



# Supervision of Pupils Policy

## PREP SCHOOL INCLUDING EYFS

<b>Governors' Committee normally reviewing:</b>	Education Committee
<b>Date last formally approved by the Governors:</b>	Spring 2021
<b>Date policy became effective:</b>	November 2009

<b>Period of Review:</b>	2 Yearly
<b>Next Review Date:</b>	Spring 2023

<b>Person responsible for implementation and monitoring:</b>	Head, Deputy Head & Heads Phases & Houseparents
<b>Other relevant policies:</b>	Safeguarding (Child Protection and Staff Behaviour) Policy, Class size Policy, Admissions policy, Teaching and Learning Policy, Discipline policy and reporting of related incidents, Pastoral Care Plan, Health and Safety Policy and related practice & Safer Recruitment Policy, Policy on Health & Safety Activities outside School, E-Safety Policy

The following Policy covers the Aims and Ethos of the Prep School

### Aims and Ethos

#### **SAFEGUARDING STATEMENT**

*Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.*

#### **EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

<b>Contents:</b>	<b>Page</b>
1. Staff and staff to pupil ratios	3
2. Parental permission	4
3. Safety and security and supervision of pupils	4
4. Staff Guidelines	
– Supervision of Years 3-8 pupils outside the classroom	7
5. Guidelines - for Staff supervising pupils	
- Stewart House	8
- Years 3-8 (Ffrome Court, Cloisters and Courtauld House)	9
6. Monitoring and evaluation	12

## **1. Staff and staff to pupil ratios:**

'Staff' is defined as full and part-time teaching staff at Felsted Prep School. Teachers from other schools or adults such as teaching assistants or parents may run activities, but their supervisory role must be discussed and agreed beforehand, and they must have the required training/certification appropriate to the role. All adults who have a supervisory role must have an enhanced DBS check. Only if they agree to this and to take on such a supervisory role are they to be included in staffing ratios.

Teaching & Classroom Assistants & GAP Year Assistants work alongside teaching staff within the classroom, as part of the games & activities programme and on supervisory break/lunch duties.

**In Reception classes** the optimum class size is 16 with three classes per year. Where Reception children join after school activities the ratio is 1: 8 and the supervisor must hold a Level 3 qualification and any other helpers at least Level 2.

**In Years 1 & 2** the optimum class size is 18 with three classes per year. There are classroom assistants who spend a proportion of each day with these children. For pupils from age five to seven the recommended staffing ratio for after school activities is 1: 8.

**In Years 3 – 8 (ages 7 – 13)**, the optimum class size is 20 with three classes to year 6 and four classes per year in Years 7 & 8. For optional subjects there will be an average class size in any year group of no more than 20. However, there may, on rare occasions, be sets of above 20 if the ability spread or choices of the pupils justifies this.

**For pupils aged 8 to 13 wishing to engage in activities outside the classroom**, a risk assessment must be carried out so that the staffing ratio is appropriate to circumstance. The risk assessment will depend on:

- The age, sex and ability of the pupils involved
- The numbers of pupils involved
- The standard of discipline associated with the pupils concerned
- The nature of the activity and the degree of risk involved
- Any special educational or medical needs of the pupils
- The location of the activity
- The duration of the activity
- The experience and competence of the staff associated with the activity

### **Boarding House:**

Staff/pupil supervision is as set out in the Boarding House Handbook

### **Off-Site Educational Visits:**

**Refer to Educational Visits Policy which outlines the requirements and risk assessments that must be carried out prior to taking pupils off site. Consult the Deputy Head for guidance.**

### **Staff/Pupil ratios recommended by the DfE for off site activities are:**

- 1:6 for pupils in Years 1-3 (under 5's Reception classes should have a higher ratio)
- 1:10 for pupils in Years 4-6
- 1:15/20 for pupils from Year 7 onwards
- 1:10 for all visits overnight or abroad, with a minimum of 2 adults of opposite sexes for mixed parties
- For high risk activities, higher ratios may be considered appropriate.

### **Early Years Foundation Stage Statutory Requirements 2008 for Outings states:**

For each type of outing, providers must carry out a full risk assessment, which includes an assessment of required adult:child ratios. This assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements for provision, in accordance with providers' procedures for supervision of children on outings.

## **2. Parental Permission**

**Parents giving lifts to their children's friends to and from away matches –** the teacher in charge of a team can allow a lift to be given only if the School receives **written parental permission by email/text or note**. This can be given at the beginning of the School year or prior to the away fixture. Verbal permission is **not** acceptable.

## **3. Safety and security and supervision of pupils**

At Felsted, the Safety and Security of the children is of paramount importance to us as part of our Safeguarding responsibilities. We value the beauty of the rural nature of our School and Village, however, this does mean that parts of our site are more open than in an urban school. However, we endeavour to make the site as safe and secure as possible, with the children being educated to understand the dangers that can exist in our modern day society. A full risk assessment of the site occurs annually at the start of each school year, when pupils' access to risk areas in school buildings and grounds are considered.

- With this in mind, all **employees** of Felsted are DBS (Disclosure and Barring Service ) checked and are required to wear **FPS Photo ID Badges and Lanyard** at all times on the School site and the children are taught to report and not approach any adult who does not have this authorisation. Staff are asked to challenge any adult who does not appear to be wearing a **Felsted ID badge** and to report the incident to The Deputy Head (or Mrs Vicki Legrand) who will decide whether Security should be informed. **Staff are required as part of their contract to hand back their Security Badges and Lanyards when they leave the employment of Felsted School.**

- **All staff** are supplied with a Prep School Master key (PSM) which opens general areas. There are specific keys for specific areas such as DTE and Science Labs and Sub-Master key which is issued to selected Staff. If any of these keys are lost then it must be reported to the Deputy Head. The key must be returned when the member of staff leaves the employment of the School.. The codes on door pads are changed at irregular intervals throughout the year. During the day, staff should ensure that external doors are not hooked open when rooms are not occupied, that gates are closed and that padlocks are shut with code scrambled.
- The PSM padlock on the gate outside of the Evans block (by green doors) is only to be opened by a **member of staff** only when he/she is taking a group of pupils out of school (eg to Chapel, to Swimming or for 3.45/5.45pm Ffrome Court 'Sign-Out' to Parents in the Main Car Park.) The member of staff is responsible for locking the padlock afterwards.
- The main gate to **Stewart House** from the car park/drop-off zone is locked during the day. Visitors must press the buzzer and the receptionist will unlock the gate. The access doors to the building are opened by an electronic fob which is carried by all Stewart House staff. The Stewart House Main Gate is unlocked by the Stewart House Duty Staff at 8:10am until 8.45 and again at 3.30 pm until 3.45 pm. (at no time should the gate be left open and unsupervised). There are 3 other gates into Stewart House which are secured with 4 digit padlocks – these gates **MUST** be kept locked at all times – please twiddle the numbers so that the “open” combination is not showing. The gate entrance to Stewart House by the back of Courtauld House operates on the PSM system.
- **Staff are asked to lock their classrooms and close windows at the end of each day..** The Deputy Head is i/c of FPS Security and liaises through The Estates Manager with the Security Guards who patrol the school grounds during the school day and at night, throughout the year. The Security Guards have direct mobile phone access 24/7 to the Deputy Head, and Houseparent/Assistant Houseparent.
- **All external visitors** to Felsted Prep School are required to report to the School Office and/or the Headmaster's Office where they are “signed-in” and issued with a Visitor's Badge.
- Although we welcome having **parents** visiting us, having unidentified people walking around our buildings and site would be at odds with our Safety and Security Policy. In September 2007, we introduced a **Safety and Security Agreement** to which all parents must adhere (*see Information for Parents Booklet*)

#### **Pupils on the FPS-site:**

- As a day and boarding School, pupils at Felsted Prep School are supervised at all times (24 hours a day) by appropriately trained and qualified adults.
- For day-pupils in Years 3-8, the supervision starts at 8.00 am and ends at 6.00pm. If parents are unavoidably delayed, Pupils will remain with Boarding House staff until the parents collect from School.
- Any day-pupils arriving before 8.00am must sign-in at the School Office (Y3-6) and go to the School Library; or if in Y7 & 8, sign-in at Courtauld House and wait in the CH ICT room, the CH Common Room or in the CH Atrium or Follyfield,

when weather permits

- Additional supervision is provided for day-pupils who stay for after-tea activities alongside the boarders from 6.00pm-7.45pm
- Boarders come under the care of the Boarding House staff from 5.45 pm.
- The safety and security of pupils at drop-off time in the morning and collection in the afternoon/evening is of paramount importance, and as such, staff are on duty in the car park(s) to help with and monitor pupil safety until pupils are collected. **See also Parents' Information Handbook – Car Park Code of Conduct.**
- EYFS (Reception) pupils arrive between 8.10-8.45am via the Main Pupils' Entrance to Stewart House and are signed-over by parents/guardians to their class teacher and are handed back to their parents/guardians at the end of their school day. Pupils are electronically registered at 8.45 am and again at 1.00 pm.
- Pupils in Years 1&2 – are signed-over by their parents/ guardians to Stewart House Duty Staff between 8.10-8.45am and are handed back to their parents/guardians at the end of their school day. Pupils are electronically registered at 8.45 am and again at 1.00 pm.
- **Note: ALL parents of pupils in Years R-4 are provided with individually named FPS Parent Badges (colour coded each year) at the start of the school year. HoPs are responsible for ensuring that Parents wear their ID badges when on the School Site.**
- Pupils in Years 3-8 are supervised as set out in the guidelines below on arrival and are electronically registered at 8.20am each morning by their form tutor and at the start of afternoon lessons/games (times as on daily timetable).
- **Music Lessons** for pupils in Years 3 – 8 should be supervised as follows: All Year 7 and 8 pupils go to music lesson on their own unless parents have specifically written asking that they be accompanied.

All pupils in Years 5 and 6 go to music lessons on site alone, but are to be accompanied to music off FPS site

All pupils in Years 3 and 4 are picked up and accompanied to \_\_\_\_\_ and from all music lessons.

#### **Pupils off-site (but in Felsted)**

- **Road Crossing** - only pupils in Years 7 & 8 may cross the roads around the School without adult supervision. They must use the Pedestrian Exit from the Main School Car Park or Courtauld House and use the Zebra Crossing. All other pupils in Year 6 and below must be accompanied by an adult at all times. Years 7 & 8 children **must not** be asked to supervise the crossing of younger children. The pupils must be taught not to set foot on the crossing until all vehicles have come to a complete halt. After 6.00pm (eg evening activities), **ALL** pupils must be supervised/escorted off-site by a member of staff. During winter months the member of staff should wear a High-Viz Jacket.
- **Years 7&8 pupils may leave the FPS site not under the direct supervision of a member of staff to go to and from lessons in the Prep School Music Department, to Chapel, to lunch in the LRH, and to use Sports facilities,**

**such as the Astroturf hockey pitches – they must follow road-crossing and safety procedures as outlined to them by the Head(s) of Years 7 and 8. They should, whenever possible, be in groups of at least three.**

- Staff are asked to be extremely vigilant and to help educate the pupils in 'Road Safety and Stranger Danger' (see PSHE Policy).
- If a member of staff takes a group of pupils off the main Prep School site then he/she must leave a 'Register' (list of pupils' names) with the School Office (Years 3-6) or in the Courtauld House Office. e.g. an Art group sketching in the village, an evening activity on the Astro. It is not necessary to do this if the main academic or games timetables list the pupils as in the Music School, Swimming Pool or doing games on the Astros. **Staff should leave a mobile phone contact number when checking out pupils from the FPS site. If dark, the member of staff must wear a High-Viz jacket and he/she should take pupils via Stebbing Road or if appropriate via the Front and cross near the LRH for the Astros.**
- If a member of staff from Stewart House takes a group of pupils off the main Prep School site, then he /she must ensure relevant information is provided to the Stewart House Receptionist including the name of the group of pupils and staff going off-site. **Staff should leave a mobile phone contact number when checking out pupils from the FPS site.**

#### **4. Staff Guidelines – Supervision of Years 3-8 Pupils outside the classroom**

- The following schedule does not set out to be comprehensive but to give the essential minimum framework around which the Duty Staff must work. Duty Staff should always remember that they can be **held responsible** for any accident or mishap that may occur to pupils on the school grounds during their period of duty.
- For the pupils' safety it is essential that Duty Staff are **on the move** and on the alert. If pupils are aware that the member of staff on duty may appear at any moment, many possible misdemeanours may never be contemplated.
- Breakages and vandalism usually occur when pupils can be sure that they will not be observed. For this reason, Duty Staff **should not involve themselves in any specific activity** for any length of time i.e. playing football, helping pupils in Computer Room etc. during their tour of duty, **nor should they base themselves in the Staff Room or be doing photocopying etc.** When in doubt it is better to err on the strict side.
- **Any incidents** or relevant comments on particular pupils should be logged in Phase or Boarding House **Incident Log-Books**. **Punishments should be given according to the School's Behaviour Policy (included in the Pastoral Care Plan.**
- **Areas to patrol for staff supervising Years 3-8 pupils: there are three main areas to patrol:**
  - (i) in and around the Courtauld House - ***use hand bell***
  - (ii) in and around the Main School Building - ***use electric bell*** (including the CPA, Cloisterfield, in front of Year 3 classrooms & Hard Play / Adventure Playground)

- (iii) in and around Ffrome Court – ***use hand-bell on outside wall*** – the duty member of staff will patrol in the Ffrome Court playground area

## 5. Guidelines - for Staff supervising pupils

The guidelines that follow should help us adopt a **consistent approach** to daily and weekly routines:

### **Stewart House**

#### **EYFS children are always in sight or hearing of Staff**

##### **1. Early Morning Before School**

**08.10- 08.45**

Reception children are taken straight into their classes by their carers, where they are supervised by their class teacher. Children in Years 1 and 2 are either brought to the entrance gate and signed in by their carers with the member of staff on duty or handed to the member of staff on duty at the 'Kiss & Drop Stop'. They are supervised on the back playground by a Teacher, Learning Assistant and GAP student until 8:30 am. At 8:30 am the children go to their classrooms where they are supervised by their Class Teacher. The member of staff at the entrance gate is also responsible for making sure that no children leave the playground through the gate to return to the car park.

##### **2. Morning Break**

EYFS have their morning break at a separate time. For each morning break, three members of staff are out in the playground with the children, supervising their play and for Years 1 and 2 supervising snack time. Children line up when the whistle is blown.

##### **3. Lunchtime**

EYFS are taken to lunch and are supervised by their class teacher in the hall. After lunch, they are escorted back to their classrooms where they are supervised by the Reception team. Their outside playtime is supervised by two members of staff.

Years 1 and 2 are taken to lunch and are supervised by two teachers and two teaching assistants in the hall. After lunch, they are supervised in the playground (or in their classrooms if it is raining). Children line up when the whistle is blown.

##### **4. Afternoon Break**

**14.00- 14.15**

Years 1 and 2 have afternoon break together. Three members of staff are out in the playground with the children, supervising their play and supervising snack time. Children line up when the bell is rung. When it is deemed appropriate, EYFS children will join Years 1 and 2 for their afternoon break and an additional member of staff is on duty.

##### **5. End of school day**

**15:00**

At the end of the school day EYFS children will be collected from their classrooms by their carers.

Parents/carers of Year 1 children will collect them from the back play area. The children will be taken down the back stairs by their class teachers and handed

over to their carers. The teachers will sign the children out.

Parents/ carers of Year 2 children will collect them from the front play area. The children will be taken down the front stairs by their teachers and handed over to their carers. The teachers will sign the children out.

Any children attending Woodlanders After School Club or an after school activity will go to the hall to meet the staff member in charge of the activity. They will be registered by the appropriate member of staff before leaving to do the activity. When children are collected from Woodlanders or from their activity, the member of staff in charge will sign the children out on their register and return it to the Receptionist's office where the registers are kept. When members of staff leave the building at the end of the day they are responsible for closing the windows and door to the classroom and ensuring that computers are shut down. Fire doors in the corridors must be closed at night. The last staff member should ensure that the staff room, First Aid room, office and hall are secure and that the external doors are locked. Office staff are responsible for securing their own work area. The security guards will check the building during the evening.

### **Years 3 – 8: Ffrome Court, Cloisters and Courtauld House:**

- 1. Early Morning Before School** **08:00 – 08:20**  
General patrolling of the three main areas as pupils arrive.  
Years 3 & 4 children must play in the Ffrome Court Playground (not outside Y3 classrooms), having dropped off their workbags in their classrooms.  
Ring **BELLS** for Registration at 08:20.
  
  - 2. Chapel – Road Crossing**  
**(i) Pedestrian Crossing (ii) Stebbing Road nr. Chapel.**  
Pupils are supervised as they cross to and from Chapel. The rule is: if you see a vehicle moving don't cross! **Pupils in Years 3-6 may only ever cross the road with ADULT supervision.** Duty staff should attend Chapel and cross pupils back on return.
  
  - 3. Morning Break**  
Years 7 & 8 (outside CH); Years 5 & 6 (under CPA); Years 3 & 4 (under FC CPA)
- Duty Staff should try to get to break before the pupils (if necessary by leaving your lesson a couple of minutes early)**
- (i) Supervise drinks & snacks – keep pupils orderly and fairly quiet – make sure that pupils **do not** go and play before they have had a drink/snack.
  - (ii) Arrange for trolleys to be returned to the kitchens after all pupils have had a drink/snack. Check that CH and CPA areas are left free of litter.
  - (iii) Patrol relevant areas inside and outside the school buildings, including changing rooms – work as a team with the other duty staff to ensure that all areas are covered.
  - (iv) If the weather is poor insist on staying under cover, wearing coats or have an indoor break. Years 5-8 should wear trainers if playing on the grass.
  - (v) Ring BELLS promptly.

### Staff duty rotas on Fridays:

- Lists of Pupils with a **“Friday Detention”** (25 minutes) or with **“Minus Points”** will be published in Courtauld House Staff Room for Years 7 & 8 and in Cloisters Staff Workroom for Years 5 & 6 . P– such pupils will report to Courtauld House ICT Room (Years 7&8) or a Cloisters Classroom (Years 5 & 6) and be supervised by a member of Staff.
- The three duty zones of the School will be patrolled during Friday long- break by two members of staff in each area.
- Years 5&6 pupils will change for games during break after having their break time drink & snack (supervised in Changing Rooms by a member of Staff).

#### 4. Lunch Duty: Times vary (see daily timetable) :

Three areas to patrol. General supervision outside and inside – keep an eye on lunch queue and try to make sure that pupils do not miss their lunch slot. **Ring bells where appropriate.**

- (i) If weather is poor, keep pupils under covered areas or inside. Coats on if drizzling etc.
- (ii) Ring **BELLS** promptly – Times vary (see daily timetable)

#### 5. Afternoon Break - Times vary (see daily timetable)

- (i) Similar to Morning Break
- (ii) Patrol outside and inside.
- (iii) Ring **BELLS** for Chapel/Assembly/Games/Activities on Mondays, Thursdays & Fridays – see daily tt for times
- (iv) Ring **BELLS** for Y7&8 PSHE and for Y3-6 Activities on Tuesdays (16:40)

#### 6. Wednesday Afternoon (15.45/16:00-17.45 - half-day)

Three staff on duty – one covers Courtauld House with Years 7 & 8, one covers the Cloisters area with Years 5 & 6, and the third covers Ffrome Court with Years 3 & 4. General supervision of pupils around the School including making sure that Years 3&4 pupils are at their chosen after- school activity.

The Years 7&8 Duty Member of Staff along with a GAP student will supervise Boarders’ Prep from 16:30-17:30 in CHICT room

#### 7. Changing Rooms - before and after games (*an area where “bullying” or silly behaviour can occur*)

- (i) **Before games** - ensure that you are there **before** pupils begin to change; move around in the C/Rs; encourage pupils to change quietly and as quickly as possible, leaving C/Rs tidy – **you should be the last to leave!**
- (ii) **After games** – take over responsibility from other games staff; make sure that they leave the Changing Room tidy before you dismiss them - **you should be the last to leave!**

#### 8. Duties at the end of the school day

- (i) **“Signing-Out”** – from Main Car Park (Y3&4), Green Doors (Y5&6), CH (Y7&8).  
Ensure that pupils are properly dressed in full School Uniform – coats on if cold/wet; and that they are “signed-out” **by you.**

(ii) **Car Park (Main (Y3-6) & CH (Y7&8))** – be prompt – your main concern is **safety** – pupils should wait sensibly (no games or running about) in “waiting area” for their parents to arrive – coats on if cold/wet. The duty ends when the last person departs! The member of staff on Car Park Duty may need to ring parents if pupils have not been collected on time (or pass the matter on to a member of the Evening Duty Team, who can make the telephone call). The Duty Teacher **MUST** wear a High-Viz Jacket.

(iii) **Tea Assembly (M-F)**

**Tea Assembly:** Boarding House Staff organise & explain what evening activities are on offer, **take a register** and then send Boarders into tea at regular intervals, followed by any Day-Pupils who are staying for tea – keep an eye on the queue for any pushing etc. **Tea Duty** – keep an eye on pupils in tea – encourage them to eat well – dismiss them.

## 9. Evening Duties 18:00 – 20:00 (see also Boarding House Handbook)

(i) **Prep Duty (M, W & F) – 18:30 – 19:30** in Library, Junior ICT Room – supervise quiet work in ICT or in CL1. Assist pupils where necessary.

(ii) **General duty**

- patrol inside and outside main building (incl. Boarding House)
- try to ensure that all younger pupils are well occupied (hobbies etc)
- they should have signed-in at Tea Assembly - help run activities.
- if dark, pupils wait under CPA for Activities to begin.

(iii) **Evening Snacks (19:30)**

- drinks, cereal, toast etc. – supervise in Dining Room
- make sure that pupils do not enter kitchen area
- ensure that Dining Room is left tidy.

**Day-pupils should have “signed-out” and departed by 19:45 – check this.**

(iv) **Lock-up (18:00)**

- turn off lights and lock up **all** outside buildings, doors and windows – including Pavilion, Outside Classrooms, Sports Hall, Ffreme Court, Phillips Music Centre & Courtauld House.
- **set alarm in Courtauld House (18:30).**
- try to do Ffreme Court and outlying classrooms straight after tea (approx. 18:15-19:00) – **lock padlock** (if open) on Gate outside Evans block (by green doors).
- check that doors to main building are not hooked open.
- Two Duty-Pupils should lock-up and close windows etc. in the Main Building – Boarding House Staff organise this.

Check Main Door lock is released before you depart.

**Evening Meal** – if you require an evening meal (supper) on your Duty Evening, you may eat with the pupils at 18.00 or later at any time between 18:00 and 20:30, but please ensure that you don't all eat at the same time.

i.e. try to ensure that one of you is on patrol – especially in the Summer when Boarders are still outside.

## **6. Monitoring and evaluation:**

Ongoing monitoring of this Policy **is carried out in accordance with the School's Evaluation Cycle and the header at the top of this Policy** to consider the needs of the pupils of the School.

The Deputy Head, Heads of Phases and Houseparents are responsible for overseeing the quality of supervision.

Pupils are taught to question the presence of those adults not wearing badges and to report strangers to a teacher/member of Staff.