



## NEWCASTLE UNDER LYME SCHOOL

### Supervision of Pupils Policy

This policy relates to Newcastle-under-Lyme School, including the EYFS. This policy is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website.

This policy should be read in conjunction with the Safeguarding Policy, the Behaviour Rewards and Sanctions Policy and the Health and Safety Policy.

Pupils at Newcastle under Lyme School are safeguarded by a system of supervision which ensures that staff are present and monitoring pupils whenever they are in the School's care; including during the school day, on school sporting fixtures, representing the School and on school trips.

During the school day, pupils will be supervised during lessons and organized co-curricular activities at lunchtime and after school by the relevant staff. The level of supervision required will depend on the age of the pupils, the location of the lesson / activity and the sort of activities in which the pupils are engaged.

The School recognizes that pupils should be able to experience a wide range of activities. Supervision measures adopted by the School are intended to help them to do this safely, rather than stop them from doing so. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense will be used in assessing and managing the risks of any activity. The level of supervision will be proportionate to the risks of an activity.

#### **The School Day**

##### **Before School**

###### *Senior School*

Pupils are registered for the start of the school day at 8.50 am by their teacher, but they are allowed to be on the school premises from 8.00am. The Senior School does not provide a formal supervision service throughout this time, although there is a good employee presence in School from 8.00am onwards, but the following protocols are in place:

- The School makes it clear to parents that their children must not be on the premises

before 8.00am

- Any pupil using the pool or sports facilities before School must only do so if a member of staff is supervising them
- Once pupils have arrived on the School premises, they are not permitted to leave the site before the end of the school day unless they have permission from a member of staff (unless they are in the 6<sup>th</sup> Form).
- Pupils are required to stay in the Dutton Dining Room or the Victoria Dining Room where they will be supervised by a member of staff. 6<sup>th</sup> Formers should go to the 6<sup>th</sup> Form Centre where the Director of 6<sup>th</sup> Form will supervise. At 8.35am all pupils will be allowed to go to their classrooms. At this point of movement staff pupils will then relocate to their teaching rooms where they will await their teachers, with duty staff and teaching staff moving to lessons promoting good behaviour as pupils move to period 1.

#### *Prep School*

##### *Pupils' Arrival*

Pupils may arrive at school from 08:00. Nursery children are supervised in the Nursery by staff who ensure that the appropriate supervision ratios are maintained. Pupils from Reception to Year 2 are supervised by two members of staff – usually in the Library – until 08:25. Thereafter, the pupils are taken to the playground if the weather allows where the same supervision exists. During inclement weather the pupils are taken to their classroom. For Years 3-6, pupils are supervised in a suitable indoor space by two members of staff until 08:25, after which the pupils are either taken to the playground (fine weather) or to their classrooms (inclement weather). Additional staff aid with the supervision of the children at this time until registration at 08:45.

##### *Pupils' Arrival by Bus*

Staff are on duty from 08:00-08:45. Pupils arriving on the School minibuses are escorted in to school by the bus drivers.

### **Registration**

Parents / guardians are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent by 10.00am if a pupil fails to arrive at school without an explanation.

#### *Senior School*

A register of pupils is taken at the start of the morning in Lesson 1 and at the start of the afternoon sessions. A form period also takes place mid-morning.

#### *Prep School*

In Nursery, children are signed in on arrival and signed out on departure by Nursery staff. A courtesy call is made after lunch if a child has not arrived at Nursery without prior notification. For pupils in Reception to Year 6, we take a register of the pupils at the start of the morning and afternoon sessions.

### **Lessons**

#### *Senior School*

Pupils are supervised by subject and form tutors for all lessons.

#### *Prep School*

Throughout the day the Nursery children are supervised well within the appropriate

supervision ratio depending on age, number of pupils and level of qualifications of EY practitioners. Staff in the EYFS have Paediatric First Aid. From Reception to Year 6, there will be at least one member of staff with a class. No pupils are permitted in classrooms unsupervised to complete work or carry out tasks for staff.

## **Morning Break and Lunchtime**

### *Senior School*

At break and lunchtime, pupils will be monitored through supervision by staff on both sites (Lancaster and Victoria). Before school four members of staff are on duty (two on each site). At breaktime there are two members of staff on duty on Victoria site and two on duty on Lancaster site. At lunchtime there are two staff on duty throughout the session on Victoria site and three members of staff on duty on Lancaster site. A member of SMT oversees the duty rota (which is produced termly) and a member of SMT is on overall duty each day. During we break / lunch pupils are allowed into their form rooms and the duty staff are assigned areas to supervise.

### *Prep School*

**Morning Break:** At least two members of staff will be present to supervise the pupils on both the Pre Prep and Prep playgrounds. During 'wet play', at any given time one member of staff from each Year will assist in supervising both classes within their Year group.

**Lunchtime:** during lunch time, Lunchtime Supervisors, with additional help from staff, are responsible for the care of the pupils. Staff are assigned to various locations at appropriate times to ensure the appropriate supervision of the pupils. During 'wet play', lunchtime staff and duty staff will supervise the classrooms.

**Afternoon break (Pre-Prep):** At least two members of staff will be present on the playground to supervise the pupils. During 'wet play', staff will remain in their classrooms to supervise the pupils.

## **After School**

### *Senior School*

The school day ends at 4.00pm, but pupils may stay on in school until 5.30pm. The Donaldson Café (or Dutton Dining Room when the Donaldson Café is not available) and the Library are supervised areas where pupil not involved in a supervised activity must go.

The following protocols are in place after hours:

- No pupil below 6<sup>th</sup> Form may stay on in school unsupervised at the end of the school day
- Pupils can access both the Library and the Stinton Café until 4.30pm. From 4.30pm pupils are required to go to the Library. Both spaces are supervised by either the LRC Manager or After-School Care Supervisor.
- A member of SMT will also be on duty each evening until 5.30pm.
- 6<sup>th</sup> Form students staying on at the end of the school day may stay in the 6<sup>th</sup> Form Common Room until 5.30pm
- Once a pupil has left the school site at the end of the school day, they should not return: if they are involved in an evening activity, they should stay in the supervised areas and must not leave the site.
- The School makes it clear to parents that they should not leave their children on School premises later than 5.30pm (unless they are staying on for a supervised evening activity).

- Pupils in Year 7-11 who are staying in school for an after school event or activity, such as an evening concert or play, will be told by the teacher in charge what arrangements have been made for their supervision.

### *Prep School*

Pupils either attend after school activities, which are supervised by staff or external providers, or After School Club (available for Reception to Year 2 (Pre Prep) and Years 3-6 (Prep)). Registers are taken at all after school activities and supervision ratios are considered for each activity and may vary from one activity to the next as a result. Pupils who remain uncollected at 3.45pm (3.30pm for Pre Prep) from school will be taken to After School Care (ASC) by any member of staff in ASC (or a TA for Pre Prep pupils). A record is kept by the After School Care Supervisors of pupils who attend ASC and parents sign the pupils out when they depart under the supervision of ASC staff. Supervision at ASC is such that the staffing ratios are appropriate for the number and age of the pupils present. Pupils are expected to go home at 6.00pm (currently 5.30pm for Nursery children unless consent is given by parents for a child to join a sibling in ASC). Two members of staff will always be present until the last pupil is collected and one member of PLT is on site every evening until the last child is collected.

Pupils are only released at the end of their session into the care of a parent or other individual whose name has been notified to us in advance.

Pupils are not allowed on site without permission and, in most cases, without supervision.

### **Co-curricular Activities**

Pupils involved in co-curricular activities, either during lunchtimes or after School, will be supervised by specific member of staff responsible for those activities. A register is taken for all activities.

Off site Representative Activities: Members of staff supervise pupils on both home and away matches.

Performing Arts: Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring groups into school out of hours.

### **Medical support**

The school nurse is on site from 8.30am to 5.00pm Monday to Friday during term time in order to administer first aid, to deal with any accident or emergencies, or to help if someone is taken ill. In the absence of the nurse there are suitably trained members of staff available to offer first aid to pupils in the case of accidents or emergencies, or if someone is taken ill. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the school. We always make sure that at least one qualified paediatric first aider is on duty whilst our Nursery and Reception children are in school. First aid boxes and specific individual medication are kept in the Prep School reception (for Prep children) and the Senior School Reception (for senior pupils), with some individual medication also being kept in the dining room for allergic reactions.

### **Supervision whilst travelling to and from School**

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

Pupils are not supervised by a member of staff when travelling on the school buses, but they are expected to behave responsibly and to follow the transport rules. The School will always

investigate complaints about poor behavior.

### **Prep School Pupils Home to School Transport**

Home to school transport is available for Prep School pupils in Year 3 and above. Our bus drivers ensure all Prep pupils are brought to the Prep School on arrival. Prep pupils must be met at the end of their journey home by a parent or other responsible person (aged over 16) whose name has been given to the driver prior to the journey. However, pupils in Years 5 and 6 may be dropped off to go home on their own if the School has been previously informed in writing.

### **Supervision during Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of school are detailed in the School's Educational Visits Policy, available on the School's website.

However, the following minimum ratios are used as guidance for the supervision of pupils on trips:

Category of Visit	A	B	
Senior School	1:25	1: 16	1:8 (for adventurous activities)
Prep	1:15	1:15	1:8 (for adventurous activities)
Pre-Prep	1:8	1:6	1:6 (for adventurous activities)

For the purpose of supervision ratios, all residential trips will fall into the guideline ratios for category B.

Category B overnight trips: Guideline Ratio is 1:12. For more adventurous trips guideline ration is 1:8

A risk assessment will always be carried out and will take into consideration the age of the pupils and the activities being undertaken.

### **Unsupervised Access by Pupils**

Pupils are not allowed into the swimming pool, science labs, DT rooms, Sports Centre, astro, art and textile rooms, food and nutrition rooms and IT rooms without a qualified member of staff in charge, nor are they allowed to use gymnastic, fitness or athletic equipment without supervision. Pupils are expected to follow 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 swimming pool or the science laboratories.

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

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision.

Reviewed by SMT:	August 2023
Reviewed by Governors:	September 2023
Next review due:	September 2024