

SUPERVISION OF STUDENTS

7B WYNDHAM PLACE

Policy area: 7 – Health & Safety
Date last revised: August 2018

Date established: February 2015
Date of next revision: August 2019

This policy will be reviewed in full by the Head of School on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of School in August 2018. It is due for review in August 2019.

Signed

Rose Threlfall
Head of School
Date: 12th August 2018

Overview

Policy statement

The International Community School (ICS) at Wyndham Place is a secure facility with access only by members of the ICS staff and visitors. For more information on our visitor procedures, please refer to *Procedures for Visitors WP* document.

Purpose

This document clarifies the security, risk management and safeguarding policies and arrangements for supervision of the ICS Primary students, in teaching and learning areas, and off site visits.

Applicability

This policy is applicable to all members of Primary School teaching and support staff on both campuses, Primary School students and parents.

Statutory guidance

Keeping children safe in education (September 2018)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Supervision of activity with children (September 2012)

<https://www.gov.uk/search?q=supervision+of+activity+with+children>

Working together to safeguard children (August 2018)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

This policy has links with:

- Missing child
- Procedures for visitors WP
- Safeguarding (including child protection)

Access

This policy is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.

Failure to comply

The safety of our students is of paramount importance. Non-observance of this policy will result in intervention by the Senior Leadership Team.

Supervision of students (7b Wyndham Place)

1 Key contacts

ICS Officers

Reena Sherringham	WP Main Office	primary@ics.uk.net	020 7298 8827
Elizabeth Burns	Primary School Principal	elizabeth.burns@ics.uk.net	020 7298 8827
Rose Threlfall	Head Of School	rose.threlfall@ics.uk.net	020 7935 1206 or 020 7402 0416
Paul Ayers	Security Guard	paul.ayers@ics.uk.net	07454402107

2 Ratios

- 2.1 Risk assessments, guidance from the DfE, *Supervision of activity with children* (2012), and NSPCC guidance has provided us with the information to confidently manage the supervision of our students will on onsite, off site, and in shared spaces.
- 2.2 The following procedures are in place to manage the risks:
- There is a robust and easy way of summoning assistance if required
 - There is a process for emergency situations e.g. child or staff suddenly taken ill; 'other person' (not school) becomes a problem
 - All staff are made aware of these arrangements and reminded periodically.
- 2.3 All off site visits, defined as leaving the school premises, will have the following minimum ratios and staff will manage additional risks through documented risk assessments.
- EYFS: 1:6 (1:4 for 3 year olds)
 - Year 1-2: 1:6
 - Year 3-4: 1:8
 - Years 5-6: 1:10
 - SEN students: determined by individual risk assessments
- 2.4 Overnight trip ratios are determined on a case-by-case basis with the above ratios as a starting minimum. ICS manages the risk on overnight trip supervision by documented risk assessments. We ensure that there are both male and female staff members to support on our trips.

- 2.5 While students are in the designated teaching and learning area between the security doors, students are never to be left alone in a room. Students are able to travel in the hallways if they carry a hallway pass. If students will be travelling through security doors, they must have a partner (i.e. visiting the first aid room or leaving the lunchroom to use the toilets).

3 Staff training

- 3.1 All staff are trained in supervision requirements during staff induction at the beginning of the year and have continual guidance stated in the annual staff handbook, trips and excursions procedures.

4 Online Supervision

- 4.1 ICS filter all devices and block undesirable sites for the ICS community and guests using the managed ICS wireless SSID.
- 4.2 All staff are responsible for supervising students who are online while in their care.
- 4.3 All personal devices, if allowed by a staff member, are actively monitored by staff.

References

Recommended adult to child ratios when supervising children
<http://www.nspcc.org.uk/globalassets/documents/information-service/factsheet-recommended-adult-child-ratios-supervising-children.pdf>