

G D S T

POLICY - SUPERVISION OF PUPILS (Including EYFS)

Policy owner	Deputy Head Pastoral/Head of Prep/Head of Pre-Prep
Policy last reviewed	September 2023
Policy next review date	September 2024
Policy audience	Staff and parents

1. Policy statement

Scope: This policy applies to staff (including volunteers) at Norwich High School for Girls ("School").

This policy should be read with the School's Code of Conduct for Staff and staff job descriptions. As well as the following policies:

- Discipline and Behaviour for Learning Policy (inc. EYFS)
- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Educational Visits Policy
- EYFS Mobile Devices Policy

Publication: This policy is published on the school website and is also available to all staff on the shared Policy Google.

Policy aims: Through the operation of this policy we aim to:

- protect the health and safety of pupils at the School; and
- ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

Norwich High School for Girls has a duty of care to all pupils in the school. We are required to ensure that as far as practicable, adequate supervision of the pupils throughout the school day to ensure their health, safety and welfare. It is the school's policy to provide adequate supervision for pupils at all times while on the school premises. It is recognised that the level of supervision will vary according to the age of the pupil.

Responsibility - 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.

2. General supervision

Early Years Foundation Stage (Nursery and Reception)

Pupils may join the Nursery after their third birthday.

Locations

The Nursery is located in Stafford House and girls are signed into Nursery and supervised in the Early Years playground from arrival at the earliest time of 8:00am. Pupils are formally registered on SIMS at 8:40 am.

The Reception class is located in Stafford House, the Prep school. Reception pupils arrive between 8.00 and 8.30am and are handed over by their parents to the Reception teacher or a teaching assistant at the entrance to the Early Years playground. Registration takes place on SIMS at 8:40am.

Registration

Two formal registrations take place every day and are recorded on SIMS:

- Morning registration is at 8.40am
- Afternoon registration is taken prior to lessons starting.

Staffing and ratios

- The Nursery manager has Early Years professional status which allows her to work with a 1:13 ratio.
- The Nursery assistant has a Level 3 NVQ qualification which allows her to work to 1:8 ratio. Both are paediatric first aiders and are supported by an on-site school nurse.
- Other teaching assistants who regularly work with the nursery girls have QTS or NVQ level 5. When out on trips, the ratio increases to 1:4.
- The Reception class is taught by a qualified teacher who is supported by a teaching assistant with NVQ Level 5 with paediatric first aid training.

End of day arrangements

At the end of the school day, parents and carers of the Early Years girls collect their daughters from the Early Years playground from 3:00pm onwards. Supervision is provided by the Early Years staff until 3:30pm when after school care begins.

Parents are asked to inform the school if anyone other than known family members are collecting their daughter. Staff will contact parents before letting a child leave with someone they do not recognise.

Before and after school care

Before School Care is available for Early Years pupils from 7:30am-8:00am in Eaton Grove Dining Room. The girls are supervised by two members of staff, one of whom is the Nursery Manager, who takes responsibility for the Early Years girls. They are able to have breakfast and are then escorted to the Early Years playground at 8:00am.

At the end of the school day, Early Years girls who have not been collected by 3:30pm are signed into the After School Club, where they are supervised separately by staff to ensure ratios are maintained, until collection by their parents or carers.

Play time, snack times and clubs

Early Years girls play in their designated play areas and are supervised by the Early Years Staff supported by other teaching assistants and teachers from the Prep School.

Early Years girls are supervised by the Early Years staff when they are eating and drinking in the Early Years Hub. They are directly supervised by catering assistants at lunchtime with Early Years staff eating in close proximity.

At various times during the school year, Early Years girls have clubs they can attend run by the Reception teacher, Nursery manager, teaching assistants and some external providers. Clubs run by external providers are supported by members of the EYFS team.

Moving around the building and school site

Early Years staff are always aware of pupils using the toilet or cloakroom and this will be supervised according to an individual pupil's level of independence.

Early Years pupils are always supervised when moving around the site eg when walking over to the dining room or Forest Schools area. 'Head counts' are taken regularly, particularly after transitions.

Collection during the school day

Nursery pupils may be collected or arrive at school during lunchtime if they have booked a half day session on that day of the week. The Nursery manager or assistant will oversee the handover of the pupil to her parent at the Early Years playground gate and the register will be adjusted accordingly. Parents may request permission to collect their daughters from Early Years during the school day for medical appointments etc. In this case they will come to the Albemarle Road entrance for this purpose and ensure their daughter is signed out by a member of staff.

If an Early Years pupil is ill, the Nursery manager or Reception teacher will make a decision about whether she is too ill to remain in school. In this case her parents will be called and she will be signed out at the Albemarle entrance before leaving with her parents.

Risk Assessments and mitigating measures

Daily Risk Assessments are carried out in the EYFS Hub (this includes the nursery room, reception room, shared space and joint outside early years play area)

Risk Assessments are available to view and are updated annually or sooner if required. Daily risk assessments are displayed in the Nursery, Reception and Shared Space classrooms. They are checked daily and are ticked to show this. The document is annotated with highlighted risks when they arise and information shared about who has been informed and how it is going to be dealt with.

Risk assessments have been carried out and continue to be monitored to ensure following measures take place to help prevent finger entrapment:

- Regular briefings to children on the dangers of finger trapping.
- Ensuring staff are aware of the hazard of door entrapments and their role in being vigilant and reporting defects and near miss incidents.
- All doors regularly used by EYFS pupils are fitted with finger guards.

All equipment, toys and resources are checked regularly to make sure they are safe and age appropriate.

The suitability and state of repair of surfaces on which the children play is checked regularly. Safety checks are made before all activities begin. Pupils are reminded about safe practice when indoors and outdoors.

Prep School

Registration

Two formal registrations take place every day and are recorded on SIMS:

- Morning registration is from 8.30am
- Afternoon registration is taken prior to lessons starting.

Pupils arriving after 8:40am should be brought to the Albemarle Road entrance so that they can be signed into school by the receptionist, Mrs Howard and the registers can be updated accordingly.

Before school care and arrival at school

Before School Care is available for all pupils from 7:30am-8:00am in Eaton Grove Dining Room. The girls are supervised by two members of staff. They can have breakfast and are then escorted to the Prep School at 8:00am where they go to their classrooms.

Prep pupils are allowed to enter the Prep School building through their designated entrance from 8:00am. They go straight to their form room where they are supervised by teaching assistants patrolling the corridors until their form teacher arrives at 8:20am. Pre-Prep pupils in Years 1 and 2 are more closely supervised at this time by teachers and teaching assistants.

Pupils are always supervised in the classrooms and are not allowed to enter specialised teaching rooms such as the Art room, STEM Lab and Food Tech Room without the permission of a member of staff. The STEM Lab and Food Tech rooms are kept locked when not in use.

Break and lunchtimes

During breaks in the Prep School, members of staff are on duty in the playground on a rotational basis at all times. Pupils' playtime activities are beneficial not just for their enjoyment and health but also to encourage them to develop independence, social skills and the ability to learn to handle risks for themselves. A member of staff who is a first aider is on duty at break times. A member of the Prep leadership team is available at playtimes and lunchtimes if necessary.

End of day arrangements

At the end of the school day pupils are taken to their designated exit by their form teacher or other allocated member of staff to meet their parents and will be supervised there until collected.

Parents are asked to inform the school if anyone other than known family members are collecting their daughter. Staff will contact parents before letting a child leave with someone they do not recognise.

Pupils using the school minibus service can do so from Year 1. Pre-Prep pupils will be brought to the Prep School entrance by the minibus driver in the morning. Older pupils are able to make their own way across the site. At the end of the day all pupils using the minibus will gather at the

bottom of the central staircase for registration by a member of staff and then will be taken to meet the buses.

After school care and clubs

During registration time pupils in Years 3 to 6 are required to inform their form teacher of their after school arrangements so these can be recorded on a daily basis for reference should a pupil need to be located at the end of the school day. This spreadsheet is located on the Prep Drive.

Parents of pupils in Early Years and Pre-Prep communicate with form teachers about any clubs or different after school arrangements through a note in their daughter's planner or via email.

Pupils using after school care will be signed into the After School Club by the supervising staff and will be signed out by their parents when collected. Pupils attending after school clubs will be registered by the club provider and collected at the end of the club session by their parents or signed in to after school care until their parents arrive.

A member of PLT is always on duty until 6:00pm each evening and will ensure all Prep pupils have left the site before leaving.

Collection during the school day

Parents may request permission to collect their daughters from the Prep School during the school day for medical appointments, music exams etc. They must use the Albemarle Road entrance for this purpose and ensure their daughter is signed out by a member of staff.

If a pupil feels ill she would speak to an adult, preferably her form teacher, who will make a decision about whether she is too ill to remain in school. In this case her parents will be called and she will be signed out at the Albemarle entrance before leaving with her parents.

Senior School and Sixth Form

Registration

Two formal registrations take place every day and are recorded on SIMS:

- Morning registration is from 8.30am
- Afternoon registration is taken at the start of Period 5 lessons

Senior School students arriving after 8.40am on an assembly day or after 9.00am on other days should go immediately to see Miss Reed (Attendance officer) to sign in.

No student may leave school without permission from a member of the Senior Leadership Team, Head of Year or School Nurse.

Any student with permission to leave school during the day must sign out with the attendance officer and must also sign in immediately on her return.

Before school supervision

The dining room in Eaton Grove is open for breakfast from 7.30am where any students arriving early will be supervised by the staff on duty.

Form rooms are open from 8am with supervision from Heads of Year and students must be in their form rooms by 8.30am

Break and lunchtime supervision

During breaks in the Senior School two members of staff are on duty at all times, but because of the age of the students and the size of the site, remote supervision is deemed appropriate; if any student has an accident or needs help she knows that help may be called by visiting the school office or the staff room.

Before school, during breaks and after school; staff are on duty in relevant areas; before and after school girls below the sixth form are only allowed into classrooms after a certain time, otherwise they should remain in the dining hall, library or Hub in years 7-11.

Lessons (including private study)

Pupils should always be supervised while in classrooms during lesson times and in particular pupils should always be supervised by a competent person, which in most cases will be a member of the teaching staff or technician, in the following areas:

- Art rooms
- The performing arts studio (DBS)
- Product design workshop and classroom
- Science laboratories
- Swimming pool
- Sports hall.

In other classrooms remote supervision might be considered acceptable for pupils from KS3 upwards at times, for instance while part of the group is working in an IT room.

After school supervision

By 4.05pm, Senior students should have left the premises unless engaged in a supervised after school activity or working in the library or Hub. Students should not return to form rooms after 4.05 p.m. (The library in Eaton Grove and/or Hub are open every day until 6.00 p.m).

In the Senior School a member of SLT is on rota, staying on site every evening until 6pm, or until the final student has left from the Senior school library. This member of SLT has a school phone for emergencies. The member of staff name and number is posted on staffroom noticeboards. The number is also shared with after school visiting teachers.

Sixth form flexible day

Sixth formers have a flexible day, recognising their growing maturity and bridging the gap between formal schooling and post 18 study or work. They must attend school every day, arriving in time for morning registration and form time. They must attend all timetabled lessons, but will be able to leave the school during their lunch and break, signing in and out; this is unsupervised time. Study periods can be taken in the Sixth Form Centre in a free classroom or one of the numerous study spaces including the quiet study on the first floor. Whilst these are not directly supervised, the Sixth Form is staffed throughout the day. With permission from their parent or guardian and a member of the Sixth Form Team, sixth formers may also take a study afternoon where they leave the premises once a week and in non-taught sessions, signing out at lunchtime. All regular

appointments, driving lessons etc. must be scheduled for study periods and ideally study afternoons. Permission to miss taught lessons will not be given unless there are exceptional circumstances. Any student who does not attend lessons or whose progress is not good will have the privilege of study afternoons removed. Should a student be unable to attend school, parents/careers should notify the school in the usual way.

Students may arrive from 7.50am and stay in 6th form centre until 5pm when there is a member of the 6th form team on hand. Students staying between 5-6pm must study in the library or be part of a supervised activity.

3. Supervision during curriculum time

Arrangements for cover of absent colleagues

All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Design Technology, Art and Science, the classroom teacher may be supported by a technician.

The Cover Co-ordinator in the Senior School and the Assistant Head Academic in the Prep School ensure that all lessons are covered if necessary and staff are aware of these procedures as published in the Staff Handbook.

Supervision during PE lessons, including changing arrangements, both on and off site

Supervision for PE is dependent on the activity, as determined by a risk assessment.

Supervision of pupils moving from one building to another on the main school site

All Prep school pupils in Year 2 and below will be supervised at all times when moving around the site, for example when walking over to the dining room for lunch or to the Forest Schools area. From Year 3 pupils are able to walk over to and return from the dining room, the gym and the swimming pool independently. PE staff take a register at the beginning of the PE and swimming lessons to ensure all pupils have arrived. All Prep School pupils are escorted to the Forest Schools area by an adult as this involves crossing the school driveway.

Supervision of pupils travelling to another site for sports (eg The Astro)

All pupil movements from one site to another for sports, where the route involves crossing a road or car park, will be supervised if this is deemed necessary by a risk assessment which considers the route/age of pupils involved.

Supervision of pupils attending lessons with peripatetic teachers

A list of students attending a lesson in the Music School with a Visiting Music Teacher is available to all staff and if a student does not turn up for a music lesson the VMT will notify reception.

VMTs must collect Prep School pupils for their music lessons and escort them to the Music School. This is usually from the Albemarle Road entrance and they should take responsibility for signing the pupil out and back in on their return. However, pupils may also be collected for a lunchtime lesson from the dining room by VMTs and it is the VMT's responsibility to sign the pupil out and back in on their return in the same way.

4. Supervision of extra-curricular activities

Arrangements for keeping records of attendance

All extra-curricular trips are subject to clear policy, procedures and risk assessments as stated in the Educational Visits Policy and Procedures. Registration must be taken before departure and at key points as set out in the itinerary of a trip.

All after school activities are registered and registers kept for one academic year.

5. Supervision of extra-curricular activities

Supervision of pupils travelling to matches and other venues

Pupil: staff ratios are the same for travelling to matches and other venues as for all Educational visits.

Supervision of pupils by older children in after school clubs

Only registered and trained staff are allowed to run after school clubs. Older children may act as additional support.

Supervision of pupils while waiting to be collected by parents at the end of an activity

On any school organised visit which takes place off site, staff must wait with the pupils until all have been collected by parents.

For all on site activities parents are made aware of dismissal times (on the school website, co-curricular timetables and letters home) and asked to collect their child promptly. Pupils may wait to be collected in the dining room or in the library (until 6pm).

Supervision of pupils attending clubs organised by third parties, but which take place on site

The school's robust letting procedures ensure that appropriate staff: child ratios are adhered to for all activities run by third parties on site.

Supervision of pupils in remote locations

Any activity taking place in a remote location will be supervised by a member of staff with a school mobile phone. Safety arrangements will be detailed in the risk assessment for the activity

6. Supervision during school visits

Arrangements for children on visits in the UK

All extra-curricular trips are subject to clear policy, procedures and risk assessments as stated in the Educational Visits Policy and Procedures. Registration must be taken before departure and at key points as set out in the itinerary of a trip.

Arrangements for children on visits abroad

All extra-curricular trips are subject to clear policy, procedures and risk assessments as stated in the Educational Visits Policy and Procedures. Registration must be taken before departure and at key points as set out in the itinerary of a trip.

7. Non Collection of Pupils

EYFS and Prep School

In the event that a parent or authorised adult is not able to collect a pupil at the end of the school day, she will be signed into after school care. There is no need for parents to book their daughter into after school care in advance but it is helpful if this can be communicated by a note in the planner, an email to the form teacher or a telephone call to the school so the child can be reassured about the approximate collection time.

Pupils should be collected from school by a parent or authorised alternative adult. On occasions when an alternative collection arrangement is made this should be communicated to the Form Teacher in advance so staff are aware of the identity of the person collecting the pupil. If this is not possible due to the unexpected nature of the need for an alternative collection arrangement, the parent should contact the Prep School reception to explain who will be collecting their daughter and to agree how the identification of the person will be verified.

If a pupil has not been collected from After School Care by 6:00pm, parents will be contacted and staff will wait with the pupil until their parents arrive in order to cause them as little distress as possible. If it proves impossible to locate a parent or carer, the child will be reassured and a member of staff will continue to try all contact numbers, including the emergency contact. They will inform the member of PLT on duty that they are waiting with a pupil and the duty caretaker will also be contacted to ensure the building remains open. In the event of repeated failure to contact any of the listed carers or the emergency contact, the member of PLT on duty would contact the LADO. A full written report of the incident would be recorded in CPOMS.