

# Primary School Supervision of Students Policy

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<b>Next review (date):</b>	January 2022
<b>Signed: (Head)</b>	Rod Jackson

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.

## Introduction

### 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.

## Scope

### 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 (May 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 and through 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

Hiba Zahouani	WP Main Office	<a href="mailto:primary@ics.uk.net">primary@ics.uk.net</a>	020 7298 8827
Sally Thorogood	Primary School Principal	<a href="mailto:sally.thorogood@ics.uk.net">sally.thorogood@ics.uk.net</a>	020 7298 8827
Rod Jackson	Head Of School	<a href="mailto:rod.jackson@ics.uk.net">rod.jackson@ics.uk.net</a>	020 7402 9273

### 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 with permission from a staff member. 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>