Ditcham Park School

Supervision of Pupils Policy

Approved by:	**Education Committee**
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General Guidance

This policy applies to the whole school, including the EYFS.

Scope and Objectives

This guidance is applicable to all those involved in pupil supervision at the school, and aims to;

- **ensure that pupils are appropriately supervised during school activities, consider supervision on arrival and departure from the school**
- **consider the supervision of Early Years Foundation Stage ("EYFS") pupils**

Apart from EYFS, there is no statutory ratio for supervision of pupils on the school site. (For supervision of pupils off-site, see Educational Visits policy).

Professional judgement, based on risk assessment, is needed in relation to the age of pupils and the activities in which they are engaged. Since the school is a through school from rising 4 to 16 years, the supervision of pupils in each section of the school has been reviewed separately.

Pupils' arrival and departure:

- Normal school hours are 8.40-3.45
- Additional wrap around care is available from 7.30am to 6pm
- Pupils are not allowed on site without supervision
- Where pupils are on site outside of normal hours, at least one designated member of staff will be present
- Teaching staff will supervise pupils during breaks and lunchtimes.
- Separate arrangements will be made for supervision during play / concert rehearsals or similar events
- A member of the teaching staff will supervise pupils for home and away matches
- Registration: a register is taken of pupils at the start of the morning and afternoon sessions
- The school will contact the parent if a child fails to arrive at school without an explanation
- For EYFS and Juniors, a child will only be released at the end of the day into the care of a parent or other individual whose name has been notified to the school in writing in advance (unless they are using the school bus service)

  Pupils will not have unsupervised access in designated areas which will include:

- Sports' halls / sports' equipment
- Science laboratories
- Design and technology classroom
- Theatre
- Ceramic stores
- Flammable material stores
- Grounds, maintenance, catering and caretaking areas

Registration:

Registration takes place between 8.40 and 8.55 each morning and at the start of afternoon lessons.

Travelling to and from school:

- Parents are responsible for ensuring that their children travel safely to and from school
- Pupils are not supervised by a member of staff when travelling on school buses but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- Members of the Estate Team and Teaching Staff will be on duty when school buses arrive and depart

Supervision during lesson times:

If a staff member is absent, a cover teacher is provided to cover all relevant lessons. It is normal practice for staff who are ill or on courses to provide suitable work to the school.
All senior school staff have, in addition to the teaching timetable, 1 or 2 periods on their timetable which are designated for cover. Staff are, however, aware then that any free period could theoretically be taken to cover a class should several colleagues be away.

Pupils who have discontinued a subject in the senior school, for whatever reason, are required to study in a designated area of the school which is monitored by a member or members of staff. Often pupils are timetabled to take their learning support lessons at these times.

Breaktime supervision:

Age of Pupils	Break Time	Supervision
Reception	All breaks listed below	Pupils remain with their Class Teacher and TA for morning and afternoon break in their own dedicated space. At lunchtime, the Reception pupils join the rest of the junior school pupils with a designated teacher.
Yrs 1-6	10.45 – 11.15 Morning Break	Pupils are supervised by 3 adults, at least one of whom is a qualified teacher. Pupils have designated areas which are explained to them on a regular basis.
Yrs 7-11	10.55 – 11.15 Morning Break	Pupils are supervised by 4 teachers who patrol the designated areas
Yrs 1-6	12.15 – 1.00pm Lunch Break	Pupils are supervised by 3 adults, at least one of whom is a qualified teacher. Pupils have designated areas which are explained to them on a regular basis.
Yrs 7-11	1.15 – 2.00pm Lunch Break	Pupils are supervised by 4 teachers who patrol the designated areas
Yrs 1-6	3.00-3.20pm Afternoon Break	Pupils are supervised by 3 adults, at least one of whom is a qualified teacher. Pupils have

		designated areas which are explained to them on a regular basis.
Children whose behaviour is being monitored may have restricted access to the playground		

On Wet Days

Juniors:
For morning and afternoon break, the member of staff on outside duty makes the decision as to whether it is wet play and relays the information by note or email.

The staff share supervision by pairing the classes where there is a parallel class (years 3-6) or with the TA where there is a single year group (Recpetion, Y1 and Y2).

At lunch time the duty staff and TAs supervise classes. Each member of duty staff has nominated year groups to supervise.

These supervision ratios have been based on:

- risk assessments related to the sight lines of the play areas. The junior school play area is a distinct part of the site with climbing frames and adventure play equipment, a hard playground area, part of the playing fields and a wooded area. This area is modified during the GCSE examinations period so that noise levels are reduced adjacent to the exam hall;
- the need for specific supervision of the climbing frames and outdoor fitness equipment;

Seniors:
If required, HoS or DHoS will announce a wet break/lunchtime. If a wet break is announced, year 7 and 8 pupils will be based in the SDH. Year 9 and 10 pupils will be based in the MPB. Year 11 pupils will be based in the Small Hall. A duty staff member will be allocated to each location. If a wet lunch is announced, after lunch service, years 7 and 8 pupils will be based in the MPB. Year 11 pupils will be based in the MPBX. Year 9 and 10 pupils will wait for lunch in the MPB and then remain in the SDH after the end of last lunch service. A duty staff with be attached to each venue. On the rare occasion that the venues are not available, pupils will be sent back to tutor bases and supervised by tutors. During wet weather all senior staff are asked by the Head of Seniors to increase general levels of observation at break times.

EYFS

EYFS staffing ratio requirements are as follows:

- Where the majority of pupils are 5 or over within the school year the staffing ratio is 1:30 provided that a person with QTS (Qualified Teacher Status), Early Years Professional Status or another suitable Level 6 qualification is working directly with the children;

Supervision before and after school

Before School - Early arrivals [7.30am – 8.25am]

An Early Morning Club and Breakfast Club are available in the Large Hall between 7.30 - 8.25am. The school has a duty of care for these pupils and the degree of responsibility varies according to their age.

After School [3.45pm – 6.00pm]

A member of SLT is on duty each day until 6pm

Juniors:
Children from the juniors, if not travelling on the school buses, are escorted to the Junior School entrance by their Class Teacher who will remain with their class until the last child has been collected. If a child is being collected by a different adult to normal, parents are required to let the school know in writing in advance of collection time. If they are travelling by bus, children in Reception – Transition inclusive will be escorted on to their bus by a member of junior teaching staff. Children in Lowers – Uppers inclusive make their own way to the bus.

Junior pupils who are not collected by 1600 are taken to the office by their Class Teacher who will begin investigations as to who should be collecting them. Pupils who are waiting to be collected will sit in reception and will be supervised by one of the office team.

Seniors:
Pupils are dismissed at the end of the school day by the teacher taking their final period. Pupils make their own way to meet their parents or to catch the school bus. Any senior pupil who is not collected is directed first to school reception to call their parents after which they move to the Large Hall for Seniors After-School Club (ASC).

Bus Delay:
Should a coach or minibus be late, the duty member of SLT member will supervise the children until it arrives – having informed the Receptionist or Office Staff, who will check as to the reason for the delay. No child will be left unattended at school.

After school activities:
On most evenings, a certain number of pupils remain at school to take part in activities organised by members of staff, e.g. matches and rehearsals. The following applies:

- Parents must have been forewarned that the activity is to take place so that they do not expect them from the school bus.

- From the time the activity begins until they have been collected by their parents, these pupils become the responsibility of the teacher involved.

Afterschool Care and Homework Club
Afterschool Care runs from 3.45 to 6.00pm.
Senior and Years 5 and 6 pupils attending Homework Club go directly to the Large Hall where they are registered.

Children booked into After School Care with CM sport, will meet the CM sport staff in the Junior Library, where a register will be taken and then will go to the small hall. This list of who is attending afterschool care is circulated to Junior Staff.

The office will investigate the absence of any child who is registered to attend afterschool care but does not turn up, to ensure that they are safe and the parents are aware of any changes.

A member of the Senior Leadership Team remains on duty until the last child is collected. If a child has not been collected by 6.00pm then the child will wait in the care of the duty member of Senior Leadership team.

Educational Visits:
Arrangements are detailed in Educational Visits are contained in the Educational Visits Policy

DPS protocol for pupils staying on the site for evening events:

Children who are requested or required to stay on the school site beyond the normal school closing time for late afternoon or evening events must be identified and supervised.

The event organiser is responsible for the protocols listed below**:**

For health and safety reasons, all pupils who remain on site for an event must be identified by being named and listed on a register.

A designated member(s) of staff must be identified as being responsible for the reasonable supervision of these pupils at all times beyond 3.45 pm until the event or performance takes place. Staff are responsible for ensuring that every child has left the premises and has been collected at the end of the event.

Pupils must also remain in a designated place during this period.

There must also be a member of staff who is qualified in First Aid available throughout the period and during the evening of the event. This first aider need not necessarily be a teacher but must be on site and contactable at all times by the designated staff supervisor.