



**AYSGARTH SCHOOL
SUPERVISION POLICY (14a)**

(See separate EYFS Supervision policy 14c)

Reviewed: September 2021 and to be reviewed September 2022

Responsible Member of Staff: Guy Askew

Supervision of Pupils Policy (14a)

The purpose of this policy is to offer guidance to all staff as to the appropriate supervision of pupils during school terms.

This policy applies to teaching staff (including GAP students) at Aysgarth School.

Our aims are to

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

Legal obligations and the duty of care

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, that Aysgarth School is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. There are statutory requirements relating to supervision and adult:child ratio for children in EYFS.

All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

In order for teachers to carry out their duties effectively the Headmaster and Senior Management Team have certain responsibilities. These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively. (Code of Conduct)
- Ensuring the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present on the school campus and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere. (see Countering Bullying Policy & Behaviour Policy)
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds. (see Risky Areas Policy & Risk Assessment Policy)

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- Regard for the ages and capabilities of our pupils.

- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during form tutor meetings and are regularly cross referenced in assemblies and classroom discussions.
- Teachers have a responsibility to be aware of their supervisory responsibilities
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.

Negligence

If a claim for negligence is brought against the School it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

Protective measures

With this guidance in mind, Aysgarth School has the following measures in place to protect pupils:

All boarding pupils are registered at 7.25 am as they go into breakfast, whereas Day boys and Regular boarders register when they arrive at school with the designated member of staff between 8.00 - 8.20am. All pupils are registered again as they go into Lunch.

(Compliance Registrations)

Pre-Prep and EYFS pupils are handed into the care of 'before school care' staff or their class teacher. A register is taken in 'before and after school care'. Classes are registered after the pupils arrive in school and again at lunchtime by their class teacher (*or teacher responsible for the timetabled lesson*)

Parents inform Deputy Head Operations, main school office or the Pre-Prep secretary of absence from School which is recorded as authorised absence with an appropriate code. Pupils are assigned as "Out of School" for authorised absences. If any pupil fails to arrive to sign in for the a.m. compliance registration without satisfactory explanation, a call is made to the pupil's home by the relevant School Office to establish whereabouts. The designated member of staff for the registration of pupils that day will check the registration is complete and all boys are accounted for by the end of Chapel each morning (8.40am). This acts as a safety net to cover any late arrivals who have failed to sign-in. After registration in the Pre-Prep and EYFS, registers are taken to the Pre-Prep Secretary who will check

registration is complete and make any enquiries with regard to unexplained absences. See the Registration Procedure in 'A Guide to Boarding' for further information.

Missing Pupil

All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the Registration Procedure, the School will instigate the Missing Child Policy. Please see Missing Child Policy and Policy for when a child is not collected for further information. If any lesson has to be cancelled or moved for any reason, eg. staff illness, special regard must be paid to any pupils in the group. The cover procedure is overseen by the Deputy Head Operations.

Similarly, if a pupil has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian is aware of the situation and they have been collected and signed out in the register by the parent, guardian or member of staff. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

PUPILS AWAITING PICK-UP (Day Boys/Regular Boarders)

Junior boys who go home at 5.25pm are signed out by a member of staff in the Day Boy sign out file. This sign out happens under the tower and if the boy is not collected by 5.40pm they are taken back to the main school building and taken into the junior tea. This is repeated again at 6.00pm (juniors/seniors), 7.15pm (juniors/seniors) and 8.00pm (juniors/seniors). The duty member of the Senior Management Team, for that particular night, will check the Day boy file and ensure that all boys are accounted for. If a boy has not been signed out, a telephone call to the parent will be made by the member of staff to ensure the whereabouts of the pupil. The Day Boy sign out file will be taken upstairs by the SMT duty member to the boarding member of staff to cross reference with the main file as the boarders are registered again at bed-time.

Any boarder who leaves the school premises, for medical appointments, school visits etc during the day, will be signed out in the main register by a member of staff, and in again, on their return.

At the end of the day in Pre-Prep and EYFS, teachers hand over their pupils to parents at the school gate. Children attending after school care are registered by after school care staff until collected by their parent or guardian from the school building.

No child may be handed over to anyone other than a parent without prior written or verbal (in person) authorisation. This also applies to children attending after school clubs eg swimming.

Parents are responsible for ensuring that their children travel safely to and from school. Parents are also responsible for ensuring the safety of their children in the school car parks; parking safely and using the dedicated pathways at all times. Older siblings in the Prep school are not allowed to deliver or collect Pre-Prep children.

DUTY

Prep School

All staff help with duties. There is a team of at least four members of staff, led by a member of the Senior Management team, on duty for each day of the week. A duty timetable is produced, with roles and responsibilities allocated throughout the day, including break times. The duty team is aided by the gap students and the school prefects during break times.

Pre-Prep staff are on duty when the children are in the Pre-Prep playground. At least two members of staff are on duty at morning break, and three members of staff, including at least one teacher, during lunchtime break when EYFS children are in the playground (to ensure adequate ratio for EYFS children). A paediatric first aider is always available.

Responsibilities of Teachers on Duty

- To patrol visibly the various indoor and outdoor areas, separately from the other teachers on duty, to ensure that all areas are covered, being a 'moving target' on all occasions.
- To ensure that at the end of breaks the playground areas are cleared of all hazards such as skate boards etc.
- To observe pupils' activity to detect in so far as possible any individual or group action which might :

1 Be considered intimidating (bullying)

2 Give rise to injury

3 Cause damage

- To enforce such rules as may apply to play areas.
- To be aware of such individuals whose presence on school premises is not justified, and challenge them accordingly.
- To take appropriate action in the event of an accident .

PUPIL TEACHER RATIOS

Pupil teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity. Adequate adult:child

ratios, in line with statutory requirements, are applied for all activities involving EYFS and Pre-Prep children, and a paediatric first aider is available.

A member of staff must adopt a safety first approach and if they are unsure of the adequacy of supervision for an activity, seek the advice of the Headmaster.

Supervision during educational visits The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: “Educational Visits.”

COVID-19

The supervision of pupils will reflect government guidelines due to Covid-19 and may change from our normal format. This will involve the pupils being much more closely supervised to enable them to stay in their year groups and not mix, throughout the entire day.

School timetables (Autumn 2021)



EYFS Timetable Mrs Brown & Miss Horn

AM	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 -9.00 (N) 8.40-9.00 (R)	Self-registration Linked Provision Reading	Self-registration Linked Provision Reading	Self-registration Linked Provision Reading	Self-registration Linked Provision Reading	Self-registration Linked Provision Reading
9.00- 11.30 (Playtime 10.10- 10.30)	Continuous Provision (OLP) (indoor and outdoor)	Continuous Provision (OLP) (indoor and outdoor) Swimming (R) 9.00 – 10.00 10.30 – 11.30	Continuous Provision (OLP) (indoor and outdoor)	Continuous Provision (OLP) (indoor and outdoor) Swimming (N) 9.00 – 10.00 10.30 – 11.30	9 - 10.00 Games (R) Continuous Provision (OLP) (indoor and outdoor)
11.30 - 11.40	Reflection/Share achievements	Reflection/Share achievements	Reflection/Share achievements	Reflection/Share achievements	Reflection/Share achievements
12.00 – 1.00	LUNCH TIME Playtime	LUNCH TIME Playtime	LUNCH TIME Playtime	LUNCH TIME Playtime	LUNCH TIME Playtime
1.00 -3.15	Quiet time Continuous Provision (indoor and outdoor) Ballet	Quiet time Continuous Provision (indoor and outdoor)	Forest School	Quiet time Continuous Provision (indoor and outdoor)	Quiet time Continuous Provision (indoor and outdoor)
3.15 -3.30	Story	Story		Story	3.00 Celebration Assembly



Timetable - PP1

	Monday	Tuesday	Wednesday	Thursday	Friday
8.50 – 9.00	Morning activities and registration				
9.00 –9:20	Phonics		French 9:00-9:30	Phonics	
9:20-10:00	Literacy	Literacy <i>Spelling/handwriting</i>	Phonics	Literacy	Literacy
10.00 – 10.30	Milk and Biscuits and Break Time				
10.30 – 11:15	Numeracy	Numeracy	Numeracy	Numeracy	Numeracy
11:15-11:40	Reading (guided, individual and whole class)				
11.40-12.00	Assembly	Assembly	Assembly	Assembly	Reflective Friday
12.00 – 1.00	Lunch and Play Time				
1.00 – 2.10	Games 13:30-14:00	Topic: (History, Geography, Science)	Swimming	Forest School	Games 13.00-14:30
2.10 – 2.20	Break and Snack				
2.20 – 3.20	Art/DT	Music	REWICT	Topic: (History, Geography, Science)	Games 13.00-14:30 Celebration Assembly (3:00pm)

PP2 Timetable Autumn 2021 - Miss C Phillips

	Monday	Tuesday	Wednesday	Thursday	Friday
8.50-9	Registration	Registration	Registration	Registration	Registration
9-10.10	Literacy	Literacy	Swimming	Literacy	Literacy
10.10-10.30	Snack/Playtime	Snack/Playtime	Snack/Playtime	Snack/Playtime	Snack/Playtime
10.30-11.40	Numeracy	Numeracy	Literacy	Numeracy	Numeracy IT (11.20-11.50)
11.40-12	Assembly, lunch + playtime	Assembly, lunch + playtime	Assembly, lunch + playtime	Assembly, lunch + playtime	Assembly, lunch + playtime
12-1	Lunch/Break	Lunch/Break	Lunch/Break	Lunch/Break	Lunch/Break
1-2.10	Games	Games (1-1.35) Topic - Humanities (1.35-2.10)	Numeracy	Games (1-1.35) Violin (2-2.25)	Games
2.10-2.20	Snack/Playtime	Snack/Playtime	Snack/Playtime	Snack/Playtime (2.25-2.35)	Snack/Playtime
2.20-3.30	Topic - Humanities	REW (2.20-3) French (3-3.30)	Art/DT	Science (2.35-3.30)	Reflective Friday (2.20-3) Celebration Assembly



Timetable Class 3 Mrs Barlow - PP3 Classroom

	Monday	Tuesday	Wednesday	Thursday	Friday
8.50 - 9.00	Morning activities and registration				
9.00-9.15					
9.15 - 10.10	Literacy	Literacy	Numeracy	Literacy	Literacy
10.10 - 10.30	Milk and Biscuits and Break Time				
10.30 - 11.30	Numeracy	Numeracy	Swimming	Numeracy	Numeracy
11.40 - 12.00	Assembly	Assembly/Music	Assembly	Assembly	Reflective Friday
12.00 - 1.00	Lunch and Play Time				
1.00 - 2.10	Games 13.00-13.40	Games 13.00-13.40	Literacy	Games 13.00-13.40	Games 13.00-13.40
2.10 - 2.20	Break and Snack				
2.20 - 3.30	History	Art/D.T.	Forest School	ICT	REW
3.30 - 4.30	Geography	3.30-4.00 French	Forest School	Violin 2.30-3.00 Science 3.30-4.30	Celebration Assembly 3.00pm Golden time 4pm finish

	BSC 8.00-8.40	Morning 10.10-10.30	Assembly	Lunchtime	ASC 3.30 - 6pm	Club	Late/2nd Till 6pm
Monday	Alison	Lucy Charlotte	Emma	Joanna James	Alison 6pm Joanna 4pm	Forest School Anna Lydia	Charlotte
Tuesday	Alison	Alison Lydia	Charlotte	Anna Emma Joanna - Dance 12.30 - 1pm	Alison 6pm Joanna - 4pm	Ballet Lucy	Lydia
Wednesday	Alison	Emma Lydia	James	Alison Joanna Staff Meeting	Alison 6pm Joanna - 4pm	Sports Club Emma Charlotte James	Lucy
Thursday	Alison	Alison Lucy	Lydia	Joanna Charlotte	James Joanna - 4.30pm	Swimming Club Alison	Anna (Emma)
Friday	Alison	Alison Joanna	RJM	James Anna EW - Choir 12.30 - 1pm	Joanna - 4pm Alison		Emma (Anna)

Duty Timetable Monday Team

Time	Activity	Playground and Yard	Astro
10:00am - 10:30am	Break	ARC & AKF	VSM (GPA)
12:30pm - 12:45pm	Junior Break	GPA	AKF
12:45pm-1:15pm	Lunch Queue + Seating	GPA	AKF
After Lunch until 1:40pm	Lunch	GPA	ARC
3:30pm-4:00pm	Break	GPA+VSM	ARC
5:30pm-6:00pm	Junior Tea	GPA+VSM	

Timings	F1	F2	F3	F4	F5
6:00pm-6:30pm	Free Time + Emails ARC + GAP	Free Time + Emails ARC + GAP	Prep AKF	Tea GPA	Tea GPA
6:30pm-7:15pm	Swim training MM Lego Club VSM Astro Football AKF Indoor Golf ARC	Swim training MM Lego Club VSM Astro Football AKF Indoor Golf ARC	Swim training MM Lego Club VSM Astro Football AKF Indoor Golf ARC Emails GAP	Prep GPA	Prep GPA
7:15pm-8:00pm	Supervised by GAPS M&B 7:45pm Dorm 7:55pm	Supervised by GAPS M&B 7:50pm Dorm 7:55pm	Supervised by GAPS M&B 7:55pm Dorm 8:00pm	Swim training MM Pre-Test Prep VSM Astro Football AKF Indoor Golf ARC Emails GAP (7.15-7.40pm) M&B 8:05pm Dorm 8:10pm	Swim training MM French Revision GPA Astro Football AKF Indoor Golf ARC Emails GAP (7.40-8.05pm) M&B 8:15pm Dorm 8:20pm
8:00pm-8:20pm				GPA/Rota	GPA/Rota

- All duty staff to have radios on throughout the day
- Gaps will serve break and low tea in four groups (F1/2, F3, F4 & F5)
- If a wet break, boys will go to their Common Rooms

Duty Timetable EC/PRG/VRI/SJO/MSA Tuesday Team - Week 1 14/9/21

- We will switch it around a little each week to share out the duties around lunch.
- All duty staff to have radios on throughout the day
- If a wet break boys will go to their Common Rooms

Time	Activity	Playground and Yard	Astro
10:00am - 10:30am	Break	2 VRI/SJO	PRG
12:30pm - 12:45pm	Junior Break	JMA	
12:30pm-1:15pm	Lunch Queue + Seating	EC/VRI	
After Lunch until 1:40pm	Lunch	SJO	
3:30pm-4:00pm	Break	2 EC/JMA	VRI
5:30pm-6:00pm	Junior Tea	EC/PRG	

Evening Team EC/PRG/TV/DJM/MSA

Timings	F1	F2	F3	F4	F5
6:00pm-6:30pm	Free Time DJM/MSA	Free Time DJM/MSA	Prep PRG	Tea EC/TV	Tea EC/TV
6:30pm-7:15pm	Water Polo PRG Climbing TV Gymnastics SD	Form 2 Play DJM/MSA	Water Polo PRG Climbing TV Gymnastics/ Parkour SD Nitro cars JP	Prep EC	Prep EC
7:15pm-8:00pm	Supervised by DJM/MSA/GAPS M&B 7:45pm Dorm 7:55pm	Supervised by DJM/MSA/ GAPS M&B 7:50pm Dorm 7:55pm	Supervised by DJM/MSA/ GAPS M&B 7:55pm Dorm 8:00pm	Water Polo PRG Climbing TV Gym/Parkour SD M&B 8:05pm Dorm 8:10pm	Water Polo PRG Climbing TV Gym/Parkour SD Nitro cars JP Science EC M&B 8:15pm Dorm 8:20pm
8:00pm-8:20pm				EC/PRG	EC/PRG

Wednesday duty timetable

(Team JJM / TRB / MSA / DJM / JKP)

Time	Activity			
10:05am - 10:55am	Break	JJM & MSA Playground and Yard	DJM Astro	TRB & JKP Staff Meeting
12:15pm - 12:30pm	Junior Break / Ind St / Choir	TRB & JKP (matches permitting) Playground and Yard	JJM & DJM Independent Study	MSA Choir
12:45pm - 1:15pm	Lunch	TRB (matches permitting) Queue	JKP Seating	
1:30pm - 1:45pm	Senior break	DJM & JJM Playground and Yard		
1:45pm - 2:15pm	Reading / Choir	JJM & JKP Forms 2-5 Reading	MSA Choir	
3:30pm- 4:15pm	Break and free time	JKP & MSA Playground and Yard		
4:15pm - 5:00pm	Break and free time	DJM & TRB Playground and Yard		
5:30pm - 6:00pm	Junior Tea / Senior Free time	DJM & MSA Dining Room	TRB Playground and Yard	
6:00pm - 6:30pm	Senior Tea	JJM, VRI & JA (rota) Dining Room		

Duty Timetable Thursday Team - Week 1

Time	Activity	Playground and Yard	Astro
10:00am - 10:30am	Break	PJS & CR	TV
12:30pm - 12:45pm	Junior Break	PB	CR
12:30pm-1:15pm	Lunch Queue + Seating	PB	CR
After Lunch until 1:40pm	Lunch	TV	PJS
3:30pm-4:00pm	Break	PB+TV	PJS
5:30pm-6:00pm	Junior Tea	PB+TV	

Timings	F1	F2	F3	F4	F5
6:00pm-6:30pm	Free Time AL	Free Time AL	Prep CR	Tea PB	Tea PB
6:30pm-7:15pm	Canoeing PB Rugby 7's AL Archery SW	Form 2 Play DJM	Canoeing PB Rugby 7's AL Archery SW Cooking CLR	Prep PJS	Prep PJS
7:15pm-8:00pm	Supervised by GAPS M&B 7:45pm Dorm 7:55pm	Supervised by GAPS M&B 7:50pm Dorm 7:55pm	Supervised by GAPS M&B 7:55pm Dorm 8:00pm	Canoeing PB Rugby 7's AL Archery SW History PJS M&B 8:05pm Dorm 8:10pm	Canoeing PB Rugby 7's AL Archery SW History PJS M&B 8:15pm Dorm 8:20pm
8:00pm-8:20pm				PB/PJS	PB/PJS

- We will switch it around a little each week to share out the duties around lunch.
- Gaps will serve break and low tea in four groups (F1/2, F3, F4 & F5)
- All duty staff to have radios on throughout the day
- If a wet break boys will go to their Common Rooms

Duty Timetable - Friday Team (daytime) RM/LM/SE/JT/AT/AL

Time	Activity	Playground and Yard	Astro
10:00am - 10:30am	Break	RM & LM	SE/AL
12:30pm - 12:45pm	Junior Break	JT & AT	SE/AL
12:45pm-1:15pm Lunch	Queue + Seating	RM	LM
After Lunch until 1:40pm	Lunch	AT & JT	AL
3:30pm-4:00pm	Break	JT & AT	SE
5:30pm-6:00pm	Junior Tea	RM & LM	

Timings	F1	F2	F3	F4	F5
6:00pm-6:30pm	Free Time AT	Free Time AT	Prep JT	Tea RM	Tea RM
6:30pm-7:15pm	Junior Art/DT LM Campcraft/Airfix JT Card Games AT Free Swim SJE Common rooms and concrete Gaps	Junior Art/DT LM Campcraft/Airfix JT Card Games AT Free Swim SJE Common rooms and concrete Gaps	Junior Art/DT LM Card Games AT Free Swim SJE Common rooms and concrete Gaps	Prep RM	Prep RM
7:15pm-8:00pm	Supervised by GAPS M&B 7:45pm Dorm 7:50pm with LM	Supervised by GAPS M&B 7:50pm Dorm 7:55pm	Supervised by GAPS M&B 7:55pm Dorm 8:00pm	Outside/ Airfix JT Free Swim AT English Scholars SE M&B 8:05pm Dorm 8:10pm	Outside/ Airfix JT Free Swim AT English Scholars SE M&B 8:15pm Dorm 8:20pm

- Let me know if there are any problems
- We can switch things around a little each week if you wish
- Gaps will serve morning break and low tea in four groups (F1/2, F3, F4 & F5)
- All duty staff to have radios on throughout the day
- Wet break - boys to Common Rooms

The Saturday duty team is on a rolling weekly rota.
Please see an example rota below:

Saturday 11th September duty timetable - Friday Team RM/LM/SE/JT/AL

Time	Activity		
10:15am - 10:45am	Break	RM & LM Playground and Yard	AL/SE Astro
12:15pm - 12:30pm	Junior Break	RM/LM Playground and Yard	JT/AL Astro
12:30pm-1:15pm Lunch	Queue + Seating	JT Queue	SE Seating
1:05-1.45pm	After lunch break	SE	AL
1:45pm-2:15pm	Junior Break	LM/RM Playground and Yard	JT Astro
3:45pm-4:00pm	Break and sign out	RM/LM (sign out)	SE/JT (Break)

To view the [EYFS Supervision policy \(14c\)](#) please [follow this link](#)