



# CROSFIELDS SCHOOL

## **SUPERVISION OF PUPILS POLICY**

<b>Person Responsible:</b>	Second Master
<b>Reviewed on:</b>	2 January 2022
<b>Next Review Due:</b>	January 2023

**Reference Documents/Websites:** Behaviour Policy

Emergency Evacuation (other than Fire) Policy

Fire Risk Assessment Policy

First Aid Policy

School Lockdown Procedure

Staff Code of Conduct

Wet Break Procedure

Educational Visits Policy

EYFS Missing Child procedure

EYFS Uncollected Child procedure

The 'duty of care', as a contractual obligation, places a specific responsibility on the Headmaster, as overall manager of the school, to ensure 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. Teachers, Teaching Assistants, Nursery Nurses and Playground Supervisors must exercise such a standard of care at all times as would be expected of a caring and prudent parent.

It is parents' responsibility to ensure that a pupil attends school. Any late arrivals or early departures must be notified to the school office, with pupils and students required to report in to the school office themselves or with their parents in the case of young children ) if they are late. Pupils and students from Reception upwards must be signed out from the school office if they have to leave school during the day for an appointment. For pupils in the Nursery this is handled by the Class Teacher or Teaching Assistant. In the case of pupil or student absence, parents are asked to notify the school of the reason for the absence and parents will be contacted if no reason has been provided.

Sensible use of tables, chairs and equipment should be maintained so that pupils use these items properly to avoid accidents.

Pupils and students moving around the school should not be allowed to run and they should not be pushing other pupils in lines or groupings.

In the dining hall and The Hatch, knives and forks should be properly used by pupils and not used in any way that may cause injury to themselves or others. Spillages on tables, chairs and especially the floor should be cleaned up immediately to avoid pupils and students falling over. Tables and chairs should be cleaned as necessary to avoid soiling of pup/students clothes or contaminating their meals.

Pupils in the Senior School and above are given the privilege of "Tea and Toast" in the The Hatch each morning break. Members of the catering staff and a duty member of staff are present

Playground/AWP/ATP supervision is undertaken by members of staff on a rota system designed to ensure that there are always an appropriate number of staff on duty. Playground duties must be continuous and carried out with mobility so that staff patrol the playground, fields, buildings

and toilet areas. Play equipment should be used for the correct purposes and by children of the ages shown on the notices attached to the play equipment. The copse areas around the back field and allwoodland areas are out of bounds and need checking also. Pupils in these areas without supervision will be subject to the relevant disciplinary processes.

Changing rooms and the individual teaching rooms in the music school are out of bounds unless a member of staff is present and must also be checked by duty staff.

After school, children are supervised at various collection points around the school. Those children staying after school are supervised in different areas, including in the dining hall for those having tea. Children staying for after school activities, including prep, are supervised by staff until the children are collected. In Years 5 and above, children not collected by the set times are sent to Prep where they are supervised by the duty member of staff. For children in Years 1 and 2 the default waiting area is Acorns Hall. Years 3 to 6 wait in the dining hall; students in the Senior School are supervised outside until 1630 and then join after school prep if they have not been collected. A flexible collection window operates until 1645 for all pupils and students who are not due to stay after school but have not been collected by 1630.

Children in the EYFS are supervised separately in Chestnuts until 17:50. Any uncollected children after this time, the procedures detailed in the *EYFS Uncollected Children Policy* are followed.

Pupils not collected by 18.00 are escorted to the Senior School Building where they are supervised by two members of staff, at least one of whom is trained in Paediatric First Aid until arrangements can be made for the child's safe collection.

Classes should not be left unattended in classrooms. Should a teacher need to leave the classroom, another member of staff should be asked to stand in first.

All efforts must be made by teachers and carers to supervise the safety of children at all times.

### **Adult:Child ratios:**

**Children aged 3 and over:** In Reception, where a Qualified Teacher is working directly with children the ratio is 1:30. In other EYFS classes where a Qualified Teacher is working directly with children the ratio is 1:13. Where no person with QTS (or equivalent) is working directly with children the ratio is 1:8 provided that one member of staff holds a Level 3 qualification and at least half of the other staff have a Level 2 qualification.

For teaching in the swimming pool, the ratio is 1:20 for a fully qualified ASA/Sports teacher. For ASA Assistant Teachers the ratio is 1:8. No staff should supervise/teach children in the swimming pool unless they hold a valid lifesaving qualification.

The maximum class size at Crosfields is 20, although periodically it is necessary to increase this for exceptional reasons.

There are no legal stipulations for adult: child ratios on school trips. Through risk assessments, the school has determined its **minimum** requirements for educational visits. These are stated below.

Nursery Class	1:2
Reception	1:5
Years 1 to 3	1:6
Years 4 to 5:	1:10 to 15
Years 7 to 9:	1:15 to 20

On all visits, regular head counting of children must take place, particularly when boarding transport or leaving a venue.

This Policy applies to the whole School.