

SUPERVISION POLICY

SECTION A: THIS POLICY APPLIES TO MILLFIELD PREP SCHOOL

SUPERVISION POLICY

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils during the school day. This policy covers the Prep School Yrs. 3 – Yrs. 8.

Legal Obligations

The Governing Body and the Headmistress have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of loco parentis.

In order for teachers to carry out their duties effectively there has to be the following points put in place:

- 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
- Ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds

Negligence

If a claim for negligence is brought against a member of staff 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. All accidents or incidents should be followed up correctly whether it is by reporting and recording on an accident form, assisting the pupils to receive medical attention or escorting to the medical centre, or passing on details of an incident to Head of Year or SMT or other relevant parties. 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.

Supervision Before School

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school.

- The school will inform all parents of the starting time of the school day and indicate that no arrangements are made for the supervision of the children earlier than 8.10 am on a school day unless they are participating in an organised school activity
- Supervision of children before school begins will form part of the school's rota of supervision. Staff are on duty from 8.10 am.
- Boarders who attend breakfast are under the supervision of boarding staff
- Any pupils on site before school partaking in additional activities such as swimming, cricket, tennis etc. are under the care of their parent's / house parents until the agreed start time and then under the direction of the teacher in charge of that activity

Responsibility during the School Day (8.25 am and 6.30pm)

Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by group tutors. Parents are asked to contact school, early in the morning, if their child is unable to attend school.

Leaving the school site

Children should not be allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian. They then have to sign out and in at reception. House parents will make arrangements for boarders leaving the site by notifying the reception in circumstances such as medical appointments etc.

Errands

Children should not be sent off site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

Illness

When children are taken ill during the school day the school / Medical Centre will contact the parents or guardian whether at home or at work. House parents will be contacted for boarders being ill then if necessary the parents will be contacted in conjunction with communication from our Medical Centre.

Emergency

No class of pupils should be left unsupervised for any reason. In the case of an emergency please send a child to the school office or to the Deputy Head. In an emergency situation such as a fire please refer to **School's Fire procedure**.

Lesson Time

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

People unknown to the school

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge and red lanyard. All staff should check strangers on the premises and report to the school office if there is a concern. Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

Supervision during break times and lunch times

- There must be adequate supervision both indoors and outdoors throughout school break times
- A duty rota for break time supervision will be displayed in the staff room. Duty teachers and other duty staff, if appropriate, will "patrol" around the school. Guidance on break time supervision is available under the **Duty Guidelines for staff**. All staff need to be fully aware of the different duties and how they operate
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise the children back into class
- Staff should support each other in maintaining adequate levels of supervision during wet break times

Wet Break-Times

- Wet break is indicated with the ringing of three bells.
- The teachers on duty will patrol and supervise the pupils until the bell goes whereupon they will make their way to lessons. Children should be in their Group Tutor room and behave sensibly. I pads are allowed to be used if teachers grant permission.

Supervision after School (3.45pm -7pm)

After school Clubs

During school activities that take place off the School site or out of school hours, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity. Staff must be aware of and follow guidance.

This means that adults should:

- Always have another child present in out of school activities, unless otherwise agreed with SMT
- Undertake risk assessments
- Have parental consent to the activity
- Ensure that their behaviour remains professional at all times
- Teachers should be satisfied that children have left the school site appropriately. Staff are on duty in the car park at the end of the school day
- Any child left at school after 6.30pm is the responsibility of the parents. When every effort has been made to contact the parents, the pupil will be taken to Hollies House and supervised by the Director of Boarding

- Parents should be given notice of children who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

After-School Arrangements for Day Pupils (Staff Information)

- For planned after-school arrangements parents should contact the group tutor or Reception.
- Last minute/late notice: email Reception or call the duty phone **07739 680125**
- Parents must not arrange to meet their children at any place other than the designated pick-up points, at the specified times.

Monday, Tuesday, Thursday and Friday:

- If staff see day pupils wandering/hanging around after 5.00pm please send them to the Library
- Duty Phone will be held by the member of staff supervising after school care from 5.15pm until 6.15pm (the end of day pupils' prep).

3.45pm - 4.00pm

Collection point: Martins Lane only.

4.00pm- 5.00pm

At 4.00pm duty staff send uncollected pupils to the Library - parents must collect from the Library.

5.00pm - 5.30pm the Library will be staffed to receive any uncollected pupils after 5.15pm

Collection Point: 5.00-5.15pm Martins Lane or Covered Way.

Unless attending private lessons, additional clubs or prep day pupils finish at 5.00pm.

At 5.15pm duty staff send uncollected pupils to the Library - parents must collect from the Library.

Pupils can go to supper (chargeable for day pupils) and then wait in Library at this time.

Pupils will not be sent to pick-up points after this time.

5.30pm - 6.15pm in the Dining Hall (Library end) Day Pupil Prep

Collection point: Parents must collect from the Dining Hall as pupils will not be sent outside.

All day pupils must be collected by 6.15pm.

Pupils not collected by this time will be taken to Hollies Boarding House. (Director of Boarding responsible)

Wednesday:

Day pupils not in a match finish at 3.20pm

Collection point: Martins Lane or Reception.

At 3.30pm duty staff send uncollected pupils to the Library.

Library staffed until 5.00pm - parents must collect from the Library.

At 5.00pm children will be taken to Reception and will wait with duty staff until 6.00pm

(then taken to Hollies Boarding House).

Saturday:

Day pupils not in a match finish at 12.00pm

Collection point: Martins Lane or Reception.

If GTs receive information about a day pupil staying after 12.00pm this should be forwarded to Saturday duty team leader.

At 12.20pm duty staff send uncollected pupils to the Dining Hall for lunch (chargeable for day pupils).

From 12.30pm pupils will be supervised by a member of the duty team.

Parents should contact a member of the duty team when they arrive so staff can tell the pupil that their parents have arrived to collect them.

Supervision of Additional Activities

Physical Education

The same general principles of care apply during PE as to other school activities. It is very important that the teacher should consider factors, such as:

- Safety of apparatus being used
- Condition of the floor
- Suitability of pupil's clothing
- Whether the exercises and activities are within the capability of the children
- Whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches/ jewellery etc.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them
- Children should not be allowed in the gym/ sports hall before the start of a PE lesson without direct supervision
- Children should not be handling PE equipment without direct supervision
- Children should be trained to work quietly and to leave the gym/sports hall in an orderly way
- Children not taking part in games or PE remain the responsibility of the teacher taking the lesson. All staff taking part on such activities or games will have been made aware of how to manage sessions by reading the **PE Departmental handbook**
- In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care
- Swimming pool –Swimming will be supervised by a member of the teaching/coaching staff, with enhanced supervision from a trained lifeguard. Swimming may not take place without the presence of a lifeguard
- Riding Stables – all children once they have signed in to the yard are under the direct supervision of the riding staff

Art and Craft/Science and Technology

Teachers should consider the organisation of the children involved in practical activities.

Consideration should be given to the number of children who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including:

- Wearing masks and goggles
- Training in the use of tools
- Carrying glass objects
- Carrying hot substances

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives
- All craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not have direct access to craft knives and sharp tools
- Teachers should make sure that children know how to use tools correctly
- Teachers should ensure that there is an appropriate level of supervision when using glue guns
- Children should be supervised directly when handling glass objects
- Where at all possible the use of glass containers should be avoided

Medical Centre

The supervision arrangements are managed by the Medical Centre Senior Nurse. If a pupil has to leave a lesson because they are unwell then they will be accompanied to the Medical Centre immediately.

Outside School hours

Boarding pupils will be supervised by boarding staff who will be on duty in each house at all times except for the basic school day (8.30-3.45pm) unless a boarder is ill where the **Care of Sick Boarders policy** will apply. Details of staffing rotas are held by the Director of Boarding. It is expected that house staff will deal with any matters that may arise. Should further assistance/advice be required then they may call upon the Director of Boarding or another member of SMT. All duty rotas will be displayed and clearly stating who is on duty in each house. Matrons and evening helpers also help in the supervision of the pupils through the direct management of the House staff.

If boarders return to house on Wednesday afternoons between the hours of 3.30-5pm then they will be supervised by a member of the Wednesday duty team or a member of their House staff.

On Sundays boarders will be supervised in regulated activities or trips by the Sunday duty team which is overseen by the Director of Boarding. Details of risk assessments and arrangements will be available to staff in the staffroom or on the Xtranet.

School Events

Supervision of major school events (May Fair, Carol Service, Speech Day etc.) is organised by the Deputy Head and other allocated staff. Risk assessments completed by Deputy Head. Other minor events such as plays; concerts are supervised by the teacher in charge supported by other staff in attendance.

Security Staff

The main role of the security staff is to protect our pupils from outside intruders, nevertheless their presence on campus provides an extra measure of supervision during the evening and into the early hours of the morning. CCTV cameras are also used on site.

Offsite

Details of the ratios for educational visits are contained in the **School's Off Site Activities Policy** and the **Trips and Tours Policy/ Handbook**. For offsite fixtures a list of all pupils is placed on Fixtures Pro and games noticeboards. The main school office coordinates attendance registers. All staff should ensure that supervision arrangements reflect the risk assessment. When supervising in remote areas a fully charged mobile phone is essential.

Out of Bounds Areas

Unless under direct supervision these areas are out of bounds to pupils: swimming pool, science laboratories, technology rooms, golf course and bridge, riding stables, squash courts and sports hall, shooting range, boarding houses, the pond, treehouse play area and any other additional field area past the 1st cricket pitch.

Safeguarding Issues

Being Alone with a Child

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk: -

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building
- Running a private detention under similar circumstances
- Calling a child to an office for disciplinary or administrative reasons
- Visiting the toilets as part of a duty responsibility

All of these are circumstances that many of us operate in daily and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Deputy Head, as appropriate. Also please refer to our Safeguarding Policy if necessary.

In addition, there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown. Refer to Reasonable Force Policy.

Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:

- Avoid meetings with pupils in remote, secluded areas of school
- Ensure there is visual access and/or an open door in one to one situations
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- Always report any situation where a child becomes distressed or angry to SMT

- consider the needs and circumstances of the child/children involved.

Changing

Young people are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur.

This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:

- Avoid using mobile devices unless for registration purposes.
- Avoid any physical contact when children are in a state of undress.
- Avoid any visually intrusive behaviour and where there are changing rooms.
- Announce their intention of entering.
- Avoid remaining in the room unless pupil needs require it.

Appendix 1 Duty Guidelines for Staff

School duties are carried out by six teams of staff; one team for each day of the week (Monday – Saturday).

The purpose of school duties is to ensure that there is an appropriate level of ***staff supervision, outside of timetabled lessons or activities, to ensure the safety and wellbeing of pupils.***

A copy of these guidelines and other supporting documentation can be found on the Xtranet

The Duty Team

A duty team consists of:

- A member of the Senior Management Team (SMT).
- A Duty Team Leader (DTL).
- Duty team members.

The organisation and management of each duty team is delegated to a DTL. At the end of each term the Deputy Head, Pastoral, allocates staff to a duty team and a DTL is nominated. The DTL is chosen according to the following criteria where possible:

- Team member is not a GT.
- Team member is a HoD.

The **member of SMT** is responsible for:

- Overall responsibility for the duty team.
- Providing support and guidance to the DTL.

The **Duty Team Leader** (DTL) is responsible for:

- Allocating a member of the duty team to carry out each of the duties required for the duty day.
- Maintaining an accurate duty sheet (PDF on Xtranet and paper copy displayed in the Staff Room).
- Requesting assistance from other staff if a duty team member is absent and has been unable to arrange cover.
- Monitoring the effectiveness of the Duty Team and reporting any concerns to the member of SMT.

Duty Team members are responsible for:

- The behaviour and wellbeing of pupils in their care.
- Being on duty at the appropriate time.
- Carrying out their duty according to the School Duty Guidelines.

- Advising the DTL, at the earliest opportunity, of any planned absence and the arrangements that have been made for cover.
- Completing an absence form stating duty cover required. In the event of a planned absence staff should arrange to swap their duty slot (s).
- Being available for duty from 8:00 am – 6:30pm (this ensures that there are duty team members available to provide cover in an emergency or another team member's unexpected absence (any exceptions are to be approved by the Headmistress).
- Reporting any incidents or safety matters to the appropriate person (member of SMT / Estates Department / Medical Centre) and fill out any necessary injury / incident forms.

Fire Arrangements

Duty Team Leader

If a Fire Alarm sounds the team leader (or designated senior member of staff) should investigate and assess the situation. If there is a fire make sure the building is evacuated and nobody goes back into the building. Make sure Fire Services have been called. Then follow the School policy on Fire Arrangements.

Duty Team Members

If the fire alarm goes off in your area of supervision – evacuate the building and wait until the Fire Officer or SMT member gives permission for pupils to return to the building. Fire alarm testing is carried out by the stewards on a weekly basis.

Duty Routines

Specific details about the times of duties are shown on each duty rota. Some duties are repeated throughout the day. The annotated campus map shows the areas in which pupils are permitted to play.

Junior Hall Astro + Courtyard or Playing Field Duty

Patrol courtyard and Junior Hall Astro area to ensure that pupils adhere to playground safety rules. The playing field is only inbounds during periods of dry weather. The Deputy Head announces when the playing field is inbounds. When the playing field is in use staff should patrol this area. Some degree of flexibility is required depending on the time of day and the numbers of children in each area. If staff are unable to see all areas, then they should direct pupils to one or other (Junior Hall Astro + Courtyard or Playing Field).

Junior Hall Astro

- Astro area is for the use of Year 7 and 8 only.
- Year 7 use it exclusively Monday and Thursday break and lunch times.
- Year 8 use it exclusively Tuesday and Friday break and lunch times.
- The Astro is for running around on and playing ball games, not for standing around chatting.

The 8:10 am duty should be allocated to a member of the duty team who is not a GT if possible.

Pupils are not to use the playing field before 8:25 am.

Ensure children go promptly to registration at 8:25 am.

Check pupils are not using equipment that needs supervision

High Jump	}	
Long Jump area	}	
Hurdles	}	OUT OF BOUNDS
Rugby equipment	}	
Cricket nets	}	

- Start sending pupils in five minutes before end of break.
- No pupil to go on the cricket square.
- No pupil to go into the pond area unsupervised.
- No climbing of trees.
- No 'British Bulldog' or similar contact games to be played.

Fitness Trail

The fitness trail should only be used when the Playing Field is inbounds. This will only be open at lunchtimes when it is dry, mainly in the summer term and first half of the autumn term

- No pupil is to use the area unless supervised by a member of staff.
- DO NOT OPEN the playing area if the weather is too wet or muddy.
- Do not allow too many children on any one piece of equipment at one time.
- If in doubt about safety involving the equipment or pupils' behaviour - CLOSE THE AREA.

Junior Playground Duty

Patrol junior playground, including MUGA to ensure that pupils adhere to playground safety rules.

There are two areas in which climbing and play equipment are located. There is a rota displayed which details the year group that is permitted to play each day.

In periods of dry weather junior pupils use the 1st XI cricket outfield. The Deputy Head announces when the playing field is inbounds. When the playing field is in use staff should patrol this area.

Tree House Supervision

Pupils are not allowed on the equipment unless under direct supervision by a member of staff. The area should be locked at the end of the supervised session. All staff to read the specific risk assessment and rules conducted for this area. There will be a rota to direct which year group can use the facility. Staff to make sure they are vigilant at all times and report any damage or issues regarding the equipment or use of it immediately to the relevant manager.

Playground Fitness equipment/Table tennis

Pupils need to use the equipment in a sensible fashion. Staff to ensure any waiting onlookers are at a safe distance from the equipment.

Building Duty

Any member of staff in their classroom is deemed to be on duty during this time and should report or pass on any concerns or incidents in the usual manner.

Patrol all areas of the school. Sweep through corridors and direct unsupervised pupils to play outside. Pupils are only allowed in buildings if supervised by a member of staff.

If it is a wet break a member of staff will ring the bell manually three times. Pupils are to spend the break in the tutor rooms. Duty staff on outside duties will join the member of staff on buildings duty.

Snacks Morning Break

Year 3+4+5

Pre-Prep Dining Hall. Junior staff cover this duty organised by Head of Juniors.

Year 6+7+8

Library end of Dining Hall. Duty staff and a Monitor cover this duty.

Children are not allowed into the building until the duty member of staff is present and must line up orderly outside. The end doors should be opened to allow a one-way flow.

- No muddy boots or trainers allowed into the dining room.
- Two biscuits normally or fruit.
- Cups to be put in the storage container after use by the children.
- All snacks and drinks to be eaten in the dining room and not taken out.

Dining Room & Queues

The member of staff on Queue duty should ensure that pupils line-up in an orderly manner. Pupils queue by year group at staggered times:

Lunch order: **Mon/Tues/Thurs/Fri**
Year 3, 4, 5, 6, 7, 8

Wed + Sat
Year 3, 4, 5, 8, 7, 6

Pupils who require an early lunch are permitted to queue outside of their allotted times.

Staff should position themselves so that they can control the flow of pupils into the Dining Hall without blocking access. Monitors should be used at the entrance to the servery to supervise pupils as they collect cutlery and queue at the server.

There is a lunchtime supervisor who assists the children with meal selection and clearing spillages, tidying tables and promoting good table manners.

All staff in the Dining Hall should support the duty staff and encourage pupils to follow the etiquette rules. Staff should observe that pupils have a balanced meal. If you are concerned about a pupil then please speak to Medical Centre, GT, HOY, Houseparent or Deputy Head. Maximum of four staff to a table to ensure adequate supervision.

The expectations for behaviour in the Dining Hall are:

- Pupils are not to move from table to table.
- Pupils must use correct cutlery.
- Pupils fill a jug of water not individual glasses.
- Pupils must clean up or get help to clear up any accidents made by food or drink.
- Pupils must remove their trays to the conveyor belt when they are finished.
- The area used must be left clean for the next pupil.
- Chairs should be pushed under the table after use.

Supper Duty – 5:00 pm

- No pupils should enter the dining hall until a member of staff is present.
- A member of staff monitors the queues and signs off any day pupil who is staying for supper on the supper lists (these are given to Duty Team Leader by the General Office). If they are staying for late activity such as play rehearsals please use discretion.
- Supper lists afterwards go into Office pigeon hole in staffroom.
- Shorts and vests should not be worn in supper (tracksuit trousers should be worn).
- Uniform is worn by boarders except at weekends.
- Any late supper pupils should be supervised by the member of staff taking them as duty staff have other commitments after 5:30 pm.
- All staff present in the dining room are deemed to be on duty and should expect to support the duty member of staff.
- Any pupil not picked up by 5:15 pm either from Martin's Lane pick- up or top car park should be sent to the Dining Room where they can then be supervised.

Snacks Afternoon Break

Year 3+4+5 2:20 pm Dining Hall servery

Year 6+7+8 3:45 pm

No snacks on Wednesday pm for Year 6-8

- Two biscuits or fruit.
- Cups to be put in the storage container after use by the children.
- No food to be taken out of the Dining Hall.

No football boots or muddy trainers to be allowed in the dining hall.

Sports Hall Car Park

The person on duty is responsible for the area of the car park, Reception, Assembly Hall and Surgery. No ball games should be played in these areas.

The staff on duty are to ensure the safe collection of pupils by keeping pupils in a safe waiting area away from vehicular traffic. Pupils who are not immediately collected or left past the collection time should be taken to supper and then day pupils prep in the Dining Hall / Library. The member of staff on duty should collect the duty phone from the Office pigeon hole in the Staff Room so that they can

enable pupils to contact parents (TURNED ON AT 5:00 PM SO PARENTS CAN CONTACT DUTY TEAM IF LATE). Parents are expected to come into the Dining Hall / Library outside of collection times although duty staff should be aware that not all parents know this routine.

Pupils should wait at the pickup point and not wander into the car park unless supervised by their parents / carer. The zebra crossings should be used at all times.

- Be aware of pupils crossing the footbridge at busy times.
- If you are suspicious of anyone or any vehicle, then contact a member of the SMT or the Community team. If you are supervising and an accident occurs to anybody or any vehicle, please ensure the safety of the people concerned and report to the person i/c Duty Team or SMT member as soon as possible. If necessary, contact the Medical Centre.
- The duty phone should be passed to the person on day pupils prep duty.

Martin's Lane Pick up

- Junior pupils should be picked up from here at 3:45 pm if they are not staying for any clubs or activities.
- Pick up times are 3.45-4pm or 5-5.15pm.
- Pupils must stand behind the barrier or in the bus shelter.
- Any late pick ups then children should be sent to the library.

Senior/Junior Prep

- Prep can be a club/activity between 4:00 pm – 5:00 pm. Seniors in the library and Juniors in the Dining Hall.
- Junior prep for boarders takes place in the Library, 5.30 pm – 6:00 pm, one member of staff supervising.
- Year 6 Prep for boarders takes place in the library (if this is locked for any reason the staff member will need to retrieve the keys from the librarian's pigeon hole in the staffroom), one member of staff supervising.
- Year 7 Prep for boarders takes place in the language corridor, one or two members of duty staff accompanied by an Intern.
- Year 8 Prep for boarders takes place in House.
- All pupils should be register. Registers found on SOCS
- Pupils to work quietly.
- Assist when necessary and sign planners.
- If a pupil has finished all their prep, then they should read or work on their journal.
- Pupils to tidy the room before they leave.

Day Pupils' Prep

- Junior and Senior pupils will be supervised in the Dining Hall.

Late Duty – 6:30 pm until 7:00 pm.

- There is no one formally on duty at this time as all children should be off the campus or supervised by their activity staff member.
- No pupil should be wandering around the school or unsupervised in a classroom.
- Do not leave a child unsupervised at the end of your duty.

- a. try contacting a parent,
 - b. take pupil to Director of Boarding's House (Hollies House).
- Please return it to the Office pigeon hole at the end of the duty. The mobile phone needs to be switched on from 5:00 pm until the end of the duty day.
- Any late returning activities or sports clubs are the responsibility of that member of staff not the duty team. All children need to be supervised until they are collected.



SECTION B: THIS POLICY APPLIES TO MILLFIELD PRE-PREP (KS1 and EYFS)

The supervision of KS1 and EYFS pupils is the responsibility of everyone working in the Pre-Prep. During lesson times this will be the relevant year group teachers and assistants, but during lunch and breaks it falls to everyone to be vigilant. Children should be closely watched and if moving between buildings or rooms they should be lined up in pairs with staff at the beginning and end of these lines. Headcounts should be completed at appropriate intervals to ensure that children stay together and do not go missing.

Ratios for our two year olds are 1:4. Ratios for our 3 year olds and over are 1:8 (unless a level 6 trained member of staff is present, or a qualified teacher or staff member with EYPS) in which case it can rise to 1:13 for that staff member.

In the EYFS we have 3 EYFS Practitioners trained to level 3, 2 trained to level 6, one with Early Years Professional Status (EYPS) and two qualified teachers – including the Head of Pre-Prep. We also employ two additional Early Years assistants.

Pre-School

There are currently four staff working daily within pre-school and two additional members of staff on certain days to assist within the building, and to act as supply staff should the need arise. Mrs Charlotte Cocks is responsible for organising the supervision during 'class' time and ensuring that correct ratios are adhered to at all times. One member of staff will ensure that free flow outdoor play during 'class' time is supervised appropriately. The Head of Pre-Prep is also available at most times should there be staff absence or the need for staff to step out of the classroom.

Reception classes

There is one teacher plus a trained EYFS practitioner within the reception class. Mrs Lucy Smith is responsible for grouping and staffing of these classes and ensuring that pupils are correctly supervised at all times. The Head of Pre-Prep is available at most times should there be staff absence or the need to step out of the classroom.

KS1

Key Stage 1 classes have a qualified teacher per class, plus there are two KS1 teaching assistants who help across the key stage. The Pre-Prep learning needs teacher also supports in class where required.

Registration

All classes must be registered at the start of the morning and afternoon sessions. Pre-school (PS) staff need to be fully aware of sessions attended by PS children and complete the register accordingly. Please see Registration procedure for further detail.

Playtimes

A minimum of two EYFS staff, plus two other PP staff members will be on duty at all times when PP play together – see separate duty rota for full details. Ratios are adhered to at all times. Staff are first aid trained – all EYFS staff are paediatric trained and the school nurses are on duty in the Medical Centre next to the play area and pre-school throughout the full school day from 8am-6pm. A close watch must be kept on the very youngest children. Staff should position themselves at intervals around the perimeter of the play area in order to supervise the area closely. Staff should not bunch together to chat during playtime and should remain vigilant.

Lunch

EYFS staff will sit with their key person groups and serve the children. They will supervise healthy eating and model good table manners through the shared mealtime. Reception and Year 1 will sit in the PP dining room with the relevant staff, but year 2 eat in the main dining room supervised by their teacher in order to prepare them for the transition to year 3.

After School care

A minimum of two members of staff, plus one qualified Pre-Prep teacher will be on duty each evening in Pre-School. If two/three year-old numbers rise this is increased accordingly. Currently this provision is run by Teaching and EYFS staff on a rota. Care runs from 3.15 until 5.15 pm for the younger children, with older children also being able to opt for supper and homework club in the prep dining room until 6pm. Food and snacks are provided and all staff are Food Hygiene trained. One member of aftercare staff is paediatric first aid trained and school nurses are also on site at all times. Registers are taken and parents must sign their children out when they are collected. (See separate After School Care/uncollected child procedures for more information.)

Clubs and Activities

Clubs and activities usually run from 3.15-4pm. They are available for reception children and above, except in the case of dance which pre-school children can attend. Ratios are adhered to and staff may require interns or TAs for additional supervision based on numbers. All staff taking a club must register the attendees for each session. Children are collected for their club from PP by the staff member in charge and returned to PP at 4pm. Parents then collect from the PP lobby at 4pm and staff check them off on the register as they leave. Any children who are not collected are taken to late club and registered again there.

Assemblies

Where Pre-School attend assemblies, members of EYFS staff will attend if the children do, along with the staff member taking the assembly. Tiddlers and Tadpoles may remain in Pre-school if the assembly is unsuitable or too long – staff should then separate appropriately to meet ratios.

Swimming

Additional staff are placed on a rota for swimming to aid with changing and supervision in the pool. There are ample staff in the pool during the swimming sessions and a qualified swimming coach and trained lifeguard are in attendance at all times.

School trips

Three year olds and over *only* may be taken out on school trips. We adhere to the agreed legal ratios at all times and two members of staff travel on all minibuses. One staff member will travel in the body of the bus with the children for an EYFS trip. Headcounts are taken at regular intervals. All trips are risk assessed in line with school policy. One member of staff will have a Paediatric first aid qualification on all EYFS trips and one will remain behind with any younger pupils. See separate travel/transport policy and sample risk assessments.

PE/Music Lessons in Prep School

Reception and KS1 children attend music and PE lessons with the specialist prep school staff in the prep music room and sports hall. One member of staff should accompany them – this could be a TA or teacher on rotation.

No children will ever be released into the care of an adult who is not recognised by staff and authorised by a parent. Parents must inform staff in writing if there is to be a change to collection routines and photos provided for identification purposes. If in any doubt, staff must not release the child and should call the parent and inform the Head of Pre-Prep.

Please see the Prep **Supervision Policy**, the **Pre-Prep / EYFS Policy for the procedure for uncollected children** and the **whole school Missing Pupil policy** for further information. Please also refer to duty rotas and personal timetables for further information on ratios and staff supervision.

Policy owner	TAH/MJJ
Reviewed on	September 2019
Review by date	September 2020
Approved by Governor Committee	Education
Audited on	February 2019
Audit by date	February 2020
Publication	Website, Parent Portal, Xtranet