection routines.

If no information is available, parents/carers are contacted at home or work.

If this is unsuccessful the authorised adult's named on the Registration Form will be contacted.

The child does not leave the premises with anyone other than the named adults on the registration form.

If after all reasonable attempts to contact the parents and named adults fails, the school is required to call Hampshire Children's Services.

We will seek the advice of our Designated Senior Lead for Child Protection who is resident in the setting, who will then contact our local Children's Social Services care team.

The child will remain at the setting in the care of two fully-vetted employees until the child is safely collected either by the parents or social care worker.

Under no circumstances will members of staff go to look for the parent, nor may they take the child home with them or attempt to drive the child to their home address.

A full written report of the incident will be recorded in the child's file.

Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff within the procedures described above.