

SUPERVISION OF PUPILS POLICY

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Policy Statement (1)

The school recognises its requirement, in loco parentis, to provide adequate supervision of all pupils during the school day, which starts and finishes:

- a) At 08.00 – 18.00 in the Nursery.
- b) At 08.45 and 15.35/15.40 in Reception, KS1 and KS2.
- c) At 08.45 and 16.00 in the Senior School.

In principle and practice:

- 1) No pupils below the Sixth Form are left unsupervised during timetabled lessons.
- 2) Duty rotas provide for site supervision at all other times during the school day.
- 3) A morning club begins at 08.00 in the Prep School and a chargeable afterschool 'Twilight Club' operates until 18.00 for any pupils in the Prep School who cannot be collected at the end of the school day
- 4) Library supervision is available in the Senior School until 17.30
- 5) Cover is arranged in the event of planned and unplanned staff absence.
- 6) Pupils must be adequately supervised throughout the school day, including breaks, lunchtimes, and off-site visits.

Policy Statement (2)

- 1) This policy applies to all members of the AKS school community, including those in our EYFS setting.
- 2) AKS implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the following policies: *Behaviour; Rules, Rewards & Sanctions; Educational Visits; Missing Pupil; Uncollected Pupil; Risk*.
- 4) AKS is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
- 5) This policy is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

- 1) David Harrow: Headmaster
- 2) Amanda Ilhan: Head of Nursery and Preparatory School
- 3) Allan McKeown: Senior Deputy Head
- 4) Phil Hayden: Deputy Head (Pastoral)

Guidance

At all times, the school takes into account, when organising supervision:

- 1) The age and maturity of the pupils
- 2) The number of pupils
- 3) Any special needs of pupils
- 4) The type of activity in which they are engaged
- 5) The location of such activity

Ratios (1) – Senior School

- 1) Teaching ratios for timetabled lessons do not exceed, and are often significantly less than:
 - a) Sixth Form – 1:24
 - b) KS3/4 – 1:30
- 2) Ratios for on-site co-curricular activities are always less than the above.

Ratios (2) – Preparatory School

- 1) Teaching ratios for timetabled lessons in KS1 and KS2 do not exceed, and are often less than, 1:30. Staff will have Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable Level 6 qualification in working directly with the children.
- 2) Ratios for on-site co-curricular activities are always less than the above.

Ratios (3) – EYFS (Nursery & Reception)

- 1) The school observes EYFS guidelines, including all appropriate ratios, when supervising pupils under 5.
 - a) Age 3/4 – 1:8 (plus all members of staff with a full and relevant Level 3 qualification)
 - b) Children who are 'rising three'. If those 'rising three' in their first term at the setting are in a separate group, the staffing ratio for two-year-olds applies. If they are in a mixed group with three-year-olds, they count as three-year-olds if they are in the minority, but as two-year-olds if they constitute the majority.
 - c) Age 2 – 1:4 (all qualified to Level 3 or working towards, or above)
 - d) Under 2's- 1:3 ratio- (all qualified to Level 3 or above, plus half of other members of staff must have (i) a full and relevant Level 2 qualification (ii) specific training in the care of babies). At least half the staff must have received specific training in the care of babies. The member of staff in charge of the Babies' Room must have suitable experience of working with children under two years.

- 2) The ratio for after school care does not exceed 1:12 (at least one member of staff must hold a full and relevant Level 3 qualification half of other members of staff with a full and relevant Level 2 qualification)
- 3) All managers must hold at least a full and relevant Level 3 qualification, and half of all other staff must hold a full and relevant Level 2 qualification. A named deputy must be identified and be capable and qualified to take charge in the manager's absence.

COVID-19

The coronavirus (COVID-19) outbreak is considered to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. However, early years settings or schools remain responsible for ensuring the safety and security of children in their care.

Amendments made to regulations from 24 April 2020 allow further exceptions to be made to the qualification level that staff hold in order to be counted in the ratio requirements. Settings should use reasonable endeavours to ensure that at least half of staff (excluding the manager) hold at least a full and relevant Level 2 qualification to meet staff to child ratio requirements, but this is not a legal requirement.

Ratios (4) – Educational Visits

Further information on pupil supervision for off-site activities can be found in the whole school's *Educational Visits* policy. In general terms:

- 1) There should be a minimum of two employees accompanying visits in the ratio of not less than:
 - a) 1:20 in the Senior School
 - b) 1:10 in the Preparatory School
 - c) 1:3 in EYFS

Punctuality

- 1) All teaching staff insist on punctuality from pupils and must set a good example themselves at the start of lessons.
- 2) The school timetable must be strictly observed and the timing of all lessons adhered to.
- 3) All lessons should finish on time, such that pupils can arrive at their next lesson on time.

Leaving a Class in an Emergency

- 1) Members of staff do not leave their classes unattended except in an emergency.
- 2) Where possible, the member of staff should contact a senior manager, in order to arrange emergency cover.

- 3) If this is not possible, the member of staff must inform a colleague in a nearby class that they have had to leave their class; this colleague should then contact an appropriate senior manager to arrange cover.
- 4) Where possible, appropriate work should be left for the pupils to do in the teacher's absence.

Sending a Pupil out of Class

- 1) Sending pupils out of the classroom, as a disciplinary measure, is a last resort and the Head of Year should be informed.
- 2) If a pupil is sent out of a classroom, they should not be left there for more than 5 minutes. The pupil must remain within reasonable staff visibility, such that they are not effectively unsupervised.
- 3) Pupils may be sent to a Head of Department by prior arrangement, as a temporary measure, but constructive work must be set.
- 4) Pupils should not be sent to a Head of Year or other senior teacher during a lesson, without prior arrangement, as it is possible these staff may be teaching.

Supervision Duties – Senior School

- 1) Supervision of pupils during non-timetabled parts of the school day is undertaken by staff in accordance with the published Duty Rota (Appendix 1).
- 2) Teaching staff are supported by prefects, in accordance with the published Prefects Duty Rota, as organised by the Head of Sixth Form.
- 3) The timings specified on the respective Duty Rotas must be adhered to by all staff and prefects (where applicable) on duty.
- 4) Team Leaders are responsible for ensuring the daily effectiveness of the Duty Rota.
- 5) Team Leaders must be aware of weather conditions and re-allocate duty staff to indoor supervision if appropriate.
- 6) Staff allocated an outdoor duty may wear a high visibility jacket (held at Reception) and should have a mobile phone (a school mobile is held at Reception).
- 7) Staff allocated an outdoor duty must be aware of, and use if necessary, the following emergency contact numbers:
 - a) Allan McKeown: 07801 241623
 - b) Phil Hayden: 07849 663345
 - c) Matron: 07967 973722
- 8) If staff know in advance that, for whatever reason, they will miss their allocated duty, they should arrange a switch with another colleague. Staff should inform the respective Team Leader(s) as a courtesy.
- 9) In the event of an unplanned absence, the Team Leaders must ensure that adequate supervision remains in place, by re-organising allocated duties if necessary and/or providing additional supervision support themselves.

- 10) Additional guidance on the specific responsibilities of allocated duties is set out in Appendix 2.

Supervision Duties – Nursery and Preparatory School

- 1) Supervision of pupils during break times is undertaken by the Nursery and teaching staff supported by teaching assistants, in accordance with published Duty Rotas.
- 2) During break times there are never fewer than two members of staff on duty.
- 3) The EYFS Statutory Framework allows a reduction of direct staffing when the children are at rest or sleeping. This is with the proviso that all the relevant staff are in the vicinity and readily available. The school undertakes risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS.

Action in the Event of a Pupil Incident or Accident

- 1) Staff must be aware of and follow school policy and procedures, in particular:
 - a) Behaviour
 - b) Child Protection (Safeguarding)
 - c) Crisis Management
 - d) Fire
 - e) First Aid
 - f) Health & Safety
 - g) Physical Restraint
- 2) Staff should use professional judgement at all times, in order to respond appropriately to any event. However, key priorities include:
 - a) Welfare of the pupil(s) immediately concerned
 - b) Information from witnesses about the incident (this may be required to assist any medical intervention)
- 3) Staff should seek help as required and appropriate. Essential contact numbers include:
 - a) Allan McKeown: 07801 241623
 - b) Phil Hayden: 07849 663345
 - c) Matron: 07967 973722

Prep School Supervision

- 1) The Preparatory School opens its doors from 08.00 each morning, and pupils must report and register, and remain in the designated location.
- 2) The Senior School opens its doors from 08.00 each morning. Senior and some teaching staff are accessible from this time on site, and First Aid cover is provided; however, pupils are not directly supervised.

After School Supervision

- 1) Children in Nursery classes who attend school for longer than the school day or in the school holidays, in provision run directly by the governing body or the proprietor(s) where no teacher is present, it is recommended that the ratio of adults to children should be 1:8. At least one member of staff should hold a full and relevant Level 3 qualification and half of all other staff should hold a full and relevant Level 2 qualification.
- 2) Pupils from Reception to Year 6, who cannot be collected at 3.40pm, must report to the Twilight Club in the Nursery and Preparatory School.
- 3) The Twilight Club is run by a member of staff and gives pupils a useful opportunity to play under supervised conditions.
- 4) For pupils aged 5-7, the supervision ratio does not exceed 1:12. For pupils aged 8+, a risk assessment is carried out to ensure that the ratio is appropriate.
- 5) The Club starts at 3.45pm and ends at 6.00pm, by which time all pupils must have left the premises.
- 6) There is a charge per session regardless of the length of time spent in the Twilight Club. Charges are added to the termly account.
- 7) In the Senior School, pupils from Year 7 to Year 13 not involved in an organised co-curricular activity, where they are supervised by the colleague running the activity, should report to the Library where they must sign in and out. This provision is available from 4.00pm until 5.30pm, Monday to Thursday.

Travel Home

- 1) After 15.35, pupils not involved in organised after-school activities will travel home, as arranged with and agreed by parents, under parental responsibility.
- 2) This includes pupils who travel home by scheduled school bus, although, in the interests of good practice, a register is taken of all pupils leaving the school site on a school bus each day.

Updated	13 th May 2025
Reason for changes	United Learning Compliance checklist update

Name of the owner	Allan McKeown – Senior Deputy Head/Phil Hayden – Deputy Head (Pastoral)/Amanda Ilhan – Head of Nursery and Prep School
Audience	Staff/School community
Location	School Hub and School website
Review date	July 2025

APPENDIX 1 – Senior School Staff Duty Guidance

Time	Duty	Responsibilities
Morning Break 10:55 - 11:15	Dining Hall	<ul style="list-style-type: none"> • Pupils have the following options: <ul style="list-style-type: none"> → Select items from the servery → All items are paid for at the till points • To be a clear and visible presence in the Dining Hall. • To ensure that pupil behaviour is appropriate and orderly in the school Dining Hall. • To ensure that pupils' uniform is correct. • To manage the queue into the Dining Hall, using rope 'barriers' to facilitate orderly, single-file conduct. • To ensure that all pupils eat sensibly and with good manners. • To ensure that pupils clear any litter from the Dining Hall. • To ensure that pupils do not take food from the Dining Hall. • To ensure that pupils leave the Dining Hall by 11.10am. • To liaise with and support the prefects on duty.
Morning Break 10:55 - 11:15	Senior School Corridors, Classrooms & Outside	<ul style="list-style-type: none"> • Please note: <ul style="list-style-type: none"> → If the weather is at least pleasant, pupils are to be encouraged to benefit from the fresh air and go outside. → Pupils outside may use the large grass areas on the Promenade side of the school, but must not mount the banks around the corner field and must keep ball games and the like away from public roads. → If we are advised that the grass should not be used for casual play, due to its condition, the hard surface playground by the Pavilion should be used. → If the weather is evidently inappropriate for outside recreation, pupils must be directed to remain inside by staff. Outside duty colleagues should then liaise with their team leader and support indoor duty areas. → Outside duty colleagues must be familiar with the school's First Aid policy and procedures, and have a means to contact school with a mobile device in an emergency (a school device may be borrowed from Reception). Matron's number is 07967 973722. → If pupils are in classrooms on any day, they must not go anywhere near the teacher's desk, the computer or the IWB. Pupils must not put their feet on furniture. The classroom must be left in

		<p><i>exactly the same condition as it was at the start of break.</i></p> <p>→ <i>If colleagues have any concerns about pupil behaviour and/or damage in classrooms, they should direct them in the first instance to the Head of Year. If concerns still persist, the Deputy Head (Pastoral) should be informed. The classroom may be locked as a last resort, only with the Deputy Head's permission.</i></p> <ul style="list-style-type: none"> • To be a clear and visible presence in the designated areas. • To ensure that pupil behaviour is appropriate and orderly in classrooms, corridors, and other areas. • To ensure that pupils' uniform is correct. • To ensure that food and drink are only consumed where permitted. • To ensure that pupils leave corridors, locker and storage areas, and play areas at 11:10 am. Note that pupils outside will probably not hear the school bell; duty colleagues should direct pupils actively back into school on time. • To liaise with and support the prefects on duty.
<p>Lunch 13:00 - 1:30</p> <p>&</p> <p>1:30 - 2:10</p>	Dining Hall	<ul style="list-style-type: none"> • <i>Pupils have the following options:</i> <ul style="list-style-type: none"> → <i>Eat a school lunch, which is usually pre-paid on a termly basis and for which pupils receive a swipe card, or by daily payment by arrangement with the General Office.</i> → <i>Eat their own packed lunch, which they will visibly have with them.</i> → <i>There is also a Café in the Pavilion for Sixth Formers and Year 11 (from 1.30pm)</i> • To manage the queue into the Dining Hall, to ensure that pupils queue in a courteous, sensible, and orderly manner (pupils must queue from the corner of the corridor, thereby keeping the area around the double doors clear). • To deploy 1 prefect to monitor the queue and allow numbers of pupils through, as directed by the member of staff on duty. • To be aware of the lunch rota for the day and only permit entry to the servery for pupils in the designated year groups. • To check any early lunch slips and permit entry to the servery, as appropriate. Sixth Form students have automatic early entry. • Pupils with packed lunches should queue with everyone else, although there is flexibility to manage this on a daily basis in accordance with space and flow. • To ensure that pupils' uniform is correct.

		<ul style="list-style-type: none"> • To ensure that all pupils eat sensibly and with good manners, using appropriate cutlery. • To ensure that pupils clear their tables after their meal. • To ensure that pupils do not take food from the Dining Hall. • <i>Note that designated Team Leaders provide additional supervision support at identified peaks in service.</i>
Lunch 13:00 - 1:30	Senior School Corridors, Classrooms & Outside	<ul style="list-style-type: none"> • Please note: <ul style="list-style-type: none"> → <i>If the weather is at least pleasant, pupils are to be encouraged to benefit from the fresh air and go outside.</i> → <i>Pupils outside may use the large grass areas on the Promenade side of the school, but must not mount the banks around the corner field and must keep ball games and the like away from public roads.</i> → <i>If we are advised that the grass should not be used for casual play, due to its condition, the hard surface playground by the Pavilion should be used.</i> → <i>If the weather is evidently inappropriate for outside recreation, pupils must be directed to remain inside by staff. Outside duty colleagues should then liaise with their team leader and support indoor duty areas.</i> → <i>Outside duty colleagues must be familiar with the school's First Aid policy and procedures, and have a means to contact school with a mobile device in an emergency (a school device may be borrowed from Reception). Matron's number is 07967 973722.</i> → <i>If pupils are in classrooms on any day, they must not go anywhere near the teacher's desk, the computer or the IWB. Pupils must not put their feet on furniture. The classroom must be left in exactly the same condition as it was at the start of lunch.</i> → <i>If colleagues have any concerns about pupil behaviour and/or damage in classrooms, they should direct them in the first instance to the Form Tutor. If concerns persist, the Head of Year should be informed. If concerns still persist, the Deputy Head (Pastoral) should be informed. The classroom may be locked as a last resort only, with the Deputy Head's permission.</i> • To be a clear and visible presence in the designated areas.

		<ul style="list-style-type: none"> • To ensure that pupil behaviour is appropriate and orderly in classrooms, corridors, and other areas (please note that pupils should not put their feet on seats and should be nowhere near the teacher's desk; if pupils are in classrooms they should be sitting and engaged in quiet activity). • To ensure that pupils' uniform is correct. • To ensure that food and drink are only consumed where permitted. • To liaise with and support the prefects on duty.
1:30 To 2:10	Senior School Corridors, Classrooms & Outside	<ul style="list-style-type: none"> • To be a clear and visible presence in the designated areas. • To ensure that pupil behaviour is appropriate and orderly in classrooms, corridors, and other areas (please note that pupils should not put their feet on seats and should be nowhere near the teacher's desk; if pupils are in classrooms they should be sitting and engaged in quiet activity). • To ensure that pupils' uniform is correct. • To liaise with and support the prefects on duty. • To ensure that food and drink are only consumed where permitted. • To ensure that pupils leave corridors, locker and storage areas, and play areas at 2.00 pm. Note that pupils outside will probably not hear the school bell; duty colleagues should direct pupils actively back into school on time. • To ensure that pupils are dressed appropriately when they return to school. • When the fields/playground are closed, due to inclement weather, the member of staff should assist with those on duty in the indoor areas.
4:00 To 4:30	Inner Promenade	<ul style="list-style-type: none"> • To be a clear and visible presence on the Inner Promenade, adjacent to the Bus Stops. • To ensure that all pupil behaviour is appropriate and orderly. • To ensure that pupils are dressed appropriately when they leave school. • To report any late buses to the General Office and ensure that provision has been made for any uncollected pupils. • To assist with registration of pupils on buses.

APPENDIX 2 – Preparatory School Staff Duty Guidance for Lunchtime & Break

Playtime is an opportunity for children to get to know each other, to relieve some of the tension of lessons, to expend some excess energy, and to organise their own time. It is important that children are supervised well and allowed to play freely in a safe environment. If we do not manage the period well it can be a time when inappropriate habits develop and children become at risk from various forms of bullying. Positive behaviour in the playground is always expected.

Staff on duty should:

- 1) Circulate and be pro-active, try to cover all areas of the playground.
- 2) Avoid having large numbers of pupils gathering around for conversations, as this can distract the teacher's attention.
- 3) Be punctual and present for the whole of the break duty. Break times should end at the correct times.
- 4) Check all gates to ensure the area is secure.
- 5) Staff on duty should be aware of the out of bounds areas, and these are clearly marked.
- 6) Use the time out system to discipline poor behaviour and report this to class teacher.
- 7) Record accidents / incidents on the accident proforma when a child has received treatment.
- 8) Be vigilant and firm but fair when dealing with inappropriate physical behaviour or name calling, in accordance with school policies.

Pupils at break should:

- 1) Play in a responsible manner and respect each other's feelings, avoiding play that will cause harm or upset to others.
- 2) School playground equipment should be played with in the manner it is intended.
- 3) Junior football is limited to the designated area.
- 4) Pupils should seek permission from a teacher before retrieving a ball from outside of the playground area.
- 5) Pupils should seek permission from a teacher before leaving the playground; eg. to be able to visit the toilet or to obtain a drink.
- 6) Pupils should respect the school's and each other's property.

When the first bell, pupils should quietly move to their lines, ensuring their uniform is smart.

When the second bell, pupils should stand silently in a straight line.

Wet Playtimes

Infant:

AM/PM – DVD in the classroom with snack

Lunch time break – children in their own classrooms with a DVD. Please refer to the school's *Film & TV Guidance Document* for further direction on choice of appropriate film.

Junior:

Years 3 to 6 in their own classrooms, under supervision. Pupils should be seated and may: draw, read, play a table game, eat a snack, talk quietly. They are not permitted to move freely around the school or leave to use toilets without first gaining permission. At the end of break, children should tidy up.