



Supervision Policy

This policy applies to all pupils including those in the EYFS setting.

Rationale

All pupils at Abingdon Prep School can expect to receive full time appropriately supervised education commensurate with their age and stage of development.

Related policies

This policy should be read in conjunction with the following policies and protocols:

EYFS Policy

Guidelines for Pre-prep playground (regularly updated and stored electronically with private policies)

Health and Safety Policy

After School Club and Early Birds Policy

Educational Visits Policy and guidelines

Pupils in EYFS and Pre-Prep

Pupils should be supervised both individually and collectively at all times during the school day from when they are handed into the care of the school by parents or carers until they are handed back to the care of parents or carers.

Pupils in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the EYFS Framework 2024. There will be a member of staff with appropriate Paediatric First Aid training available to pupils in EYFS at all times. Generally this will be a member of staff who is with the EYFS pupils or may be a member of staff in the office. Details of all staff with Paediatric First Aid qualifications and their location will be available in all areas of the school in which EYFS pupils spend time.

Supervision of pupils in EYFS and Pre-prep will include the following:

- During lesson times. Pupils will never be left unattended in the classroom.
- Between lesson times. Where pupils are receiving specialist teaching within the classroom, the teacher of the previous lesson should not leave before

the next teacher arrives. A teaching assistant may, where appropriate, provide the necessary supervision between lessons.

- Moving to specialist teaching rooms. Pupils will always be supervised as they are escorted to and from specialist teaching rooms.
- Attending individual music or other 1:1 or small group sessions. Pupils will be escorted to and from these lessons either by a teaching assistant or the specialist teacher.
- Break times. Pupils will be escorted to and from the playground by a member of staff. The teacher and TA who will be taking them for the following session will collect them from the playground and oversee their return to class ready for learning. Children to be supported by staff at all times during the transition to and from the playground.
- Whilst in the playground, pupils will be supervised as set out below and in accordance with the Pre-Prep playground guidelines.
- Lunch times. Staff will sit with and supervise the pupils, at all times whilst eating lunch.
- Changing rooms. Pupils may change in their classrooms or one of the changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy and EYFS Policy.
- Toilet use during lesson times. Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return to the toilets safely. The means by which this is done may vary according to the location of the pupils within the school. If pupils are within their own classrooms, it is reasonable to expect pupils to individually go to and return from the toilet unsupervised (though in the case of very young pupils an element of supervision may be appropriate). Only one pupil will leave the class at any given time. If more than one child is leaving the room, for example to prepare for lunch, an adult must be present in the corridor. If pupils are within a specialist lesson, they may need to be escorted to the toilet by a member of staff. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance. This will be provided in accordance with relevant policies including the Safeguarding Policy and EYFS Policy.
- Toilet use during break times. In accordance with Pre-Prep playground guidelines, pupils will be asked to go to the toilet before going out to break to minimise the need to come back into school during this time. However, where a pupil needs to go to the toilet, they will ask the duty teacher who will allocate a Year 2 playground monitor (wearing a yellow jacket) to escort the pupil into the school, wait until they are ready to return and then return

with them to the playground. The duty teacher will be aware of which pupils have gone inside and ensure they return outside.

Pupils in Years 3-6

These pupils can expect to have some level of independence around the school appropriate to their age.

- During lesson times. Pupils will be supervised at all times during a lesson.
- Between lesson times. Where pupils are receiving specialist teaching within the classroom, it is reasonable and necessary for one teacher to leave at the end of a lesson and for teachers to move swiftly between lessons to ensure they arrive promptly for their next lesson. If a teacher has not arrived within 5 minutes of the start of a lesson, two pupils should go to the office and inform office staff who will ensure a teacher goes to the classroom immediately.
- Moving to specialist teaching rooms. Pupils will generally move around the school unsupervised between specialist lessons but all staff will remain aware of the need to monitor behaviour and be aware of health and safety in the corridors.
- Attending individual music or other 1:1 or small group sessions. Pupils will generally be expected to make their own way to and from these lessons.
- Break times. Pupils will leave lessons once dismissed and will make their own way out to break. Whilst in the playground, pupils will be supervised as set out below.
- Lunch times. Pupils will have greater independence in the dining room than younger pupils but will be supervised by staff whilst queuing for lunch and eating.
- Changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy.
- Toilet use during lesson times. Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return to the toilets safely. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance. This will be provided in accordance with relevant policies including the Safeguarding Policy.
- Toilet use during break times. Pupils are entitled to enter the school building to use the toilet during break time as needed.

Pupils in Years 7-8

These pupils are of secondary school age and may be given a greater degree of independence. Nevertheless, they will be supervised in the same manner as pupils in Years 3-6 with the following exceptions:

- In certain circumstances, small groups may be separated out to work independently (eg in the library) and without direct supervision as long as a teacher retains direct responsibility for each pupil and each pupil knows where the teacher responsible is.

Pupils who are off games

Where possible, pupils who have a note to excuse them from participating in games lessons, will dress appropriately and go outside to watch. Where this is not possible (due to bad weather or pupil illness), pupils will be provided with full and appropriate supervision within the school building. This may change from time to time and may include the ICT suite or a supervised classroom. An electronic register will be maintained for pupils who are off games and this will be populated by form teachers when they receive communication from parents/carers that a pupil is off games and they deem it inappropriate for a pupil to go outside to watch. Staff supervising pupils who are off games will check the register to ensure all pupils are accounted for.

Trips and visits

All pupils will be supervised at all times during all trips and visits and the level of supervision will be commensurate with the age of the pupils and the nature of the trip or visit, details of which will have been noted on the risk assessment form.

For further details about supervision during trips (day and residential) and visits (including sporting fixtures) reference should be made to the Educational Visits Policy.

Break duties

Pupils will be fully supervised during break times as follows:

- Pupils in Pre-Prep will only be allowed out when led by a member of staff.
- Pupils in Y3-8 will only be allowed out to break once the bell has gone.
- Staff on duty must be outside promptly and remain on duty throughout the break or until relieved by another member of staff.
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- In Pre-prep there will be two members of staff on duty. See Pre-Prep playground guidelines for details of areas to be monitored and patrolled.

- In Y3-8 there will generally be three members of staff on duty as follows:
 - 1 will be responsible for Josca's field including gazebo and den building zone
 - 1 will be responsible for the MUSA and surrounding area (except Wednesday afternoon break when Y3-8 at sport1 will be responsible for tarmac area
 - Supervision during break times will be active with staff members circulating around their area of responsibility at all times.
- If a staff member notices a potential health and safety risk, they are responsible for ensuring pupils are moved from that area immediately and that is reported to the appropriate person eg Health and Safety Officer, grounds department.
- If a pupil is injured and the injury is minor, another pupil should be sent with the injured pupil to the office.
- If a pupil sustains a major injury, the member of staff should remain with the pupil and summon assistance from other staff within the school.
- If a member of staff has a planned absence from school, it is their responsibility to arrange for another member of staff to undertake their duty and to make this on the weekly duty list.
- If a member of staff is ill or has an unplanned last minute absence, the Assistant Head Academic must be notified who will arrange cover for the duty.

Wet break times

When there is a wet break (notified by three short rings of the bell to denote the start of a wet break and two short rings of the bell to denote the end of a wet break), pupils should go to their designated area and undertake activities as advised by their form teachers. Staff who would ordinarily be on duty in the playground will supervise given areas of the school and other staff will supervise remaining year groups in accordance with the wet breaks duty list.

In Pre-Prep, where possible, pupils will dress appropriately and go outside in the rain. Where not possible, they will be supervised by duty staff in the Year 2 classroom, during either the morning or afternoon break. During a lunchtime break they will be able to choose between a variety of activities in the Y1 and Y2 classroom with an adult present in each room

End of Day Supervision

Pupils in Pre-prep will be handed into the care of parents or carers at the end of the school day. Alternatively, they will be taken to an Other Half activity or After

School Club by a member of staff and handed into the care of the relevant staff members.

Pupils in Y3-8 will either attend an Other Half Activity where they will be supervised (see below), will attend After School Prep Club (see below), go home by bus or will be signed over to the care of a parent or carer. For those meeting parents, there will be a duty teacher who will ensure that pupils are collected by the relevant parent or carer. Any pupils who are not collected by 16:20 will be sent to the relevant After School Prep Club.

Early Birds and After School Club supervision

Please refer to the After School club policy for details specific to supervision of pupils in the care of Early Birds or After School Club.

Other Half Clubs and Activities

Pupils will be fully supervised by a member of staff or external provider during the club or activity where a register will be taken.

At the end of the session, the member of staff or provider will ensure pupils are handed into the care of the relevant parent or carer and this will be noted on the register. In the Pre-Prep children must either be handed to a parent/carer or to a member of the After School Club team, within the Pre-Prep area

Pupils who have planned to attend After School Club after the activity or whose parents have not arrived will be escorted by the member of staff or provider to After School Club and will be registered there. A note will be placed on the Other Half register to this effect.

All registers for Other Half Clubs and Activities are stored centrally in the Office.

Impairment of Staff capability to supervise

Staff should not be under the influence of alcohol or any other substance which may affect their ability to care for and supervise pupils. If staff are taking medication which may affect their ability to supervise pupils adequately, those staff should seek medical advice. These staff will only be able to work with pupils directly if medical advice confirms the medication is unlikely to impair that staff member's ability to look after pupils properly. (See Health, Illness and Administration of Medication Policy for details about safe storage of staff medication). If a member of staff finds that they are unable to care for and supervise pupils adequately due to sudden illness, it is their responsibility to

summon assistance from colleagues and/or notify the Deputy Head or other members of the Leadership Team immediately.

Out of School Events

For some events that take place out of school hours eg Fireworks Night, a letter will be sent to parents to explain that they will be responsible for their children during these events. Whilst there will be a staff presence at these events and a level of supervision, the parents will retain overall responsibility for their children. For other events eg Carol Service, there will be sufficient staff present to ensure full supervision of pupils in accordance with this policy.

Deputy Head

Last internal review: January 2024

Next governor review: February 2024

Next governor review: February 2025