

# Hill House International Junior School



## Supervision Policy

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## 1 Introduction

- 1.1 This is the supervision policy of Hill House International Junior School (the **School**).
- 1.2 Through the operation of this policy the School aims to protect the health, safety and welfare of pupils and others at the School, or affected by the School's operations, by:
- 1.2.1 ensuring the proper and effective supervision of pupils on School premises or whilst on School arranged educational visits and other activities and on authorised journeys;
  - 1.2.2 ensuring that the School meets its duty to supervise pupils to the required standard of a reasonably careful or prudent parent;
  - 1.2.3 ensuring that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level.

## 2 Definitions

**Authorised Journey:** means transport arrangements made by or on behalf of the School for the purpose of transporting pupils to and from School or on educational visits or trips. It does not include private arrangements between parents or pupils.

**Employee:** means anyone who works under a contract of employment at the School.

**External Provider:** means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.

**Ratio:** means the number of supervisors to pupils.

**Supervisor:** means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: teachers, teaching assistants, temporary or agency workers, peripatetic tutors, instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18 or gap students.

**Supervision:** means the effective arrangements for the management and care of pupils whilst under the care of the School, whether on the School premises or otherwise.

**Teacher:** means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.

**Transport Provider:** means a bus, coach, taxi company or other external transport provider that has been authorised for use by the School.

## 3 Responsibilities

- 3.1 The Proprietors, on behalf of the School are responsible for ensuring the health, safety and welfare of pupils on the School premises or whilst on School arranged educational visits, other activities and on Authorised Journeys and the health and safety of those affected by the School's operation. They delegate responsibility for the day-to-day management of Supervision arrangements at the School to the Head.
- 3.2 The Head is responsible for implementing the terms of this policy and for ensuring that:

- 3.2.1 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the School's Supervision arrangements generally;
- 3.2.2 there are suitable arrangements for the proper and effective Supervision of pupils at all times whilst they are under the care of the School;
- 3.2.3 Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively;
- 3.3 The Head will ensure that all Supervisors will have been assessed and authorised in accordance with the School's child protection procedures and safeguarding arrangements and the appropriate legislation and guidance applicable at the time.
- 3.4 All Supervisors should be aware of and abide by the School's Supervision procedures.
- 3.5 Pupils must follow the instructions of Supervisors at all times and adhere to School rules.
- 3.6 The School will ensure that pupils are aware of the Supervision arrangements at all times and, in particular, that pupils know:
  - 3.6.1 who is responsible for their Supervision;
  - 3.6.2 who to contact in an emergency;
  - 3.6.3 what to do in an emergency.

#### **4 Supervision**

- 4.1 Supervision may be close or remote: in some instances the School may not require pupils to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should have the means to call for back-up help as required.

#### **5 Security**

- 5.1 The School will take all reasonable steps to ensure that there are clear arrangements in place for the Supervision of anyone who is not an Employee or Supervisor and who may come into contact with pupils whilst they are on School premises or under the care of the School.
- 5.2 The School has a policy of restricting access to the School buildings in order to ensure the safety and security of Employees, pupils and other authorised visitors to the School.
- 5.3 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.
- 5.4 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

#### **5.5 Visitors**

- 5.5.1 The School has a Visitors' Policy which can be found in the Employees Health and Safety Handbook and should be adhered to at all times.

5.5.2 All visitors to the School must report to the School office upon arrival and must wear the badge with which they are then issued.

5.5.3 Any person without a badge on the School site will be asked to accompany a member of staff to the School office or will be asked to leave the site.

5.5.4 Any refusal to adhere to the terms of this Policy will be reported immediately to the Head of House or to the Police in an emergency.

## 5.6 **Contractors**

5.6.1 The School will ensure that there are suitable arrangements for the proper supervision and management of contractors at all times whilst on the Premises.

5.6.2 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor.

5.6.3 Any refusal to adhere to the terms of this Policy will be reported immediately to the Bursar.

## 6 **Ratios**

6.1 The School will ensure that there is an adequate Ratio whilst pupils are under the School's care.

6.2 The Ratio will become closer the more complex or hazardous the activity.

6.3 All Ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time (except for pupils aged under five where it is determined by statute (see 6.7 below)).

6.4 Where a Supervisor is also a parent of a pupil at the School, they should not usually count in the Ratio.

6.5 Where possible, there should be provision within the Ratio for sufficient Supervisors, in the event of an emergency or incident, to:

6.5.1 deal with any emergency or incident;

6.5.2 seek emergency and / or medical assistance and / or administer first aid;

6.5.3 supervise the remainder of the pupils.

6.6 Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.

## 6.7 **Reception Classes**

### 6.7.1 **Children aged three and over**

- (a) Where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an Instructor or another full and relevant level 6 qualification (or overseas equivalent) is working directly with the children:

- (i) for classes where the majority of the children will reach the age of five or older within the school year, there must be at least one member of staff to every 30 children:
    - (ii) in all other classes, there must be at least one member of staff for at least every 13 children; and
    - (iii) at least one other member of staff must hold the full and relevant level 3 qualification
  - (b) Where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no Instructor and no suitably qualified overseas trained teacher working directly with children:
    - (i) there must be at least one member of staff for at least every eight children; and
    - (ii) at least one other member of staff must hold the full and relevant level 3 qualification; and
    - (iii) at least half of all other staff must hold a full and relevant level 2 qualification.
- 6.7.2 There must be at least one Supervisor with a valid paediatric first aid certificate on the premises at all times when pupils are present or on any other School arranged visit or activity.
- 6.8 A risk assessment will be carried out to determine adequate Ratios in respect of all Lower, Middle, Upper and Main School pupils (see section 7 below). The School will also have regard to appropriate guidance in place at the time and the provisions of associated policies such as the educational visits policy when setting Ratios.

## **7 Risk assessments**

- 7.1 This policy should be read in conjunction with the School's risk assessment policies and procedures. Supervision arrangements and Ratios will be considered as part of the overall risk assessment process.
- 7.2 Factors which may be considered include:
- 7.2.1 the gender, age, abilities, behaviour and any special needs or disabilities of pupils;
  - 7.2.2 the nature of the activities in which they are engaged;
  - 7.2.3 the location, environment and conditions in which the activity will take place;
  - 7.2.4 the number, competencies and qualifications of available Supervisors;
  - 7.2.5 the availability of first aid cover;
  - 7.2.6 contingency arrangements for staff absences and illness;
  - 7.2.7 contingency arrangements for other incidents or emergencies;
  - 7.2.8 travel, transport and accommodation arrangements.

## **8 Supervision arrangements during the school day**

8.1 During the school day, pupils will not be allowed off-site unless they are on a School arranged educational visit or trip, unless the School has received a written request from the pupil's parent(s) or guardian(s).

8.2 During the school day, staff are deployed as follows:

8.2.1 the Head or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School;

8.2.2 all lessons will be supervised either by the relevant Teacher or other Supervisor;

8.2.3 in the Early Years Foundation Stage pupils will be supervised in accordance with paragraph 6.7 above.

### **8.3 Lunchtime**

8.3.1 The School will ensure that there is an adequate number of Supervisors on duty to supervise pupils during lunchtime with reference to the appropriate rotas.

### **8.4 Games**

8.4.1 Games is supervised by the class Teacher or Games Teacher, with enhanced Supervision when necessary, e.g. when swimming.

8.4.2 When pupils are changing or showering, staff should be sensitive to pupils' need for privacy, while balancing health and safety requirements.

### **8.5 School Nurse**

8.5.1 The School Nurse is responsible for ensuring that pupils are adequately supervised whilst they are patients in, or attending the School Nurse's Room.

## **9 Supervision arrangements for pupils before and after school**

9.1 Pupils are allowed on the School site from 8.00am and they should go directly to their classroom.

9.2 At the end of the school day, arrangements should be made to collect day pupils at the agreed time (unless this is not possible, e.g. in the event of a late return from an educational visit).

9.3 All pupils will be appropriately supervised when on the School premises and when entering or leaving them during these times.

9.4 Pupils will not be supervised on the School premises outside of these times, except with prior agreement between the parent(s) and the School, or if the pupils are attending School for pre-arranged extra-curricular clubs and/ or are on educational visits.

9.5 All EYFS pupils will only be released into the care of parents/guardians of those who have been notified to the School by parents and will not be permitted to leave the premises unsupervised.

## 9.6 **Extra-curricular clubs**

### 9.6.1 **Activities arranged by the School**

- (a) The terms of this policy will apply at all times to all out of school care and extra-curricular clubs and activities which are arranged by the School.

### 9.6.2 **Activities facilitated but not arranged by the School**

- (a) The School is not responsible for checking the adequacy of Supervision arrangements for extra-curricular clubs and activities where the parents contract directly with a tutor or organiser and which take place outside School hours (such as music, sports clubs or private academic tuition).
- (b) In that case it is the parent(s) and / or tutor or organiser's responsibility to ensure that there are adequate arrangements in place for the Supervision of the pupil during the session and when the pupil is travelling to and from the session.

## 10 **Missing pupil procedures**

Where a pupil is believed to be missing, the member of staff in charge should follow the School's Missing Pupil Policy, which is found in the School Policy Folder.

## 11 **Educational visits**

- 11.1 Details of the procedures and recommended Ratios for educational visits, school trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips are contained in the School's educational visits policy, which should be read in conjunction with this policy.
- 11.2 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.
- 11.3 The School will ensure that arrangements in respect of Supervision and the responsibilities for pupils are clarified in advance with External Providers, and that it is made clear from the outset whose instructions pupils should follow at all times.

## 12 **School arranged transport**

- 12.1 The School will make adequate arrangements for the safety and Supervision of pupils on all Authorised Journeys.
- 12.2 The exact nature of the arrangements for the safety and Supervision of pupils on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies (such as the educational visits policy).
- 12.3 Only Transport Providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on Authorised Journeys.
- 12.4 As part of the School's vetting and approval procedure, the School will ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place



and that they have undergone suitable child protection checks in accordance with the School's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.

**13 Monitoring and review**

13.1 Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Pastoral Director.

13.2 In undertaking the monitoring and review of relevant risk assessments and this policy (as necessary), the Pastoral Director will take into account any complaints, accidents or incidents that may indicate problems with Supervision arrangements and any issues raised about Supervision by individual members of staff, parents and / or pupils.

<b>Authorised by</b>	<b>Resolution of the Proprietors</b>
<b>Signed on behalf of the Proprietors</b>	<b>William Townend</b> .....
<b>Date</b>	<b>21 September 2018</b>

<b>Effective date of the policy</b>	<b>21 September 2018</b>
<b>Review date of the policy</b>	<b>21 September 2019</b>