



# Sydenham High School

G D S T  
GIRLS' DAY SCHOOL TRUST

## Supervision of Students Policy Whole School: Senior School/Prep School: EYFS, KS1 and KS2

It is recommended that this information is made available to parents and to pupils and this can be done in a variety of ways, for example, in guidance for parents, pupil planners and the like, and by inclusion in school rules about access to different areas of the school.

### Introduction

In line with our core purpose we aim to prepare pupils for life in the 21<sup>st</sup> century. We provide an academic and practical education in a caring and supportive environment. Sydenham High is a multicultural community dedicated to enabling its pupils to develop their intellect and talents and confidence to believe that their aspirations are achievable. From an early beginning, we encourage pupils to be honest, reliable and trustworthy. Academic rigour is valued at all stages and the focus in the classroom and beyond is on challenge, engagement and enjoyment. Learning is celebrated. The school has a well qualified and highly motivated staff, both teaching and non teaching. All members of the community are valued and given the opportunity to flourish in a caring and supportive ethos.

### Aims and Objectives

Our vision is that Sydenham High pupils are offered;

- A rich and diverse curriculum in which they can achieve at all levels within a creative and vibrant atmosphere.
- The self confidence to become independent learners and achieve beyond the school environment.
- The skills necessary to develop an enquiring and discriminating mind and a desire for knowledge.
- An environment where respect for others is paramount.

These aims form the foundation of all school policies and reflect our commitment to safeguarding every pupil in compliance with *Keeping Children Safe in Education - September 2022*.

### 1 Policy statement

- 1.1 Scope: This policy applies to teaching staff and support staff (including volunteers) at Sydenham High. This policy can be read in conjunction with the Staff Manual and staff job descriptions.
- 1.2 Publication: This policy is provided to all staff in the Staff Manual (Staff Responsibilities) which is made available to all staff on appointment and can also be found on the Portal.

- 1.3 Policy aims: Through the operation of this policy we aim to:
- protect the health and safety of pupils at Sydenham High; and
  - ensure that everyone is aware of how staff are deployed to ensure the proper supervision of pupils.

## 2 Responsibility

- 2.1 All members of staff are responsible on a day to day basis for ensuring that pupils are safe. Sydenham High is under a general duty to supervise pupils to the standard of a prudent or careful parent.

All new teachers and support staff with relevant responsibilities receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be checked regularly when on duty outside normal lesson times. This information is available in the Staff Manual (Staff Responsibilities).

## 3. General supervision & Uncollected Children

- 3.1 Supervision before and after school, including breakfast clubs

Parents are responsible for ensuring that their daughters travel safely to and from school.

pupils are not supervised by an additional member of staff when travelling on the school buses but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

Prep School: EYFS, KS1 & KS2

- Prep School pupils may arrive at school for Breakfast Club from 07:30 each morning where they will be supervised by a member of staff. pupils must be signed into the Breakfast Club by the person dropping them off.
- From 08:00 a member of staff is on duty on the Prep School playground to supervise pupils awaiting the start of the school day.
- From 08:00 a member of staff is on duty at the front of the school to welcome girls coming in to school and to watch for any girl attempting to leave the school.
- The Prep School runs extended hours care for pupils. This is staffed by After School Care Assistants employed by the school. The supervision ratios are 1:8 for children under 8 and 1:22 for over 8s. Pupils throughout the school are permanently supervised either in class or in the playground. The member of staff supervising EYFS pupils holds a full and valid Level 3 qualification in Children's Care, Learning and Development.
- As an integral part of Sydenham High School we operate identical registration procedures to the rest of the school; but in addition, we will only release a child at the end of her session into the care of a parent or other individual whose name has been notified to us in writing in advance.
- If a pupil is not collected on time, parents are contacted by phone. A member of the teaching staff or one of our after school providers waits with the child until she is collected.
- On occasions when parents or the normally authorised person is unable to collect the child, they must inform the teacher and the Prep School office who will be picking up

their daughter. We agree with parents how the identification of the person who is to collect their child will be verified.

- If a child is not collected at the end of the day, we follow the following procedures:
  - The child is brought to the Prep School Office and waits with the member of office staff
  - The School Office will check for any information about changes to the normal collection routines or any other message
  - If no information is available, parents/carers are contacted at home or work by the school office using all the contact numbers available.
  - All reasonable attempts are made to contact the parents/carers.
  - If no one collects the child and other staff are no longer available to care for the child, the member of the Leadership Team on duty will continue to care for the child and decide on the next form of action. If, after a reasonable time, no contact can be made with any of the family or other emergency contact numbers, the relevant Local Authority Children's Services will be called.

## Senior School

- Senior School pupils may arrive at school from 07:45 and are expected to go home by 17.30 unless they are staying late for an event. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present in order to supervise pupils whenever they are in school outside normal school hours.
- If a pupil is not collected on time, parents are contacted by phone and a member of staff waits with the pupil until the parent arrives.
- On a day to day basis, Senior School pupils may go directly to their form room when they arrive in school. A member of staff will be on duty in all areas of school from 8.00am and a member of SLT from 7.30am.

### 3.2 Supervision during breaks and lunchtime

- All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. Duty Rotas are included on timetables, saved on the shared drive or emailed.
- At Prep School, pupils in EYFS are supervised by a member of staff with a level 3-6 qualification, in line with the statutory requirements. Pupils from Years 1 - Year 6 are supervised together by two adults.
- Some Prep School pupils in key stages 1-2 walk to the Senior School site for lunch, sport, music, drama or other curriculum events such as using the computing suite. This is fully risk-assessed and pupils are taught to walk safely and sensibly at all times. In the event that a pupil does not walk safely or sensibly, the member of staff on duty takes the decision over whether that pupil can walk to Senior School or not. Whenever pupils walk outside of school, there is a member of staff at the front and another member of staff at the back of the line of pupils.
- At Prep School, during lunchtimes, pupils in Years 4- 6 walk to Senior School supervised by members of the staff team. Prior to leaving school, the pupils are registered in the playground using the registers (printed by the class teacher) who will hand over personally to the member of staff responsible for their year group to register the class. The adults on duty then walk with the group up to Senior School and on arrival, headcounts the children again as they enter the dining area. On leaving the dining area,

members of staff on duty gather the pupils by the All Weather Pitch for a short break whilst one member of staff waits in the dining area with the pupils who have taken longer to eat. When all pupils are ready to leave, the adults re-register the pupils before walking back to the Prep School. On arrival back at the Prep School, the pupils are counted for a final time to ensure that they have all returned safely back to the Prep School site. A member of staff stands on the inside black gate to supervise the safe entry into the playground site.

### 3.3 Supervision during non-contact time for pupils, including sixth form

- pupils in years 8-11 must go to the library during 'free' periods (non-contact time) where they can work supervised by the Librarian.
- pupils are expected to remain on site throughout the school day. In special circumstances Sixth Form pupils may be permitted off site but must seek the permission of the Head of Sixth Form before leaving and sign out in the folder in the foyer.

## 4. Supervision during curriculum time

### 4.1 Arrangements for cover of absent colleagues

- All classes will be supervised by the relevant teacher or by a cover teacher/member of staff if necessary. In certain subjects, typically Design Technology and Science, the classroom teacher may be supported by a technician.
- The Cover Coordinator ensures that all lessons are covered if necessary and staff are aware of these procedures as published in the Staff Handbook and notified at regular staff briefings or through timetable amendments emails.

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

- All pupils are supervised during PE lessons in accordance with other curriculum subjects. Staff are required to supervise pupils during changing both on and off site.

### 4.3 Supervision of pupils travelling to another venue for learning:

- At Prep School, Visiting Music Teachers will always collect pupils from their classrooms before lessons and return them to their classrooms following lessons.
- All pupil movement from one site to another (from Prep school to Senior school or from Senior school to the sports ground) for lessons are subject to the following staff: pupil ratios. Pupils are registered as they leave the Prep School and also as they arrive at their venue.
- Staff : pupil ratios (non hazardous activities) Wherever practicable:  
1:6 (Prep pupils in Y0 EYFS)  
1:6 (Prep pupils in Years 1- 3)  
1:10 (Prep pupils in Years 4 - 6)  
1:20 (senior pupils under 18)  
Heads of Department should use their discretion for Years 12-13.

### 4.4 Staffing ratios:

To ensure that legal requirements are met, especially in the Early Years and Foundation Stage.

- In the Senior School all curriculum time is timetabled so that staff teach a maximum of 26 pupils in each lesson.
- In the Prep School the supervision ratios are 1:30 in Reception where a qualified level 6 teacher is in charge. For all other year groups, the ratio is also up to 1:30.

#### 4.5 Supervision of pupils attending lessons with Visiting Music teachers

- In Music peripatetic lessons, pupils show teachers evidence that they have a music lesson before they can leave their timetabled lesson. A list of pupils who are taking Visiting Music teacher lessons is published for staff by the Director of Music.
- Visiting Music Teachers will always collect pupils from their classrooms before lessons and return them to their classrooms following lessons.

### 5. Supervision during co-curricular activities and events:

#### 5.1 Arrangements for keeping records of attendance

- All co-curricular trips and visits are subject to clear policy and procedures 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.

#### 5.2 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.

#### 5.3 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.

#### 5.4 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 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 foyer or in the library (where Homework club runs until 5.30pm). In Prep School, parents/carers collect their children from the Prep school main entrance. The club provider/ teaching assistant will bring the pupils to the glass gate and we will only release a child at the end of her session into the care of a parent or other individual whose name has been notified to us in advance. In Prep school if a parent/carer arrives early, parents/carers wait outside the Prep school main gates.

- The procedure for dealing with uncollected girls at the end of a club or other activity is the same as that followed at the end of the school day. See above 3.1.

5.5 Supervision of pupils attending clubs organised by 3<sup>rd</sup> parties, but which take place on site.

- Sydenham High's robust safeguarding procedures ensure that appropriate staff: pupil ratios are adhered to for all activities run by 3<sup>rd</sup> parties on site.

## 6 Supervision during school visits

6.1 Arrangements for pupils on visits in the UK and on visits abroad

- All co-curricular trips are subject to clear policy and procedures 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.
- In some cases parents/carers will be requested to collect their daughter's from a school trip outside school hours and/or at an agreed location away from the school site. If a child is uncollected from this point the following action should be taken:
  1. Member of staff leading the trip telephone the parents/carers
  2. If not contact is not made, the member of staff leading the trip should telephone the other emergency contacts listed on the school contact sheet
  3. A member of SLT/PLT should be telephoned and informed (if not present)
  4. Wherever possible at least 2 members of staff should stay with the uncollected child in a public place. In the interests of safeguarding, a member of staff should not be alone with the uncollected child.
  5. If contact is not made with the parents/carers or designated contact after one hour, a decision about the next relevant actions will be made in conjunction with a member of SLT/ PLT. If, after a reasonable time, no contact can be made with any of the family or other emergency contact numbers, the relevant Local Authority Children's Services/ police will be called.

## 7. Unsupervised access by pupils

pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. pupils are expected to follow all reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, the theatre, the art studio, the fitness suite and sports hall. Doors to these areas are kept locked at all times when not in use. Prep school pupils are not allowed to use the 3D printer located in the Art and design technology room without adult supervision. All flammables are kept securely locked in appropriate storage facilities. Prep pupils are not allowed to climb/ play on the pirate ship at the start of the school day between 8.00 to 8.30am.

pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## 8. Medical support

There is a qualified nurse on duty in Senior School from 9.00 a.m. to 4.00 p.m. every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. This qualified nurse also attends to Prep School medical needs, subject, but not limited to request.

There are a number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders or Paediatric First Aiders so are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is available whilst our Reception children are in school.

First aid boxes are in all potentially high risk areas, as well as in the School Office. The School Nurse regularly checks and replenishes the first aid boxes.