



Beachborough School

Supervision of Pupils Policy

Updated: September 2023

Date of next Review: September 2024

Policy Lead: Mr S Preece (Deputy Headmaster - DSL)

Reviewed by: Mrs S Mitchell (Headteacher)

Policy statement

Beachborough School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit.
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises or attending educational visits offsite or wrap around care.
- Supervision of pupils in remote locations is secure and is in line with the guidelines set out in our Health and Safety Policy document.
- Wherever possible additional staff accompany residential trips to facilitate cover for any staff illness.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- No senior pupils have supervisory responsibility for other pupils.
- Mandatory staffing ratios for EYFS provision are enforced.

Beachborough School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Procedures

To ensure pupils' personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Adults who have not been DBS checked (volunteers working less than three days per month) have no unsupervised access to pupils. All pupils are supervised by adults at all times.
- Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Where an activity is off site at remote locations – eg Sports, outdoor learning, staff always carry a walkie-talkie or mobile phone to be able to contact the school.
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Sport procedures and Risk Assessment documentation.

Security

- Systems are in place for the safe arrival and departure of pupils and ensuring registers are accurately maintained.
- The times of the pupils' arrivals and departures at Beachborough are recorded in line with EYFS requirements.
- The arrival and departure times of adults - staff, volunteers and visitors are recorded on the school site's log in system.
- Systems are in place to prevent unauthorised access to our premises.
- Systems are in place to prevent children from leaving our premises unnoticed.
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team.

Staffing Ratios

- In classes Reception upwards (majority of children are 5+ within the school year) – ratio of 1:30
- In other EYFS classes (children 3+) we maintain a ratio of 1:13 where a person with QTS, EYFS professional status or another full and relevant level 6 qualification with at least one other member of staff with a full and relevant level 3 qualification.

- In EYFS settings (children 3+) where a person with QTS, EYFS professional status or another full and relevant level 6 qualification is NOT working directly with children a ratio of 1:8 is maintained. At least one member of staff will have a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification.
- In EYFS settings (children aged 2) the ratio is 1:5. At least one member of staff will have a full and relevant level 3 qualification and at least half of other members of staff with a full and relevant level 2 qualification.
- The appropriate ratios, as outlined above are maintained during Morning Care, After Care and Co-Curricular Clubs. Nursery and Kindergarten children do not participate in Co-Curricular Clubs, other than Ballet which is at a lunch time and the children are accompanied by a member of the EYFS team.
- All activities are supervised and there are at least three members of staff on duty at break times and lunchtimes.

This policy applies across the whole school including Boarding and EYFS and will be reviewed and updated regularly. *Linked Policies and read in conjunction with: Equal Opportunities, Missing Child, First Aid, Risk, Educational Visits and Activities Off Site.*