

<b>14a -Supervision of Pupils</b>		<b>Revision</b>	1	
		<b>Implementation Date</b>	October 2019	
		<b>Review Date</b>	September 2020	
<b>Author</b>	Deputy Head	<b>Reviewer</b>	Head	

## PURPOSE

To describe the policy for the Supervision of Pupils in the Nursery, Preparatory and Senior school at Thetford Grammar School (TGS)

## SCOPE

This procedure applies to all pupils at TGS. Appendix A applies to the Senior School, including boarding. All teaching staff and those with pastoral responsibilities, are expected to be familiar with its terms and implement the policy accordingly.

## RESPONSIBILITIES

Role	Responsibility
Head of School	Identifying and establishing documentation requirement.
Author	Implementing, reviewing and maintaining document control.
Staff	Ensuring the most up to date procedure is followed and report any changes required.

## INTRODUCTION

The Governing Body and Senior Leadership and Management Teams of Thetford Grammar School recognise their responsibilities for safeguarding. Safeguarding is at the forefront of all of the School's operations. Being aware of children's whereabouts at all times is an essential element of safeguarding and child protection. It is the responsibility of all staff to supervise children at all times

## ARRANGEMENTS

All children (including those attending events organised by TGS in term time) are deemed to be in the care of TGS from the time they arrive on site and until they are collected.

In this policy, a reference to Authorised Adult, means someone who is agreed by the parent(s) to collect the child, and who can state the Code Word provided to the School by parents. All parents are required to provide this information upon admission.

Preparatory school children are supervised by the following staff during the day as follows:

TIME	SUPERVISION ARRANGEMENT
Early start drop off 8:00-8:45am	<p>The preparatory school will be staffed from 8:00am when parents may bring their children in to the school through the main entrance which will remain unlocked until 8:45am. Parents drop their children off to the playground where they will be met by the early morning supervisor. This is supervised by a minimum of one member of staff with appropriate qualifications. The children will be handed over directly to the staff room teacher. In the event of bad weather parents will drop their children to the early morning supervisor in the prep school hall.</p> <p>At 8:45am the front door is locked. Any pupil arriving late will need to sign in at school reception and be escorted to their class</p>
Lesson times	<p>The children in prep school benefit from a varied timetable taught by subject specialists. Each lesson teacher will remain with his/her class throughout the lesson and ensure they are handed over to the next lesson teacher. The children will not be left unsupervised at any time. A class register will be kept.</p> <p>The exception is year 5 and 6 children, the children are permitted to move around campus to agreed venues, and are supervised when crossing the road.</p> <p>The ratios for class teaching are always 1:13 when a member of staff holds QTS and 1:8 when the member of staff holds a relevant level 3 qualification. In this instance all other staff hold relevant Level 2 qualifications.</p>
Break and lunch times	<p>The children are fully supervised by teaching staff and assistants during mealtimes in the Refectory. They are then escorted to the two play areas, where the pupils are split into EYFS and KS1 on one playground and KS2 on the other.</p> <p>The EYFS and KS1 playground is supervised by a minimum of two member of staff members of staff and KS2 by a further two members of staff. If a child needs to visit the toilet, children up to year 2 will be supervised by a member of staff. Children in Years 3 and above will go in pairs – a system of ‘bands’ is used to monitor the number of children at the toilets.</p> <p>The exception is during a ‘Wet Play’, when all children are indoors and have easy access to the toilets.</p>
End of the school day	<p>At the end of the school day all children will be taken down to the prep school door and must be handed over to their parents / Authorised Adults by a member of the teaching staff.</p> <p>All children not collected will be escorted to the After School care room where they are signed in by the Staff on duty there.</p> <p>After the end of the School Day, children must either leave or be booked into After School Care, or an activity</p>
After School Care 3:45pm-5:30pm	<p>Children will be supervised by a minimum of one member of staff with appropriate qualifications at all times.</p> <p>A staffing ratio of 1 adult to 8 children will be maintained at all times when EYFS children are involved.</p>

	On arrival at the school to collect their child parents will be buzzed in to the building via the intercom. The parent or authorised adult will sign the pupil out in the after-care book and record the time.
After School Activities	Children may participate in a wide range of supervised activities. A register is kept of attendees. Any EYFS children attending an afterschool activity will be escorted by a member of staff to the appropriate venue and handed over to the activity lead. It is the responsibility of the person running the activity to hand over children to their parent or other Authorised Adult, or take them to After School care at the end of the activity.
Special Events	For events during the year taking place in alternative venues. (for example at the leisure centre / church / on the Sports Field), changes to the dropping off/ picking up procedures for children will be provided to parents and to staff prior to the event. All children must be handed over to their parents / Authorised Adults by a member of the teaching staff and the appropriate procedures will be followed.

## ENSURING APPROPRIATE LEVELS OF SUPERVISION

- The School must ensure that sufficient staff are on duty to comply with licensing requirements with regard to qualifications of staff and staff/ child ratios.
- Staff will set up their room environments with consideration to the practicalities of supervising all children and areas for example; visibility, accessibility, potential hazards.
- Staff will position themselves in the indoor and outdoor environments with consideration for the activities being offered, the mix of children and staff and to allow the greatest vision of the whole area. Staff must position themselves to see the children (never sitting with their backs to the children).
- Staff will ensure that children will be within their sight or hearing at all times during the day, indoors and outdoors.
- Staff will focus on active interactions with the children, and refrain from congregating together to hold personal conversations, marking books or other distractions. The primary responsibility of staff is to ensure the safety of the children in their care. Staff will discuss best position points of supervision to avoid clustering.
- Staff must remain in their designated areas. When multiple areas are available to children at the same time, (indoor/ outdoor activities) all areas must be supervised.
- Staff will undertake regular head counts on children in their care (especially on entering or departing areas – i.e. playground or when closing their classroom for the day. Staff will be aware of the whereabouts of every child at all times.
- Staff will communicate effectively by informing other staff if they are leaving an area for any reason to allow cover.

## CHILD PROTECTION AND SAFEGUARDING

- If a child is noted to be missing from the School site, the Missing Children Procedure will be followed. A child going missing from education is a potential indicator of abuse or neglect.
- If there are any such concerns, the child protection procedures will be invoked as per the safeguarding policy

- In the event that a child is uncollected, the relevant protocols will be followed, and staff are expected to familiarise themselves with these

## EVALUATION AND REVIEW

- This policy will be reviewed annually by the Head of Prep School, Head and governors as part of the Annual Safeguarding Review, or sooner if change to practice, legislation or incident dictates. The practical arrangements adopted under this policy will be reviewed as the number of children in the Nursery changes. This ensures that we comply with the ratio of adults to children in this age group.
- The Prep School Head will support staff through regularly providing opportunities for staff to evaluate and provide feedback on supervisory practices through staff meetings, staff room discussions and informal chats as required.
- Plans will be developed and reviewed for improving facilities and correcting problems if effective supervision is difficult due to design or change in grounds or buildings.

Date	Revision No.	Summary of Changes	Author	Reviewer
Jun 2019	0.0	New Policy	Amanda Faye	Michael Brewer
Oct 2019	1.0	Addition of senior school and boarding	Amanda Faye	Michael Brewer

## References

- Statutory Framework for the Early Years Foundation Stage 2017
- Keeping Children Safe in Education', DfE, September 2018
- Working together to Safeguard Children', DfE, July 2018
- National Minimum Standards for Boarding, DfE, March 2015

## Related Policies

Boarding Handbook

## **Appendix A: Supervision of Senior School and Boarding Pupils**

### **Overview**

There are staff on site from 7:45am in the Prep school. From 0800 staff are 'on duty' in both the Williamson and Fulmondson sites. This involves patrolling the areas to ensure the safety of the children.

### **Lesson Supervision**

During lesson time the pupils are supervised by qualified staff. If staff are absent, they are 'covered' by available staff unless the pupils are in the Sixth Form, they then work unsupervised in the Cloisters area of the school. Pupils in the Sixth Form are deemed old enough to work without close supervision although there are always staff within close proximity.

### **Break and Lunch Supervision**

At break times there are at least two staff patrolling the two main sites of the school outside, with prefects also available as a second pair of eyes. A member of staff is in the canteen to monitor the pupils queuing and eating food. This is also the case at lunch break when a member of the SLT also monitors the pupils in the canteen.

For wet breaks the pupils have designated rooms to be in which are supervised by school prefects. SLT members also patrol during this time to support the duty members of staff.

### **End of the School Day**

At the end of the day, prep children are escorted to the pick-up point outside prep school. If the children have not been collected by 1600, they then attend the afterschool care which is manned in accordance to the DfE regulations for young children.

Senior children have the option of attending clubs or waiting in the Homework Club in Old School which is supervised by a member of staff, with another patrolling to ensure there are no loiterers. A member of the SLT is 'on call' for emergencies at this time who checks in with both the Junior After School care and the Homework Club.

Any child still on site at 1730 is delivered to the Reception area where the SLT duty member phones home and waits with the children until parents/carers arrive to collect the child.

### **Boarding Pupils**

At 5:30pm when all clubs end the boarding pupils move to the dining hall for supper where they are supervised by a member of boarding staff.

The boarders then return to the Boarding House and normal boarding procedures begin.

**Appendix B TGS Clubs and Activities – Michaelmas Term 2019**

<b>Weekday</b>	<b>Staff</b>	<b>Club</b>	<b>Year</b>	<b>Venue</b>	<b>Time</b>
<b>Monday</b>	Mrs Weyers	Choir	Y7-13	SMR	08:40 – 09:10
	Mr Hill	Badminton Club	Y7 - 8	FH	13:10 – 13:40
	Mr Braden/ Mrs Alecock	DofE Bronze	Y10	W16	13:15 – 13:40
	Mrs Wingham	English Clinic	Y11	F22	13:15 – 13:40
	Miss Kheder	Book Club	Y1 -5	Prep Library	12:55 – 13:25
	Mrs Weyers	Recorder Consort	Yr 6 -8	SMR	12:55 – 13:35
	Mr Hill	Prep Sports Club	Y3 – 6	Field	16:00 – 16:45
	Mrs Wingham	Little Sew 'n' So's Workshop	Y7 - 13	W22	16:05 -17:30
	Miss Dunsmore/ Mrs Eden	Senior Debating Club	Y 7- 13	F2	16:05 – 17:30
	Staff on Duty	After School Care	EYFS – Y6	W7	15:55 – 17:30
	Mrs Settle	School HW Club	Y7-11	Old School	16:00 – 17:30
<b>Tuesday</b>	<i>Y9/10 Sports Fixtures</i>				
	<b>Heads of Houses</b>	<b>Senior House Activities</b>			<b>13.15 – 13.40</b>
	Ms Northmore	Sewing/Knitting Club	Y2 – 6	Prep	13:00 – 13:30
	Mrs Beukes	Maths Clinic	Y9 – 11	W15	13:15 – 13:40
	Mrs Pringle	Bicycle Club	Y7 - 10	Workshop	13:15 – 13:40
	Mrs Glassbrook/ Mrs Settle	Lit Club	Y7-9	Old School	13:15 – 13:40
	Mr Snipe	Chess Club	Y7-13	F14	16:05 – 17:00
	Mr Hill	Sports Club	Y7 – 8	FH	16:00 – 17:00
	Mrs Skeels	Jewellery Making Club	Y7-13	H5	16:05 – 17:30
	Staff on Duty	After School Care	EYFS – Y6	W7	15:55 – 17:30
	Mrs Settle	School HW Club	Y7-11	Old School	16:00 – 17:30
	Mrs Bull	TW - Latin	Y8	F6	16:05 – 16:45

Wednesday	<i>Y7 &amp; 8 Sports Fixture</i>				
	Mrs Collins	Netball Club	Y7-8	FH/Field	13.05 – 13.40
	Mrs Granger	Stress Busting (After half term)	Y7-13	F7	13:05 – 13:40
	Mrs Weyers	GCSE Ensembles	By invitation	SMR	13:15 – 13:40
	Mrs Dimminger	Badminton Club	Y4 – 6	WH	13:00 – 13:30
	Mrs Beukes	Maths Clinic	Y11	W15	16:10 – 17:15
	Art Dept	Arts Award/Open Studio- from 25 <sup>th</sup> September	Y9 – 13	W22	16:00 – 17:00
	Mrs Alecock	Girls' Football/Rugby	Y7 - 10	Field/FH	16:00 – 17:00
	Mr Sedgwick	Board Games	Y7 -13	F18	16:10 – 17:30
	Staff on Duty	After School Care	EYFS – Y6	W7	15:55 – 17:30
	Mrs Settle	School HW Club	Y7-11	Old School	16:00 – 17:30
	Mrs Bull	TW - Latin	Y9	F6	16:05 - 16:45
	Mrs Bull	TW - Latin	Y11	F6	16:50 – 17:50
Thursday	<i>Y11 Sports Fixtures</i>				
	Mrs Weyers	Choir	Y7-13	SMR	8:40 – 9:10
	Mrs Settle	Prep Lit Club	Y5- 6	Prep Library	13:00 – 13:35
	Mrs Weyers	Drum Worx	Y6-8	SMR	13:15 – 13:45
	Mr Braden/ Mrs Alecock	DofE Silver & Gold	Y11 – 13	W16	13:15 – 13:40
	Mr Hill	Badminton Club	Y9 – 10	FH	13:15 – 13:40
	Miss Vinciguerra	French Clinic	Y10 – 11	F5	16:00 – 17:30
	Miss Ehinger	Into Film Club	Y7 - 13	F6	16:10 -17:30
	Mrs Pringle	Build Club from 24 <sup>th</sup> Sept	Y10 – Y12	Workshop	16:10 – 17:00
	Miss Ehinger	German Club	Y10 – 11	F6	16:10 – 17:30
	Staff on Duty	After School Care	EYFS – Y6	W7	15:55 – 17:30
	Mrs Settle	School HW Club	Y7-11	Old School	16:00 – 17:30
	Mrs Weyers	Twilight Music GCSE	Y10 – 11	SMR	16:05 – 17:30

Friday	Mrs Levy	String Ensemble	Grade 1 +	SMR	08:40 - 09:10
	Miss Graca	Film Club	EYFS – 3	GC1	13:00 – 13:30
	Mrs Butler-Hand /Mr Bone-Knell	Lego Club	Y3 – 6	Prep	13:00 – 13:30
	Mrs Eden	Mindfulness /Meditation	Y7-13	F2	16:00 – 1730
	Mrs Beukes	Math's Clinic	Y7-13	W15	16:10 – 17:30
	Staff on Duty	After School Care	EYFS – Y6	W7	15:55 – 17:30
	Mrs Settle	School HW Club	Y7-11	Old School	16:00 – 17:30
	Mrs Weyers	Twilight Music GCSE	Y10 - 11	SMR	16:05 – 17:30