



## **MOWDEN HALL SCHOOL**

### **SUPERVISION POLICY**

This policy is relevant to all pupils, including boarders and those in the EYFS.

Mowden Hall School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved
- Mandatory staffing ratios for EYFS provision and After School Care are enforced

While the policy aims are the same across the whole school, the detailed procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).

This policy is applicable to all pupils in Prep, Pre-Prep and including those in EYFS, including boarders. Mowden Hall seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the School office.

This document is reviewed annually or as events or legislation change requires.

#### **1. Key Personnel**

Supervision in the Prep school is led by the Deputy Head, Mrs Kate Martin.

Supervision in the Pre Prep school and EYFS is led by Head of Pre-Prep, Mrs. Kirsten Knight.

Supervision in the Boarding House is led by the Housemistress, Miss Leonie Serbrock.

## **EYFS Staff**

Mrs. Kirsten Knight, Head of EYFS – B.Ed. Hons.  
Mrs. Clare Edge – B.Ed. Hons.  
Miss Sophie Milburn - B.A. Hons.  
Miss Laura Anson – CACHE level 3 Diploma Teaching Assistant  
Mrs. Ivy Johnston - NNEB  
Mrs. Jennie Belton – B.Sc. Hons. Classroom Assistant

## **2. Procedure**

### **2.1 Prep, including boarding pupils and Pre-Prep School**

When supervising pupils in their care the staff do the following:

- Follow the Health and Safety Policy, Safeguarding and the Medical Policy (First Aid Policy) and procedures
- Have a high awareness of pupil well-being
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and bullying,
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head of Year, Head of Pre-Prep or Deputy Head.

### ***General Supervision***

In general, pupils are supervised at all times by their teachers and teaching assistants (TA). However, older pupils will sometimes be given the responsibility to move around the school to complete small projects, visit the ICT room or library, these activities will be monitored and members of staff are always near at hand if necessary.

Supervision during PE, Swimming and fixtures are in accordance with the relevant Health and Safety requirements.

### ***The Start of the School Day***

#### Pre-Prep

The school day starts at 8.30am.

Children can be dropped off from 8.00am, as the building is fully supervised at that time; learning activities are available in classrooms. Children arriving at school by car should park in the designated car park, and then be brought into school by their parent/carer. Entry to the building is by the front door or the Nursery door. The doors are both locked with a code entry system. This is only shared with

parents/ pupils and parents are advised not to disclose to another party. Parents are discouraged from parking in the area next to the tennis courts. Cars have allocated spaces in the car park and safe walkways are highly visible for pupils to make a safe entry into school.

### Prep School

The school day starts at 8.20am.

Drop off should be between 8.00am and 8.20am in the designated drop off area, the corner next to the safety ramp. This area is clearly marked and will be supervised by a member of staff. If drop off takes place outside these times, parents must park in the car park and accompany their child into school. Children must either be accompanied to their classroom or signed in at the main school office/dining room (if prior to 8.15am).

### ***Morning Arrangements***

Pupils in both the Pre-Prep and Prep School can attend breakfast. Pupils in the Pre-Prep should be brought into Pre-Prep at 7.30am, and children in the Prep School should be brought in at 7.40am.

At least two members of staff supervise the children in the Dining Room between 7.40am and 8.15am. Prep School children make their own way to their class at 8.15am. Pre-Prep children will be escorted to and from breakfast by a member of staff.

Children may be in classrooms before 8.20am, as there are always members of staff on duty. The school day begins at 8.20am. Teachers are in their classrooms ready to welcome the pupils.

Electronic Registration is completed by 8.30am after which time all late arrivals must register at the Main Office.

### ***Breaktime/Lunchtime Supervision***

The duty timetable covering playtime/lunchtime supervision is circulated to all staff and displayed in the staff room. The majority of staff are involved in supervising pupils across the age range (3-13years).

Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave the area which they are responsible for in exceptional circumstances.

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying.

In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas. For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis. Both Pre-Prep and Prep School publish a Guide to Duties document that is annually updated.

All pupils within the EYFS are always within sight or hearing of a qualified staff member.

### ***Wet Break Procedure***

The duty staff will decide whether outside conditions merit a break being declared indoor. Wet breaks are supervised by the duty staff in the respective indoor spaces that are available.

### ***Playground Procedure***

All staff are responsible for ensuring that pupils are not loitering in the building, unless they have specific permission from a member of staff. The Pre-Prep have a separate play area to the Prep School and break times are at different times. Duty Rotas are specific to each school.

For Years 4- 8 the break areas are supervised by 2 members of staff and 2 Gap students.

For Pre-Prep there are 3 members of staff, at least, on duty at all times.

Typically, any pupils needing to return to the building for First Aid are accompanied by another child. Any pupils who need to return to the building to use the toilet must report to the duty teacher on return to the playground.

All other staff are on 'stand by' to assist with supervision in the case of an emergency.

For Pre-Prep, after the bell or whistle, children stop and line up before being sent inside form by form.

For Prep pupils, after the hooter, children change out of their outdoor shoes and make their way to their next lesson. All teaching staff must leave the staffroom promptly to supervise the children back into class.

### ***Lesson Time Procedure***

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time another appropriate adult must be summoned.

From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message

elsewhere, carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child. Older Pre-Prep children carry out messages in pairs.

### ***Dining Room Procedure***

#### Pre-Prep

Older children will collect their younger lunch partner from their classroom and holding hands join a line in the corridor. There will be a staff member at the front and another at the back with other staff placed intermittently. The staff member at the back will check the toilets and classrooms are empty as they come down the corridor. The children then walk over to lunch in this line.

All staff are expected to sit and eat lunch with the pupils and sit at the head of each table supervising and ensuring respectable table manners. On completion, grace is said and the children line up and walk back to Pre-Prep in the same manner as arrival. In general pupils are served with the hot meal of the day, unless parents request otherwise.

#### Prep School

All staff are expected to sit and eat lunch with the pupils to encourage good table manners. Staff on duty ensure that there is good behaviour in the Dining Room and check that pupils make sensible choices and have a balanced plate of food.

### ***End of School Arrangements***

Staff are responsible for pupils until they are handed over to parents/carers at the end of the day. Some children, however, may attend Prep, Extra Curricular activities or After School Care.

### ***Pre-Prep End of School Arrangements***

All Pre-Prep children remain in their classroom until the end of the school day. Pick up times are slightly staggered to avoid congestion in the car park.

Timings are as follows:

Nursery	3.45pm
Reception	3.45pm
Year 1	3.50pm
Year 2	4.00pm
Year 3	4.00pm or 5.15pm if participating in Prep School games during the day.

A TA collects children registered for After School Club and takes them to the Nursery. The children will remain in the Nursery (or weather permitting in the designated play areas) until they are collected by their parents/carers.

At the end of the day children not registered for After School Club but taking part in an activity will be escorted to their activity and registered by their club leader. Any

remaining children not collected by parents by 4.00pm are taken to After School Club. The number of staff on duty at After School Club is at least 2 depending on the number and age of children attending.

***Prep End of School Arrangements***

Day children in Years 4 and 5 can sign out with parents/carers at 5.15pm. On Saturdays they sign out at 1.00pm or 4.00pm if they are staying for games.

At 5.30pm pupils who are not collected will be taken to the Year 4 and 5 Prep session. Parents are contacted if they are not collected within a reasonable time. Parents picking up between 5.30pm and 6.15pm must report to the office who will send a message to the member of staff on duty.

Those children in Years 4 and 5 staying for Prep are supervised by at least two members of staff. They can participate in a range of sporting or classroom based activities. Children also have the opportunity to do Music Practice. This is supervised by the Director of Music. A register is taken. Day children who have stayed for prep will then sign out with a member of staff at 6.15pm. Boarders will be taken to supper.

Day children in Years 6-8, will sign out with parents/ carers on Monday, Tuesday, Thursday and Friday at 6.15pm. On Wednesdays, day children in Years 6 - 8 can sign out at 5.15pm. Children not collected by 6.00pm, will join the Boarding House. Parents picking up after 6.00pm should report to the Office or contact the duty member of staff, who will then sign the child out. On Saturdays, they sign out at 4.00pm.

Pick up time can be affected by school events, such as sports matches, school trips or concerts. Every effort is made to ensure parents are made aware of relevant info via Weekly Email, School Calendar and Online Calendar.

Arrangements are slightly different on Wednesdays, as there is not a prep session. Day children still in school and boarders have supervised free time between 5.15pm and supper at 6.00pm. This notwithstanding, a member of staff is specifically allocated to be on duty at this time to ensure children are safe.

Every evening a designated member of the SMT will be on duty and on school premises until the last child expecting to go home has been collected. Any child not collected and without information from parent/carer or emergency contact person, will remain with a member of staff on duty.

***School Trips and Visits***

Details of the requirements for supervision and staff-pupil ratios and remote supervision procedure for educational visits are contained in the Educational Visits Policy. In general the ratios are as follows.

There should be a minimum of two employees accompanying visits in the ratio of:

- For children under the age of the 3 the ratio is 1:4.
- For children 3 – 5 years of age, we use a ratio of 1:8.

In accordance with HSE guidelines, for children aged 5 – 13, those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.

***Missing Pupils***

If any pupil is discovered missing from where they should/are expected to be then staff supervising must follow the Missing Child Policy and procedures.

**2.2 EYFS Setting**

The Reception class (where the children are 4+ within the year) is supervised by a teacher and supported by teaching assistants. Staff/Pupil ratios fall within the mandatory regulations.

The Nursery (majority of pupils aged 2+) is supervised by the Head of Nursery and the ratio for supervision in the statutory guidelines is adhered to. Pupils have access to the both indoor and outdoor learning environments which are supervised at all times.

The Pre-Prep building is accessed through key pad entry doors to ensure pupil safety.

***Morning Arrangements***

Pupils can attend Pre-Prep from 8.00am where they are supervised by staff.

The school day begins at 8.30am. On arrival pupils are taken into their classrooms by their parents.

***Playtime/Lunchtime Supervision***

The duty timetable covering playtime/lunchtime supervision is circulated to all staff. All staff are involved in supervising pupils across the age range. EYFS pupils are supervised and have their own separate play areas. The mandatory ratios for supervision are adhered to.

It is the responsibility of duty staff to decide whether morning break or lunch break will be indoors or outdoors, unless previously decided by the Head of the Pre Prep School.

***Playground Procedure***

Staff will supervise both the Changing Rooms and toilets, helping children get their boiler suits on and off. This system is used for both the beginning and end of break. Pupils are then supervised as they make their way to the outdoor play areas by their teachers and the areas are secured by fencing.

Any pupils wishing to return to the building to use the toilets or for First Aid will be accompanied by a member of staff.

All other staff are on 'stand by' to assist with supervision in the case of an emergency.

### ***Dining Room Procedure***

Older children will collect their younger lunch partner from their classroom and holding hands join a line in the corridor. There will be a staff member at the front and another at the back with other staff placed intermittently. The staff member at the back will check the toilets and classrooms are empty as they come down the corridor. The children then walk over to lunch in this line.

EYFS staff are expected to sit and eat lunch with the pupils and sit at the head of each table supervising and ensuring respectable table manners. On completion, grace is said and the children line up and walk back to Pre-Prep in the same manner as arrival. In general pupils are served with the hot meal of the day, unless parents request otherwise.

### ***Wet Play Procedure***

Duty staff will make the decision for indoor play.

### ***End of School Arrangements***

Pupils are collected from the classrooms by their parent/carer. Pupils attending After School Club remain in the Nursery classrooms. At 6.00pm, any remaining children will be taken to the Head of Pre-Prep or Deputy Head of Pre-Prep.

### ***After School Club***

It is the responsibility of the teachers/nursery staff to ensure that pupils are safe, secure and well supervised at all times and that the staff are suitably qualified and inducted. The staff/pupil ratio is approximately 1:8 with at least one person having an appropriate First Aid qualification.

Staff working in the After School Club;

Laura Anson – CACHE Level 3 Diploma  
Ivy Johnston - NNEB  
Kirsten Knight – B.Ed. Hons.  
Sophie Milburn - B.A. Hons.

### ***School Trips and Visits***

Details of the requirements for supervision and staff-pupil ratios and remote area procedure for educational visits are contained in the Out of School and Educational Visits Policy.

### ***Missing Pupils***

If any pupil is discovered missing from where they should/are expected to be then staff supervising must follow the Missing Pupils Policy and procedures.

### **3.0 Boarding Pupils**

#### **Start of Day Arrangements**

Boarding pupils are woken by a member of duty staff at 7.00am. The member of duty staff and a Gap student remain with the children to supervise them getting dressed and ready for school. The children attend breakfast at 7.40am. At least two members of staff supervise the children in the Dining Room between 7.40am and 8.15am. Children make their own way to their class at 8.15am.

#### **End of Day Arrangements**

Boarding pupils remain with members of teaching staff for activities/prep until 6.30pm when they attend supper in the Dining Room. At least two members of staff supervise the children in the Dining Room between 6.30pm and 7.00pm. Pupils are dismissed from the Dining Hall at 7.00pm. On Wednesdays due to games, matches and fixtures school timings are slightly different and children are in the Dining Room between 6 and 6.30pm.

Every evening between 7.00pm and 9.00pm there are staged arrangements for pupils to return to the boarding house for their bedtime routine where they are supervised by at least two members of duty staff and a Gap student. For those pupils who are not required in the boarding house, there is an arrangement of free time which is supervised by duty members of staff and a Gap student.

- Year 4&5 return to the boarding house at 7.15pm
- Year 6 return to the boarding house at 7.45pm
- Year 7 return to the boarding house at 7.45pm
- Year 8 return to the boarding house at 8.00pm

All pupils are expected to have lights out at 9.00pm. Two members of duty staff continue supervision until 10.00pm when one member of staff remains in the boarding house “on call” overnight and will wake pupils at 7.00am. A member of duty staff “on call” can be contacted by any boarding pupil from the hours of 10.00pm to 7.00am by an “on call” switch located by the boys’ washroom. The switch sounds an alarm in the bedroom of the member of staff on duty. At this point, they respond immediately and see to the child. Children using the “on call” switch are informed about its use in their induction programme. The induction programme instructs them to wait by the “on call” switch until a member of duty staff has responded.

In the event of a fire, boarding children and staff respond following the fire alarm procedures. Please see the fire procedures policy for details.

#### **Weekend Arrangements**

A register for pupils boarding over the weekend is produced towards the end of the week. This details any absences for appointments/alternative arrangements during the day. Where applicable, children are signed out of school using the signing in/out procedure. No child is permitted to leave the school until signed out by a member of staff and handed over to an appropriate adult.

Start of day and end of day arrangements remain as per the usual school day. All pupils who board over a weekend are involved in the planned boarding activities and are supervised by at least two members of duty staff and Gap students.

Where the activities involve school trips or visits, details of the requirements for supervision and staff-pupil ratios and remote area procedure for educational visits are contained in the Educational Visits Policy

#### **4.0 ICT Room Usage**

There is a clear set of rules in place for use of the ICT room.

#### **5.0 Absence**

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. Parents contact the school office – Mrs. Smales or Miss Miller – to register a pupil's absence. The school will contact parents when children are absent from school without notification. For organised planned absence – e.g. family events, medical appointments, etc., a request must be made by the parent direct to the Head, Deputy Head or Head of Pre-Prep.

#### **6.0 Leaving the School Site**

Children should not be allowed off site during school hours unless there is clear evidence of a request, in writing, from the parents or guardian. Parents/carers taking children from school must collect them from the school office and sign out accordingly with a member of staff.

#### **7.0 Illness**

When children are taken ill during the school day the School Nurse or Head of Pre-Prep will contact the parents/carers, whether at home or at work. If neither of these staff are available, another member of staff will contact parents. Information about parental contact details is kept in the school office and on the School's management system. For specific care of boarders when unwell please see the medical policy.

#### **8.0 Children not enrolled at Mowden Hall School**

Any children not enrolled at Mowden Hall School accompanying an adult to drop off or to collect a child from the School are to be supervised by the adult/carer concerned. They are not the responsibility of staff at Mowden Hall School. This includes siblings of children attending the school.

#### **9.0 Door Code**

The door code is only made available to employees of the Cothill Educational Trust, current children and parents. All are advised not to share the door code, which is regularly changed.

#### **10.0 Visitors to the site and Undesirable People**

All visitors to the school are expected to sign in and out at the School Office. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and

report to the School Office if there is a concern. Any visitors than are not DBS checked will always be accompanied by a member of staff.

**10.1 Resident adults not on the staff**

A clear code of conduct is issued to all on site resident adults not on the staff.