

SUPERVISION

1. Policy Statement

Bournemouth Collegiate School (BCS) 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*
- *Supervision of pupils in remote locations is secure and is in line with the guidelines set out in the UCST's Health and Safety Policy document*
- *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*
- *Where senior pupils have supervisory responsibility for other pupils there is always a member of staff readily available and in overall charge*
- *Mandatory staffing ratios for EYFS provision and After School Care – Stay and Play are enforced*
- *Supervision of boarders meets the requirements of the National Minimum Standards for Boarding [31-33] – See Appendix 1*

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, their differing status (day and boarding) and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).

BCS is fully committed to ensuring that the application of this Supervision policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Attendance; Risk; Staff Duty Rotas; Educational Visits and Activities Off Site, Missing Pupils, Behaviour and Discipline.

This document is reviewed annually by Assistant Principal (Pastoral) Alison Davies and Head of Prep, Kay Smith or as events or legislation change requires. The next scheduled date for review is October 2012.

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5. Appendix 1 - National Minimum Standards for Boarding 15 Error! Bookmark not defined.

3. Key Personnel

Supervision in the Senior school is led by the Assistant Principal, Alison Davies.

Supervision in the Prep school is led by the Head of Prep, Kay Smith.

Supervision in the EYFS is led by the EYFS Coordinator, Charlotte Hayes.

4. Procedures

A. Senior School

Procedure for the Beginning of the Senior School Day

On arrival to school and before the formal start of registration at 8.40am, pupils are allowed to enter the main building and reside in their form rooms. A member of staff is on duty at this time to oversee behaviour. Year 12 pupils are also on duty at this time.

General Procedure for the Senior School Day

Pupils in Years 7 – 11 are not allowed off the school premises at any time during the times of the school day up until 4.00pm, unless for a school trip or off-site sporting activity, or for specifically pre-arranged appointments eg medical/dental or other appointments. Details of such appointments must be given to the pupil's Form Teacher/ Office Staff in advance. The pupil concerned must be signed out in the appropriate place and signed in again, if they return before the end of the school day.

Sixth Formers (Years F, 12 and 13) are allowed off site at agreed times with their tutors and Head of Sixth Form. They are expected to sign out using the pupil signing in and out book held in Reception. Staff and Sixth Form Prefects are deployed in areas around the school and at specific times, to ensure supervision is carried out.

All classes are 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.

Supervision ratios in the swimming pool are contained in the Normal Operating Procedures, found in section A of the Staff handbook. Academic PE is supervised by a member of the teaching staff, with enhanced supervision when necessary, e.g. when swimming. In the case of an emergency, the School Office and School Nurse are contacted.

Details of the staff-pupil ratios and remote area procedure for educational visits are contained in the *Educational Visits and Activities Off Site Policy*, found along with all policies on the G Drive.

Procedure for Senior School Break and Lunchtime

All members of staff take their share of break and lunchtime supervisory duties. Sixth Form Prefects are also on duty at lunch times in the Senior School. At morning break and at lunch times, pupils are encouraged to occupy the grounds of the school including the tennis courts and the back field. They are not permitted in the front of the school by the car park, nor in the swimming pool building. Alternatively they can go to the Dining hall where there is a member of staff is on duty. Pupils can also go to their Form rooms. There are always members of staff on duty during break times, patrolling and monitoring, and carrying a whistle when outside. In wet weather, pupils are allowed inside the building and again, staff and Sixth Form prefects are on duty, patrolling the corridors and classrooms as necessary.

Supervision of the school grounds during break and lunchtime is designed to achieve the overall policy aim of safety and security, while at the same time ensuring that we:

- provide a safe, stimulating and attractive environment in which pupils can experience a range of activities
- provide equal access to play opportunities for all pupils
- encourage pupils to take responsibility for their behaviour
- encourage pupils to share their feelings and concerns about their lunchtimes with adults in the school, their families and their school council representative

Procedure for Senior After-School Prep, Activities and Departure

At 4.00pm (end of supervised lesson time) pupils are supervised in the dining hall for 10 minutes (drink and snack consumed) before either going to attend Prep sessions (again, supervised by a member of staff) or an organised activity. Registers are taken of pupils attending prep and staff running activities have a list of pupils they are expecting to attend. Pupils are permitted to go home at 4.00pm (if being specifically collected by their parents, or if they are walking or cycling home)

Pupils who stay for any after-school activity are supervised by the member of staff who has organised that activity until the pupil is collected. No pupil should wait alone in any area of the school site. Members of the PE Department supervise pupils at both home and away matches.

The school buses leave the site at 5.10pm and a register of attendance is taken by the bus drivers and returned to the school office before departure.

B. Prep School

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

- Follow the Health and Safety policy and the 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, bullying, and physical intervention
- Ensure pupils follow the school rules and code of conduct
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head of Prep.

General supervision

In general pupils are supervised at all times by their teachers and teaching assistants (TA) or learning support assistants (LSA). However, older pupils will sometimes be given the responsibility to move around the school to complete small projects, visit the ICT suite/library but these activities will be monitored and members of staff are always near at hand if necessary. Any activities involving the use of the outdoor learning environment are supervised by a member of staff.

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

Morning Arrangements

Pupils can attend breakfast club from 8.00am where they are supervised by staff, the staffing ratio is 1:8.

The school day begins at 8.30am. On arrival pupils are greeted by a member of staff and corridors and cloakrooms are supervised by TAs/LSAs. Teachers are in their classrooms ready to welcome the pupils.

Electronic Registration is completed by 8.50am after which time the outside doors are secured and all late arrivals must enter through the main office and sign in.

Teachers of Years 3-6 must email the office with the names of pupils staying for Prep so that a register can be compiled by the office staff.

Playtime/Lunchtime supervision

The duty timetable covering playtime/lunchtime supervision is circulated to all staff and displayed in the staff room. All staff are involved in supervising pupils across the age range (3-11years). It is the responsibility of the teacher on playground duty to decide whether morning break or lunch break will be indoors or outdoors, unless previously decided by the Head of the Prep School

Playground procedure:

- Pupils should use the toilet before going directly to the designated play area. All staff are responsible for ensuring that pupils are not loitering in the building. The play area is supervised by 3 members of staff at morning play (Yrs 1- 6) and 2 members of staff at each lunchtime play (separate playtimes for Yr1&2 and Yrs 3-6)
- Any pupils needing to return to the building for First Aid are accompanied by a member of staff
- Any younger pupils who need to return to the building to use the toilet are escorted by a Prefect or playground buddy and must report to the duty teacher on return to the playground
- Older pupils who need to return to the building 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

Dining Room procedure:

- All staff are expected to sit and eat dinner with the pupils to encourage good table manners. (Unless on dining room duty)
- 2 members of staff are on duty to ensure good behaviour in the dining and to check that pupils make sensible choices and have a balanced plate of food.

Wet play procedure:

- The duty teacher makes the decision for indoor play
- Pupils return to/remain in classrooms and are supervised by a member of staff

End of school arrangements

Staff are responsible for pupils until they are handed over to parents/carers at the end of the day or taken to Prep, Extra Curricular activities or Stay and Play.

Prep is supervised by a teacher and a register is taken at the start of the session. Pupils attending extracurricular activities are registered on arrival by the staff member in charge of the activity. At the end of Prep/Activity pupils are supervised by the member of staff until they are collected by a parent/carer. Teachers must investigate, by sending a note to the office, if any pupil who is expected at Prep or an Activity does not turn up.

At the end of Prep/Activity pupils who are not collected within a reasonable time are taken to the main office and parents/emergency contact numbers are contacted. Staff taking pupils off site for activities must have parent contact details and pupils who are not collected will remain with the member of staff and parents will be contacted by phone.

Stay and Play – After school and Holiday club.

It is the responsibility of the Stay and Play Leader 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 1:8 with at least one person having an appropriate First Aid qualification.

Stay and Play is a secure setting; staff sign pupils in on their arrival and parents are expected to sign them out at the end of the session.

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 *Educational Visits and Activities out of School 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.

C. EYFS setting

The Reception class (where the children are 5+ within the year) is supervised by a qualified teacher and supported by a full-time teaching assistant. Staff/Pupil ratios fall well within the mandatory regulations of 1:30.

The Kindergarten (majority of pupils aged 3+) is supervised by the Kindergarten Manager who holds a BA in Early Years and EYPS and paediatric First Aid training and the ratio for supervision is 1:13. Other staff in the Kindergarten are qualified with Level 3 qualification and the ratio is 1:8. For pupils who are rising 3 the ratio is 1:4.

Pupils have access to the both indoor and outdoor learning environments which are supervised at all times.

The EYFS classrooms are accessed through key pad entry doors to ensure pupil safety.

Morning Arrangements

Pupils can attend breakfast club from 8.00am where they are supervised by staff, the staffing ratio is 1:8.

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 and displayed in the staff room. All staff are involved in supervising pupils across the age range. EYFS pupils are supervised in their own separate play areas and the mandatory ratios for supervision are adhered to.

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

Playground procedure:

- Pupils are escorted to the outdoor play area by their teachers and the area is secured by fencing all round
- 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. Playground 'Buddies' (Years 5&6 pupils) help in the EYFS playground and can be sent to seek additional help if required. Older children are never used to escort children to the toilet or for First Aid

Dining Room procedure:

- EYFS staff are expected to sit and eat dinner with the pupils to encourage good table manners.
- Each pupil's lunch is chosen by their parents when they arrive in the morning and served to the pupils at the table

Wet play procedure:

- The duty teacher makes the decision for indoor play
- Pupils return to/remain in classrooms and are supervised by staff

End of school arrangements

Pupils are collected from the classrooms by their parent/carer. Pupils attending Stay and Play are taken by their teacher and handed over to the Stay and Play staff who mark them in the register.

Stay and Play – After school and Holiday club.

- It is the responsibility of the Stay and Play Leader 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 1:8 with at least one person having an appropriate First Aid qualification.
- Stay and Play is a secure setting; staff sign pupils in on their arrival and parents are expected to sign their pupils out at the end of the session.

- EYFS pupils attending Stay and Play are supervised by the Stay and Play Leader who holds a level 4 qualification. She is assisted by a staff at least half of whom have a Level 3 qualification. The ratio for all EYFS pupils is 1:8.
- Supervision arrangements for all visits follow the schools *Educational Visits and Activities Off Site Policy* and Procedures.

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 *Educational Visits and Activities out of School 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.

D. Boarding

BCS has regard to the National Minimum Standards of Boarding (15) when providing for the supervision of Boarders outside normal school hours. All relevant information can be found in the Boarding Handbook.

Staffing

The Boarding house is overseen by a residential staff team led by the Heads of Boarding, who also live on site. Eleven staff (five male, six female) are resident in the boarding house, providing an excellent staff-pupil ratio. Medical care is available within the school from our own Nurse Practitioners. The school is fully protected by CCTV. All outer doors in the school have security codes. Under the terms of the Children Act, house staff are responsible for keeping all pupils safe from harm. All possible steps are taken to protect them, both in school and when out in the community. Satisfactory arrangements are made to cover sickness and absence for boarding staff, ensuring pupil ratios and adequate supervision are maintained.

GAP students are not left solely responsible for boarders without a supervising member of staff contactable on site or accompanying them when away from the school.

A duty rota is available in the Boarding handbook which demonstrates satisfactory levels of staff supervision of boarders during:

- the early mornings
- any evening prep time
- evenings outside prep time
- weekends both during the day and in the evenings

One matron is available in each of the Boarding Houses during the school day from 10am until the end of the school day at 4.00pm.

Supervision of boarders during breaktime during the school day, is as outlined for all senior pupils.

There is always an identified member of staff responsible for the boarders at all times including when they are temporarily away from the school site. This member of staff is able to contact additional 'on call' members of staff to give support if necessary.

Pupils should generally go out in groups of three or four, Y11 students may go out in pairs and the 6th Form may go alone, providing permission forms have been received. All pupils have a copy of the house phone number to alert staff should they encounter any problem whilst out.

Boarders are allowed enough freedom to visit the local town and Bournemouth, and depending on their ages this may be in groups with a teacher, in groups of boarders, or as they reach the sixth form they have much greater freedom. However, all boarders have to sign in and out at all times, they all have to carry a mobile phone, and they all have emergency contact numbers for boarding staff they can use 24 hours a day. There are set times that boarders have to be back in the boarding house. Sixth Form students may go out after school providing they have obtained permission from a member of house staff and sign in and out personally.

Y10 & Y11 pupils may also go out after school on Monday and Wednesday afternoons between 4pm-6pm, providing they have sought the appropriate permission and signed in and out personally. Sixth Form may go out on Tuesday and Thursday afternoons between 4pm-6pm and Wednesday, Friday and Saturday night until 9.30pm. They are not allowed to the beach unless they are supervised.

All staff accompanying boarders to the beach, Boscombe or onto field for games etc. are fully aware of the appropriate Risk Assessment (filed electronically plus in Boarding Admin file).

With the lighter evenings of the summer term, Y7 – 9 may leave the school premises to visit local shops between 4.00 – 6pm on Mondays and Wednesdays providing they sign in and out personally, are not in school uniform and in groups of not less than three.

Pupils in Years 7-11 are not allowed to return to the boarding house during the school day. Sixth Form however are allowed to return to the house during their study periods to work quietly and independently in their rooms. They must record in the signing in/out book to show when they return to and leave the boarding house. They should also report to the Boarding matrons.

Boarders in the Sixth Form are able to go out on their own once written permission has been received from their parents/guardians. Boarders may only travel in their friends' cars with written permission from parents.

Between 6.30pm and 8pm Y7-10 pupils have supervised prep with the Boarding Academic Tutor in the ICT rooms. Yr11 and 6th Form students have the option of either studying in their own rooms, with the doors propped open or in the prep room. House staff monitor pupils studying in the boarding houses during this time.

Weekend activity programmes are prepared a term in advance, distributed to parents and displayed on the Den notice board and in the teaching staffroom and boarding office. Teaching staff on duty are responsible for preparing a risk assessment. The Head of activities is responsible for obtaining funds from the finance officer and arranging any tickets or travel for their trip/activity e.g. booking cinema tickets/minibuses etc. Any staff arranging an activity for boarders must refer to the BCS Staff Handbook for guidance on pupil supervision and activities out of school.

Boarding staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times on the basis of a carefully-enforced signing out and back in system for boarders permitted to leave the school both during normal school hours (through the School Office/Reception) and out of hours (through the Boarding Office). The school has a comprehensive *Missing Pupils Policy* which includes specific procedures for missing boarders.

Exeat weekends and Holidays

Details of supervision during exeat weekends, half terms and holidays can be found in the Boarding Handbook.

Educational Visits and Activities Off Site

All information regarding school policy and procedures for boarders when participating in educational visits and activities off-site can be found in the *Educational Visits and Activities Off Site Policy* document found on the G Drive or the Policy handbook available in the Boarding House.

Night-time supervision

Arrangements for night-time supervision are available in the Boarding Handbook and include reference to staffing, emergency contact information and emergency evacuation.

5. Appendix 1

STANDARD 15 – Staffing and Supervision

15.1 Any person employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.

15.2 Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.

15.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

15.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.

15.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

15.6 Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with police where appropriate.

15.7 There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.

15.8 Boarders have a satisfactory means of contacting a member of staff in each house at night.

15.9 Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarders.