



## **Supervision Policy Whole School & EYFS**

**Regulation ISSR: Part 3, 14**  
**Reviewed and updated by: Mrs C Wood**  
**Approval: Full Governor Board**  
**Last Review: Autumn 2024**  
**Next Review: Autumn 2025**

This policy will be amended before the review date if necessary.

### **Rationale**

At AESG, we provide a clear set of rules to ensure that all out pupils from 2 to 18 are supervised in an appropriate manner, whilst at school, when representing school at formal events and whilst on school visits. This enables us to provide, as far as is reasonably practicable, a safe environment for the pupils in our school. Part of creating that safe environment is the level of supervision that we provide during the school day.

School policies/ documentation linked to this policy include:

- Child Protection and Safeguarding (plus statutory guidance from the DfE)
- Excursions and Trips
- Staff Code of Conduct
- Crisis Policy
- Health and Safety
- Fire Risk Prevention

### **Aims of the Policy**

The aims of this policy are:

- to provide information on what parents can expect from us in terms of supervision during and outside of school hours
- to stipulate what we expect from parents and children to help us to supervise children appropriately

### **Responsibilities**

**The Deputy Heads of the Senior School, in conjunction with the Head of the Prep School and Head of Early Years, will:**

- Ensure adequate staff are available to meet the supervision requirements
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance
- Continue to develop a culture of safety throughout the school
- Ensure that this policy is communicated to parents/carers
- Review and evaluate supervision procedures in line with relevant guidelines and best practice.

**Staff should:**

- Support the implementation of this policy.
- Reinforce a 'safe play' message across the whole school community
- Ensure that appropriate supervision ratios are adhered to in all risk assessment planning for trips and excursions
- Report any supervision concerns to the Deputy Head of the Prep School or Deputy Head of the Senior School.
- Access support / advice from SLT duty staff who are on duty from 7:15 – 5:45pm each day

### **Parents/Carers should:**

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available
- Inform the School of any changes to the arrangements for the collection of their child.

### **Supervision Arrangements Before School: EYFS**

- Nursery and Pre-school pupils are met outside the Prep School entrance from 8.15 am each morning by members of staff.
- Children in Nursey, Pre-School and Reception can arrive at school between 7.30am and 8am if they are attending 'Morning @ The Edge'. Parents will bring their children to the Millennium Hall outside door, where they will be met by staff and the pupils are taken to the Nursery room.

### **Prep School (Years 1-6)**

#### **Breakfast Club**

- Girls in Years 1-6 are allowed access to School between 7.30am and 8am if they are attending 'Morning @ The Edge'.
- Girls attending 'Morning @ The Edge' will be met at the doors of the Millennium Hall from the Turning Circle by staff.
- The girls are then taken to their classrooms for 8.25am. The Prep School Secretary will man the intercom system on the Prep School gate from 8.00am.
- 'Morning @ The Edge' is staffed accordingly by Teaching Assistants.
- Supervision of girls aged 2 is 1:4 and then 1:8 for 3- and 4-year-olds.

#### **All Other Arrivals**

- The Head of the Prep School and the Head welcome the girls to school from 8am and ensure their safe entry to School from 8.20am. After this time the Prep School Secretary will fulfil this role.
- Children must not be left unattended; parents/carers must either take their children to 'Morning @ The Edge' or drop them off at the Turning Circle from 8am where they will wait with the Head of the Prep School, the Head and a member of the site team before being sent into school at 8.20am.

### **Senior School**

- SLT and other staff are in the building from 7:15am, following school opening by the Estates Team.
- The School gates will be opened at 7.30am and are then locked at 9.15am. After this time, access to the school is by using the intercom system.

- The girls may enter the school building from 7:30am and wait in Reception. From 8am, they are expected to go to their lockers, prepare their resources for lessons and wait in their Form Room for the registration bell at 8:35am. SLT are on duty from 8am and are contactable by the Reception team.
- If pupils come into school for music lessons, for example, they must sign in at Reception.

## **Break Times:**

### **EYFS**

- Children in Nursery and Pre-School are supervised throughout the day according to the ratios specified in the Statutory Framework for Early Years Foundation Stage (2020). Outdoor provision is an inclusive part of the daily routine and staffed as specified above.
- Children in Reception have use of their own outdoor area as an inclusive part of their daily routine. They are supervised by the Reception class teacher and/or the Teaching assistant

### **Prep School**

- Children can only go onto the playground when there is a member of staff present
- Two members of staff are on duty at all times
- If girls are not to go out into the playground because they are completing a task or they have medical reason for doing so, the class teacher will provide appropriate supervision by a member of staff.
- During the informal afternoon break for KS1 children, supervision will be in place from the class teachers and teaching assistants (TA).

### **Senior School**

- Girls may go to the Hub for break or stay in their Form Rooms. Staff are assigned duties and will be walking the corridors and, in the Hub, to check on them. There is a duty rota naming the staff on each session plus VI Form students who support.
- VI Form students have training to understand their role, where to patrol on site, what to do in an emergency such as a first aid issue. Where possible, VI Form students are on duty in pairs.
- In an emergency, any pupil should report to Reception.

## **Lunchtimes:**

### **EYFS**

- Children in Nursery and Pre-school remain under the supervision of the Nursery and Pre-School staff throughout the day.
- Children in Reception class, and Years 1 and 2 are accompanied and supervised in dining room by the Reception Class teacher or other member of staff. The children then join the rest of the Prep School in the Prep playground

### **Prep School**

- The playground is supervised on a rota basis by teaching staff and teaching assistants.
- There are always two members of staff on duty.
- Should any minor injuries occur, the staff on duty can deal with this using the First Aid kit available. Alternatively, they can be sent, with an accompanying child, to Prep Reception.

- All staff are trained in basic First Aid to deal with minor injuries etc. All staff working in EYFS are Paediatric First Aid trained. The Prep School Secretary has a First Aid at Work qualification.
- Should additional support be required to assist with a particular incident or with a particular child, a member of staff may be required to send a child to Prep Reception with the red emergency card kept in the First Aid box.
- The School Nurse is also on duty and can be contacted in case of an emergency.

### **Senior School**

- Staff are on duty during the lunch hour. One member of staff is in the Hub and the other, plus Sixth Formers can walk around the site to check on pupils. VI Form students have training to understand their role, where to patrol on site, what to do in an emergency such as a first aid issue. Where possible, VI Form students are on duty in pairs.
- Any pupil can report an issue to the staff on duty or Reception.
- Each club has a member of staff running it always ensuring supervision.
- If girls wish to rehearse e.g. Dance, they must do so with permission by the relevant member of staff and s/he must be working close to their rehearsal room.

### **Supervision of Play Equipment:**

Whilst we ensure a close level of supervision during breaks for play, adults may not always be positioned close to the equipment. However, they will always intervene should they see any of the following:

- Girls behaving in a way that puts them or another child at risk of harm
- Girls pushing or pulling other children
- Girls climbing on equipment or in areas not designed for that purpose
- Girls lifting other children
- Girls causing damage to the equipment.
- When the equipment is particularly wet (and therefore slippery), we will inform the girls that they are not able to access it.

In the Senior School, at the start of each term, girls are reminded about their responsibility for Health and Safety. This is to ensure that any concerns are reported to staff quickly and the school can respond appropriately.

In addition, if they see unacceptable behaviour on play equipment or during break/ lunch, they can report it to their Form Tutor, Head of Year or via our digital wellbeing hub (online reporting page).

### **After School:**

#### **EYFS**

- Nursery, Pre-School and Reception girls are collected by their parents at 3.15pm from the blue gates outside the Prep School Reception Area. Children will not be released to a person and/or carer that has not been identified on the 'Collection Arrangements' form that is completed on joining. Any alterations to collection arrangements should be notified in advance together with a means of checking the identity of that person. Nursery and Pre-School parents have a pre-determined password that has been given to the setting.

## **Prep School**

- The school gates are unlocked from 3.00-6.00pm.
- Reception, Year 1 and Year 2, if not involved in an after-school activity, are taken out to the Turning Circle by their class teachers and handed over to their parents/carers at 3.15pm.
- Years 3-6, if not involved in an after-school activity, are escorted to the Turning Circle by their class teachers and released to their parents/carer at 3.30pm once they have been sighted. Children will not be released to a person that they or the school does not know and parents/carers must decide with the school if they wish their children to be collected by another person. Staff ensure that children leave the playground safely and escort any uncollected children back into school where parents/carers will be contacted.
- Some girls may use the school buses and they will be escorted to their bus by a member of staff.
- Girls in Year 6 are permitted to walk to the Turning Circle or home alone provided they have been given written permission from the parents which is approved by the Head of the Prep School.
- A Sisters' Club is operated in the Garden Room for those girls with siblings in the Senior School. Girls are looked after by a member of staff until their older sibling collects them at the end of the seniors' school day, i.e. 3.45pm.

## **Senior School**

- The school gates are unlocked from 3.00-6.00pm.
- The girls in Years 7 – 11 collect their phones from the PA Hall and then may depart the school grounds from 3:45pm.
- A member of SLT/ Year Team staff is on duty every evening to see pupils off site. Homework Club runs from 3:45pm – 5:45pm and the girls can attend any day, without booking, until their parent collects them.
- All girls are expected to wait inside the school grounds until their parent collects them.
- SLT on duty can support Homework Club staff where a parent is late to collect their daughter.

## **On occasions when girls finish later than 3.30pm:**

### **Prep School**

Following after school clubs, returning from sports fixtures or class trips returning later than 3.30pm, girls will be dismissed from either outside main reception or from the Turning Circle. Staff will ensure that the children are only released to a known, appropriate person unless they have permission to walk home alone or the school has been notified by the parent/carer of a change of arrangement.

If any girls are not collected they will go to Fun@The Edge and their parents notified.

Parents/Carers should be aware that the School will not provide supervision for children in the playground areas outside of these times. The girls will be the responsibility of their parent/carer at all other times other than those stated in this policy.

Fun@TheEdge runs from 3.15pm to 5.45pm. It is staffed by three members of staff. A member of SLT is on duty every evening to see pupils off site.

### **Missing parent/ carers**

In the event of a pupil not being collected from school, the member of staff on duty is expected to ring the SLT Duty Staff or Head. All staff have access to the 'Emergency Contacts' pages in case of a problem.

This should take place once they have contacted the first point of contact on the pupil's iSAMS page, as well as subsequent contacts e.g. grandparent/ family friend that has permission to collect.

If another adult is to collect a pupil, the school must have verbal or written agreement of this.

### **Supervision for PE activities on/ off site**

#### **Prep School:**

On-site activities:

- Onsite Physical Education activities within the prep school is 1:25

Offsite activities:

- Offsite Physical Education activities for years 4 and below, such as away fixtures, is 1:15 (unless a prior amendment is agreed with Headmistress or SLT).
- Due to the close proximity of Ryley's Courts to the school site, the staff to student ratio when offsite is 1:20.

#### **Senior School:**

On-site activities:

- On-site Physical Education activities within the Senior School is 1:25.

Offsite activities:

- Offsite Physical Education activities for years 7 and above is 1:22.
- Where possible, the PE department will endeavour to take two adults where possible on away fixtures, considering skill of staffing and any additional needs or medical concerns of our students.
- Then within the risk assessment section below (writing highlighted in yellow for the offsite activities), please could it state:
- 1 adult to every 22 pupils for year 7 onwards.
- 1 adult to every 15 students for Prep School.
- 1 adult to every 20 students in Prep School if walking to Ryley's Courts.
- For all of the above, staff members must carry their phone or mobile from reception to contact SLT or reception if required.

Ratios for educational visits are in the Educational Visits Policy.