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1. Scope

This is a whole school Policy, including EYFS, and its guidance is applicable to all those involved in pupil supervision at St Faith's.

This Policy should be read in conjunction with the following policies:

- Allergy and Anaphylaxis Policy
- Attendance Policy
- Educational Visits Policy
- First Aid Policy
- Missing Child Policy
- Pastoral, Behaviour and Discipline Policy
- Pupil Welfare Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disability Policy
- Staff Handbook and Code of Conduct
- Unaccompanied Travel Policy
- Visitor Management Policy

All School policy documents are held on the server and may be accessed via SharePoint at this link.

2. Principles

St Faith's is committed to safeguarding and promoting the welfare of the pupils in its care.

Supervision of pupils takes into account the age of pupils, any additional needs of pupils and the activities in which they are engaged.

EYFS pupils are supervised by appropriately qualified staff and in compliance with ratios set out in the 'Statutory framework for the early years foundation stage'. A paediatric first aider is available to pupils in the EYFS at all times.

Whilst we aim to supervise older pupils directly for most of their day at school, we recognise that this is not always possible due to the scale of the site and the nature of the timetable. Constant vigilance on the part of all staff whether on duty or not is necessary to ensure pupils' safety and staff should pass on concerns about pupil welfare to the relevant person.

Detailed risk assessments are carried out for all school activities or visits and staffing ratios calculated accordingly.

3. Legal Obligations

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others that enter the school. The School is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. The teachers have a duty of care to the children, which is based on the principle that they are in loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain the 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 (including morning and lunch breaks) 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;
- The Senior Management Team will make arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

4. Objectives.

- To ensure that pupils are appropriately supervised during school activities.
- To consider supervision on arrival and departure from the school.
- To consider the supervision of Early Years Foundation Stage ("EYFS") pupils.

5. Guidance.

- The normal supervised school day operates between 0800 and 1730.
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- Pupils must not be on site outside supervised periods unless participating in an authorised activity.
- Supervision is provided for children in Years 3 – 8 from 0745, and Pre Prep children are able to be dropped off for classes from 0800.

- The school has written to parents to state that there is no supervision on the school site before 0745 daily. Duty staff will be in place from 0745 to 0815 daily until registration in tutor rooms. The duty rota is coordinated by the Deputy Head (Years 3 – 8) and Head of Pre Prep (Pre Prep children).
- Pupils awaiting collection following a fixture, trip, performance or other school event will remain under staff supervision until handed over to a parent, guardian or authorised adult, unless alternative arrangements have been agreed in advance. Pupils will be supervised during breaks and lunchtimes. EYFS pupils use their own dedicated area to the rear of Southfield. In the summer term, to support transition to Year 1, EYFS pupils begin to use the front playground. Appropriate staffing ratios are maintained.
- EYFS pupils are always in sight and hearing of a member of staff whilst eating.
- No pupils may leave the school premises during the school day other than by prior arrangement and after being signed out from the School Office, or under the supervision of a member of staff for an approved school activity.
- Separate arrangements will be made for supervision during play / concert rehearsals or similar events.
- Members of the Sports Department will supervise pupils for home and away matches.
- At the end of a normal school day, children will either take part in the school's extensive activity programme, or be entered into the Late Stay programme. A member of the Late Stay team will 'sweep' the school to ensure that any children not in the activity programme and who have not been picked up are taken into Late Stay by default.
- Activities and Late Stay are booked by parents using the 'SchoolsBuddy' booking system; registers are taken in SchoolsBuddy for both activities and Late Stay and
- children are signed out to a parent, guardian or authorised adult
- at the end of each session. SchoolsBuddy will send automatic alerts to the Front Office if a child who is due to be in an activity does not attend in order that a prompt follow-up can be conducted. The Activities Coordinator will assist with the prompt registration of pupils in activites.
- Arrangements for Late Stay are contained in the relevant School Late Stay Handbooks.
- The guidance *"Helpful Information when on duty"*, for staff in the supervision of children is available here.
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6. Registration

The school operates same-day absence procedures. Where a pupil is absent without explanation, reasonable efforts will be made to establish the pupil's whereabouts in accordance with the Attendance Policy and Missing Child Policy. .

7. Medical Support

A member of the School Health Centre Staff is on duty in the Health Centre during normal working hours (0800 – 1600) to administer first aid and deal with accidents and emergencies, including illness.

A number of staff are trained first aiders and are available to give emergency first aid treatment. In Pre Prep, many staff are paediatric first aiders. A list of all trained first aiders is available here.

During educational visits, fixtures and off-site activities, first aid provision will be determined through the relevant risk assessment.

8. Unsupervised Access in Designated Areas

Pupils will not have unsupervised access in designated areas which will include those listed below. Rooms are locked using the Salto electronic access system during key times such as break times and before / after the normal school curriculum day.

- Gymnastic / athletic & climbing activities;
- Science laboratories and prep room;
- Engineering rooms;
- Digital / IT suites;
- The main school hall;
- Ceramic stores and the Art Department kiln room;
- Flammable material stores;
- Grounds, maintenance, catering and housekeeping / caretaking areas.

9. Staff Identity Cards and Visitors

All staff MUST wear their IDENTITY cards either on a lanyard or clip provided by the school. All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. Those visitors for whom no safer recruitment checks are in place must be supervised at all times when on site. All staff should check strangers on the premises and report to reception if there is a concern.

Parents must be classed as visitors unless watching matches/ attending talks/concerts. Any member of staff using volunteers or inviting anyone from outside the school community to help with activities should ensure that they are aware of statutory guidelines on DBS checks.
Parents are able to gain access to the school site at specified times via the use of a code that is refreshed each term. Access is afforded using this means for specific school events during the school day, at the start of the school day, and at the end of the school day.

Visitors must comply with the school's safeguarding procedures, including any requirements relating to supervision, restricted areas and use of mobile devices whilst on site.

10. Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Parents may register their child to travel independently in accordance with the School's Unaccompanied Travel Policy. Records of approved pupils, including any registered mobile phone or smartwatch details, are maintained by the Front Office and are available to relevant staff where required for safeguarding or emergency purposes..
Pupils are not supervised by a member of staff when travelling on school buses (including Home to School Transport), but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.

11. Educational Visits

Arrangements are detailed in Educational Visits Policy. When children are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the children at the end of the visit.

12. Weekends

Pupils should not enter the school on weekends unless they are attending a School activity. The School cannot assume responsibility for pupils unless they are involved in a teacher-led activity. Staff should not leave the site until pupils in their care have been collected (or their parents have been spoken to).

13. Holidays

Pupils and parents should not enter the site during holidays without prior agreement with the Front Office or the Events and Operations Manager and must sign in/out at the Front Office.

14. End of the day

At the end of the day pupils are dismissed from their class. Following dismissal, children will move on to an Activity, Late stay or are picked up on site by their parent or guardian. Pupils who are authorised to travel independently will be released in accordance with the Unaccompanied Travel Policy and the arrangements recorded on the school's Unaccompanied Travel Register. Where there are concerns regarding a pupil's welfare, medical condition, emotional state or fitness to travel, the school reserves the right to require collection by a parent or responsible adult.

Pre Prep pupils including EYFS will only be released into the care of a parent or other individual whose name has been notified to the school in advance. If a pupil remains uncollected they are taken to Pre Prep Late Stay.

15. Monitoring and Evaluation

We will continuously monitor and evaluate the effectiveness of this supervision policy. We will ensure that this is reviewed annually and that this links with our safety audits.