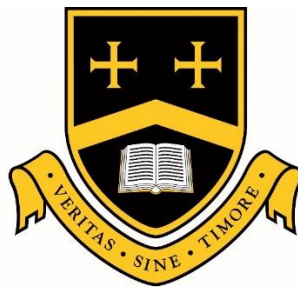
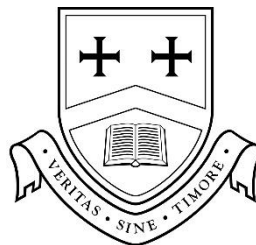


# Supervision Policy



CATERHAM  
SCHOOL



CATERHAM  
PREP

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## Supervision of Pupils (Whole School)

### Policy Statement

This policy and the procedures include all pupils including those in the EYFS setting. Appropriate supervision of all pupils at all times is an essential component of the School's responsibility to promote the welfare of pupils. The level of supervision will vary depending on the activity taking place and if necessary a risk assessment should be carried out to ascertain what level of supervision is necessary. The safety and security of pupils is the key to this. There are a number of factors that must always be taken into consideration when supervising children; the age and maturity of the child, the number of children, any special needs/disabilities, the type of activity the children are engaged in and the location of the activity.

There will inevitably be times during the day where individual pupils will not be subject to the close supervision that they are used to in lessons. This is one reason why a high standard of behaviour, self-discipline and common sense are expected at all times.

Teachers and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.

National Minimum Standards for Boarding (2022), Standard 20: Staffing and Supervision.  
Statutory Framework from the early years foundation stage (EYFS), 31 March 2021

This policy and its procedures are supported by and works in conjunction with a range of policies and School procedures, such as Safeguarding, Missing Pupil, Wrap-Around Care, Behaviour, Duty Rotas, Educational Visits, Uncollected Child, provision for before and after school care, and our Risk Assessments.

### Senior School Procedures

Appropriate supervision of all pupils at all times is an essential component of the School responsibility to promote the welfare of pupils. The level of supervision will vary depending on the activity taking place and if necessary a risk assessment should be carried out to ascertain what level of supervision is necessary. The safety and security of pupils is the key to this.

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Boarders are in the care of the Boarding staff until they go to registration and from 4.15pm unless they are participating in an agreed activity. Sixth form boarders are allowed to return to their Houses after lunch if they have private study; a member of the boarding staff is always present and available in the House during this period.

Day pupils should arrive in School in time for registration at 8.30am. They may go to their Year Areas – with the permission of their Head of Year - or their Tutor room when they arrive. Heads of Year or their Assistants/Deputies supervise these areas.

All pupils should be aware of the procedure to follow if their teacher is not present for CPs or for a lesson. A member of the class should inform the nearest teacher and another pupil should go to Reception to let the Receptionist or School Secretary know. Tutors should discuss this with their form and nominate individuals who might take on this responsibility. Cath Drummond will have issued the cover sheet by e-mail before 8.20am and usually by 8.00am. The Receptionist will contact Emergency Cover in the Library, by phone or by email (each period has an allocated teacher available for Emergency Cover, usually a single period per teacher per week). Whilst waiting, pupils should work or read in silence and stay seated, leaving the classroom door open. Teachers and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.

Sixth Form day pupils in study periods must work in the Pye Centre or the Library, or an allocated free classroom. If required to be in supervised Private Study periods they must go to the designated room. Missing this is a serious matter and there will be a sanction. There will always be at least one member of staff in the Pye Centre. If a Sixth Form pupil is studying in another part of the School, such as the Art department, they must have permission and let a member of the Sixth Form Team know in advance.

Only Prefects are allowed off-site during the school day and they must sign in and out. By specific arrangement with the Director of Sixth Form, Sixth Form pupils may use free time during lunch or during an afternoon without scheduled lessons to take driving lessons.

### **After school provision**

The school day ends at 4pm, after which pupils can choose from the following:

- Go home
- Attend one of the many clubs and activities happening in a range of locations after school
- Turn out for their chosen sport
- Go to the Late Room to complete homework before being collected or taking the Late Bus at 6.00pm
- Socialise with the boarders if personally invited to do so

If someone is unexpectedly stuck at school they can report to reception who will contact the Boarding Housemasters or Housemistress and arrange for the pupil to go there whilst they wait.

### **Wednesday CCF Night**

On CCF night, pupils who stay at school should sign up for activities, go to the Late Room (Library) or socialise with boarders, and then go to supper (booked through Wisepay). If they choose to leave the school site it must be with their parents' permission (4<sup>th</sup> Year and above, as per the Assistant Head Co-curricular's arrangements). In such cases, the School cannot take responsibility for the welfare of pupils who are outside of the school grounds.

Pupils should not change in classrooms but instead use the sports centre dry side changing rooms or other changing rooms around school.

## **DUTIES**

The Duty list is posted on Firefly at the beginning of each term. Of course, outside this day, staff remain on duty and should check any disorderly conduct both inside and outside the School and do all that they can to assist the smooth running of the School and the happiness and wellbeing of its pupils. Duty staff are expected to act, to be seen and to be vigilant. Anything untoward should be reported to a Head of Year or a member of SMT.

It is incumbent on us all to ensure that the system functions efficiently and smoothly by:

- arriving on time for our duties
- taking care to note that the pupils are behaving in a sensible manner
- checking that pupils are not in areas that are out of bounds
- completing the duty at the stated time and encouraging the pupils to go to their next appointment

### **Specific responsibilities of teachers on duty**

#### **1. Concourse and Sixth Form Area**

- This needs to be patrolled at first break and at lunch times.
- The Sixth Form area needs to be checked so that pupils are all behaving in a sensible fashion.
- Encourage the pupils to move on to their next lesson as break comes to an end.

#### **2. Eothen and Humanities Building**

These areas need constant supervision as they house Tutor rooms and lockers. It has to be covered at both breaks.

- From half term of Autumn until the end of the Spring Term, form rooms can be used by their members, who may invite pupils from other forms, but broadly pupils are encouraged to stick to their own form rooms and to take responsibility for them. If this privilege is abused, Heads of Year reserve the right to lock them out for a specified period in consultation with SLT.
- These are key areas to patrol and staff may have the help of senior pupils to supervise the areas properly.

#### **4) Science Laboratories**

No pupil should be anywhere in the laboratories during break or lunch time unless they are visiting a member of staff or taking part in a supervised activity.

#### **5) Eothen Courtyard and fields**

The Eothen Courtyard will be supervised throughout lunch breaks by the Playground Supervisor. This area of supervision will depend on the time of year. In fine weather a lot of pupils will play on the Beeches Field, but in the winter months the courtyard is used a lot more.

- Pupils should not be on the Home Field or Beeches Field unless supervised by a member of staff.
- Pupils using the Astroturf must wear training shoes.

## 6) Lunch queue and Refectory

This needs two members of staff and it is very important that it is carried out efficiently and authoritatively.

- The queue needs to be orderly and sensible.
- The front of the queue should not go beyond the pillar by the staff partition.
- Do not allow pupils to return to the servery after collecting their lunch so that the one way system is maintained.
- The queue in the foyer should be restricted to one line only.
- The member of staff on top lane duty should not let year groups waiting for lunch go into the foyer until it has cleared. Pupils should be kept off the pavement to leave enough room for staff and others to go down the steps and into the foyer.
- Pupils with priority cards may enter lunch first.
- No card, no entry unless escorted by a member of staff.
- The pupils then enter in the order prescribed for that day.
- Other pupils should be sent away until it is their turn.

In the Refectory the teacher must patrol to ensure good behaviour.

- Check that no food is on the floor or under the table.
- Ensure the pupils take all their plates, cutlery, glasses and trays when they leave.
- It is not possible for a member of staff to both be on duty in the Refectory and to be eating their lunch.

## 7) Teacher on Duty and Friday Detention Duty

This role will only have to be carried out once a term on average and is not as onerous as it initially seems. They should be in school from 8:00am to 6:00pm. They should patrol before school commences. The main time though for the duty to run is between the end of school and 6pm, when the boarding staff take up their duty. However it is a point of focus for office staff, other teachers etc. when someone has to be identified in cases of emergency.

The TOD should take the supervised Late Room from 4:15pm until 5:45pm in the Library. A register of those attending should be taken in the book provided and returned to the Staff Room.

If there is anything to report at the end of the day the Principal Deputy Head should be emailed.

Any pupils remaining in School after 4.15pm must either be involved in a supervised activity or working in the Late Room.

Friday Detention takes place each week in G6 from 4.15pm – 5.30pm, and is supervised by members of SMT, Heads of Year and Assistant Heads of year in rotation. There is always a member of SLT on duty in support if needed.

## **8) Saturday Duties**

Staff not involved in boarding or regular co-curricular activities on a Saturday can expect to undertake one Saturday duty each term. A rota is published at the start of each term. It normally involves being in school to assist in the smooth running of hosting fixtures and managing the site during the morning and afternoon, either at School or at the Hill Fields Pavilion. A brief overview of the job description is sent to all staff each year.

## **Caterham Prep School Procedures**

### **Duties and Staff Ratios**

Duty schedules are compiled by the Deputy Head and the Head of Pre-Prep, in accordance with current adult:child ratios advised by national education authorities for specific age groups.

These schedules are updated each term at least, are clearly displayed in staff work areas and are circulated freely amongst all staff members. Each member of staff is individually responsible for ascertaining what and where their duties are at any given time of the school year.

It is incumbent on all members of staff to ensure that the system functions efficiently and smoothly by:

- arriving on time for duties
- taking care to note that the pupils are behaving in a sensible manner
- checking that pupils are not in areas that are out of bounds.
- completing the duty at the stated time and encouraging the pupils to go to their next appointment timeously and in good order

The specifics of all duties, together with how to respond to any perceived risk, accident or any other kind of emergency, are made clear together with these schedules and in the Caterham Prep School Staff Handbook.

Staffing ratios are organised in such a way as to reflect current good practice, depending on the activity, whether it is an educational visit off site, meal or break times or after school care. Safety is paramount and the School mobile phone should be taken when in remote locations.

Staffing ratios for children in the EYFS setting are as follows:

- In Reception, there is a minimum ratio of 1:30 where the teacher holds QTS.

## **Key Points**

### **Mornings**

- The Prep School opens at 8.00am for all pupils in Years 3 and 6.
- Pupils who use School Transport and arrive at school before 8am wait in the Prep School reception.

The Pre-Prep opens at 8.10am each morning. Parents are not permitted on site prior to this time. Reception, Year 1 and 2 pupils should be dropped off in the car park. Parents should remain in the car. The signal that the Pre-Prep is open each morning is when the gate opens. Pupils will be directed through the gate and up to their classroom. The only pupils allowed on the Pre-Prep site prior to this are those pupils with specific permission from a member of staff to do so to attend breakfast club. Staff members whose children attend the Pre-Prep may also have their children with them prior to the school opening. Staff children are the responsibility of their parents until the school opens.

### During the Day

Members of staff on duty at break times throughout the school day should ensure that they position themselves or patrol to maintain clear visual and auditory contact with the pupils in their care. Where more than one person is on duty, members of staff should spread their presence as far as possible and avoid standing together for prolonged periods of time.

### Indoor play

In the event of wet weather, pupils are required to remain in their Form Rooms. Board Games and activities are provided for the pupils to enjoy. Members of staff on duty are assigned 'zones' to patrol and supervise the children accordingly.

### End of Day Routine

At the end of the day pupils in Pre-Prep and Prep School are dismissed by their teacher.

### After School and Out Of School Hours Activities

Members of staff who hold 'after school' or 'out of school hours' clubs or activities of any description are responsible for dismissing those pupils into the care of the person who collects them from school or for seeing them safely off the premises if the pupil walks or cycles home.

For Breakfast and After School Care please refer to the Wraparound Care Policy.

### Pupils who are not collected on time after school

#### Prep School

If a pupil is not collected by 4pm (for normal end of day) or 5pm (following after school activity) the responsible member of staff should take them to the office and ask the Receptionist to make contact with the parent or guardian. Pupils not collected by 5.15pm will be escorted to After School Care in Mottrams and a charge will be made to parents.

#### Pre-Prep

If a pupil is not collected within a reasonable timeframe following the normal end of the school day or a club or activity, the responsible member of staff should report this to a member of the SMT who will contact the parent or guardian. They will keep the child at the School Reception (in Prep/Pre-Prep depending on time) pending collection.

For After-School Care arrangements in this regard – refer to Wraparound Care Policy.



## **Arrangements for EYFS children during the day**

### **Reception Classes**

Staffing qualifications:

RR: Teacher with BSc (Hons), PCGE

TA: Level 3

RC: Teacher with BA (Hons) QTS

TA: Level 3

Teachers and TAs in all day with children.

Playtime in Reception: Rota of teacher/TAs.

In case of Reception Teacher sickness, a fully qualified teacher will take the class. If TA sick then a fully qualified TA will be sought.

End of day:

Children with older siblings can stay to sibling class till 3.40pm. This is for children from Reception and Year 1. This is staffed within the year group adhering to the legal ratios.

### **Pupils who are regularly collected later than the advertised time**

Should members of staff become aware that a pupil is collected beyond advertised time regularly; they should report this fact to a member of the SMT. A member of staff will contact such parents to clarify picking up arrangements and the associated timings.

### **Pupils who walk or cycle to or from school**

Pupils who walk or cycle regularly to school do so under the supervision and/or authority of their parents.

In order for the school to keep up to date with which pupils have parental permission/instruction to travel to and from school in this way, Form Tutors are requested to regularly check with their pupils on these arrangements and to forward any changes or new arrangements to the Office. Parents are regularly requested to keep the school informed of any such arrangements.

In Years 3-6, every morning registration includes the form tutor completing an after-school sheet to record pupils' movements at the end of each day. This includes if a child is walking to another part of the school site to be collected, or indeed if they are walking home. This is then passed to the Office.

It should be borne in mind that the accuracy of this document relies entirely in the relevant information being received from the home. As such this is not an accurate or definitive document but is designed to assist those members of staff who may need to know how a child is expected to get home on a given day.

**‘Out of Bounds’**

The following areas are to be considered ‘Out of Bounds’ for all school activities. The list is not exhaustive and members of staff should use discretion at all times in allowing pupils access to any part of the school.

Any classroom with special awareness for science labs and ICT suites, unless a teacher is present in the room. During wet-breaks classrooms must be regularly patrolled and visited.

- Boiler rooms.
- Wheelie Bin storage areas
- Grassy banks
- Woodland above the Prep School
- Any part of our neighbours’ property excepting the access path across their land.
- Any internal driveways, public or private road, parking areas.
- Any Kitchens
- Any Staff Rooms (Including children of members of staff before and after school)
- Any huts, sheds, rooms, workshops or stores used by grounds, caretaking or maintenance staff
- Any staff housing or accommodation. (Unless specific permission is agreed by Head of Prep School)