



**ST JOHN'S
BEAUMONT**

Supervision Policy

This policy is applicable to the whole school including Boarding and Early Years Foundation Stage.

Information Sharing Category	All Staff
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Authorised by	Head Teacher, DSL & Governing Council
Responsible Area	Designated Safeguarding Lead

Agreed by:

Head of School	Designated Safeguarding Lead	Chair of Governors
Dr Deneal Smith	Mr Jack Snell	Mr Andrew Johnson

St John's Beaumont Preparatory School is committed to the safeguarding of children and to ensuring the best possible environment for the children in its care. This policy is to be read in conjunction with:

- Anti-bullying Policy
- Behaviour Conduct and Discipline Policy
- Child Protection and Safeguarding Policy
- First Aid Policy
- Health and Safety Policy
- Missing Pupil Policy
- School Visitor Policy
- Staff Behaviour Policy
- Staff Handbook
- Staff Duty Book

Scope of the Policy

St John's Beaumont Preparatory School is committed ensuring pupils are safe in School and on School activities or visits. The safe supervision of pupils involves specific roles and responsibilities assigned to staff throughout the school day. All those who come into contact with the pupils in their everyday work at School, including those who do not have a specific role in relation to supervision are responsible for the safe supervision of pupils.

To this end the School ensures the following:

- That decisions about supervision of pupils take into account the age, maturity and number of pupils, the type of activities in which they are engaged and their location, whether they are vulnerable or looked after children, and any medical needs, special educational needs or disabilities of pupils.
- That staff ratios for supervision are safe at all times that pupils are involved in School activities or on the School premises.
- That supervision of pupils in remote location (e.g. educational visits and fixtures) is safe.
- That activities are overseen by a member of staff or visiting teachers and coaches known to the School (inc. all relevant qualifications and safeguarding checks).
- That mandatory staffing ratios for EYFS provision are enforced.

This policy applies to all sections of the school, including the EYFS setting. St John's Beaumont seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office.

Updated: September 2022

Review Date: September 2023

Procedure

Registration: Registers will be taken using Schoolbase. Morning registration will take place for Year 1 to 8 by 8:30am. Registration in EYFS will take place at 9am. Afternoon registration will take at the end of the lesson before lunch time for Middle and Upper School and after lunch playtime for Pre-Prep (approx. 1pm). A bell will ring as a prompt for staff.

Lesson Registration: Lesson registration will take place at the start of each timetabled lesson using Schoolbase.

Staffing ratios in lessons: in lessons, classes will have a teacher: pupil ratio of 1:20 or less. In practice, many lessons have a smaller ratio than this. In the EYFS setting a mandatory ratio of at least 1 teacher with Level 3 qualification to 30 pupils is the absolute minimum and in fact the ratios are smaller in the Reception classes, where classes of c. 18 pupils are supervised by the Reception class teacher and the Teaching Assistant. For the Nursery a ratio of 1:8 is maintained where a level 3 teacher is present. The Nursery is supervised by one level 3 teacher and a teaching assistant.

Supervision in EYFS: Reception Class has a maximum of 18 children who are supervised by a qualified teacher and qualified assistant in all timetabled lessons and activities. For the Nursery, statutory ratios are adhered to, taking into account children's attendance, age and qualifications of staff. Break times and lunch times are supervised by appropriately qualified adults and mandatory ratios are maintained.

Supervision before school: Early Morning Club runs from 7:30am for pupils Pre-Prep. Pupils are dropped off at the Reception classroom and are supervised by staff who are first aid trained. A list of pupils in Early Morning Club is kept and checked-off when pupils arrive.

7:50-8:10am – Head of Middle School and other members of SLT will greet pupils on arrival at the Sports Hall, and supervise them walking from their car to the front of the Sports Hall. A member of teaching staff will support the SLT with this according to the duty rota.

Pupils in Early Morning Club and arriving Pre-Prep pupils will be supervised by the climbing wall in foyer of the Sports Hall from 8am. 2 teaching staff will supervise Middle School and Upper School playing on Playground 1. 1 teacher will supervise the changing rooms on the Redstone Gallery, and 1 teacher will supervise the changing rooms in the Sports Hall as pupils put their bags on their lockers. Teachers on duty will blow a whistle at 8:10am for Middle School and Upper School to line up for assembly at the black barrier. Year 2 class teachers will collect their classes at 8:15am and Year 1 class teachers at 8:30am from the Sports Hall and walk with them to their classrooms.

8:00-8:30am – Pupils in EYFS pupils are supervised by the climbing wall on arrival. The Head of Pre-Prep and a class teacher will walk the pupils to classrooms at 8:30am. A member of Pre-Prep staff will supervise them 8:15-8:30am, and a Pre-Prep Teaching Assistant will continue drop-off duty from 8:30-8:45am.

Supervision during Break Times: Morning break will take place on Playground 1 and 2, or by arrangement, on the Front Field. Monitors are to assist with the distribution of snacks. 2 teachers will supervise pupils on each playground. 2 minutes before the end of break the whistle will be blown. Pre-Prep pupils will line up in their classes. Middle School and Upper School pupils will move in an orderly fashion to their next lesson and line up outside the classroom. Pupils must be supervised as they enter and leave each classroom or resource room. Children must wait silently outside classrooms until a teacher is ready to greet them. Pupils should walk on the left as they move around the School.

No football or kicking of rugby balls is permitted on the playground due to the nearby windows. Cricket is also not allowed on the playground due to needing a larger space for this game. Other ball games are permitted with a sponge ball.

Pre-Prep play area is for Pre-Prep pupils only. The pat-ball court is out of bounds as playing there interrupts learning in the Pre-Prep.

Teachers should encourage pupils to use the toilet at break times, as well as hand washing at the beginning and end of each break. Children must NOT be unsupervised in the building during break and lunchtimes. Pupils may not eat on exiting the building for break time until they are in the playground.

Supervision of Wet Play

Pre-Prep: In the event of very heavy rain, pupils will be supervised in classrooms by class teachers.

Middle and Upper School: In the event of very heavy rain, pupils will be supervised in the Sports Hall.

If it is in use, pupils will return to their classrooms / tutor rooms and be supervised by their class teacher / tutor / support tutor.

The Head of School will communicate any wet play decision prior to the break time.

Supervision at Lunchtime

Prep-Prep: Staff sit with pupils at the lunch table, helping pupils by serving food, helping them use their cutlery and modelling how to clear the table.

Middle School: Three members of staff supervise pupils. Pupils stand behind their seat on arrival and wait in silence. Pupils sign-up to lead grace before and after eating lunch. Teachers helping pupils by ensuring all have water to drink, eat a good amount of food and show good table manners. Noise level is monitored and reminders given to talk quietly. Pupils remain in silence after grace until their table is dismissed by a teacher.

Upper School Staff: Upper School enter the refectory staggered by year groups from 1:15pm. Pupils arrive for lunch and line up outside the refectory in year groups where they say grace lead by duty teacher. Two members of staff supervise year groups waiting for lunch on the playground. Another member of staff supervises good table manners and orderly conduct at the lunch table. Teacher leads grace and pupils are dismissed to play.

No pupils should be dismissed from the refectory until a duty member of staff is outside and ready.

Supervision at Lunch Playtime

Pre-Prep: Lunch playtime will take place on the Playground for Pre-Prep, or by arrangement, on the Front Field.

Middle School: Lunch playtime will take place on the front field (wearing wellington boots when necessary). If pupils do not have boots, they are to remain with the duty teacher and not go into wet/muddy areas. No pupils are to go into the forest or onto the bank. One teacher will send pupils to the 'bootroom' and 'sweep' Middle School and Changing Rooms before walking down to the front Field. The other member of staff will wait by the Art Room for pupils to arrive.

One member of staff will supervise pupils playing on the fort and the other will roam the front field. One member of staff will take a radio down and use it to call of assistance if needed.

5 minutes before the end of break the whistle will be blown. Pupils will move in an orderly fashion to their next lesson and line up outside the classroom. All boots should be taken off before entering the School building.

Upper School: Lunch playtime will take place on the Playground for Upper School, or by arrangement, on the Front Field. The Staff on duty will supervise (one area each) the Front Field, Playgrounds with lining-up taking place a few minutes before the end of break at 13.58

Supervision at End of Day

Middle and Upper School pupils must tidy up their classroom after Examen and before dismissal. The teacher should lead them out of class to the activity or dismissal barrier via the changing room.

All Middle and Upper School staff who are not leading a co-curricular activity are to assist at dismissal at 4pm and 5pm. Pupils will be escorted to their car by a teacher using designated safe routes. Dismissal is 15 minutes, any uncollected pupils MUST be escorted to the member of SLT on late duty. Parents will then report to the front reception to collect their child. Pupils are not to be sent independently to the front reception or left to be looked after by the receptionist.

NB: Should you be unable to carry out a duty, it is essential that a swap is arranged and articulated to the respective Head of School well in advance so that correct supervision is maintained. This includes absences due to School trips as well as any other absences.

Supervision for Activities

Middle School line up in the Middle School corridor. The duty teacher takes the activity registers. Pupils are led in groups to the red and white barrier (those going home), black barrier (to be handed to activity provider) and changing rooms (to change). They will have a grab-and-go tea as they leave the corridor.

Upper School pupils will change at 5pm. Changing rooms are supervised by duty staff. Pupils line up at the black barrier in activity groups. All registers are taken by staff leading an activity using Clarion Call. Pupils are not to go directly to their activity.

Teacher : pupil ratios will vary according to the activity, but will always follow the statutory guidance of the relevant sporting or educational body.

Supervision for After School Care

Pre-Prep:

Session 1 – 3:15-4pm

Session 2 – 4-5pm

Session 3 – 5-6pm

Pupils supervised in Pre-Prep and taken for supper at 5pm in Refectory.

Middle School:

Session 3 – 5-6pm

Duty staff on Middle School late duty will supervise any uncollected pupils 4-5pm. At 5pm, they will gather pupils staying 5-6pm and take them to the refectory until Pre-Prep join with two members of staff.

Additional Supervision

Peripatetic Music Lessons: Peri teachers will prepare their timetable of lessons one half term in advance. The lessons for all 5/6 weeks of each half term will be displayed outside the Hoy Theatre. The Director of Music will distribute a central list of lessons to teaching and admin staff at the start of each half term.

Middle and Upper School pupils will move to their instrumental/singing lessons independently. Wherever possible, lessons will not be scheduled during Games times. On occasions when this is not possible, pupils will attend Off Games.

Pre-Prep pupils will be collected and dropped off from their teacher/classroom by the peri teacher.

Independent Practice: Pupils in Middle School and Upper School are able to use the practice rooms at break and lunch times. A member of the music department patrols the music block to supervise this.

LAMDA Lessons: The Head of Drama will prepare a timetable for LAMDA lesson one half term in advance.

The lessons for all 5/6 weeks of each half term will be displayed outside the Drama room (Kostka Room). A copy of the LAMDA schedule will be sent to teaching and admin staff at the start of each half term.

Middle and Upper School pupils will move to their LAMDA lessons independently. Wherever possible, lessons will not be scheduled during Games times. On occasions when this is not possible, pupils will attend Off Games.

Pre-Prep pupils will be collected and dropped off from their teacher/classroom by the Head of Drama.

Supervision of Sports

Supervision of Changing Rooms: Pupils must be supervised while changing at break time or for Games, P.E. and Swimming. While pupils' privacy is respected during this supervision it is essential that an adult is present at all times and conducts themselves according to the Staff Behaviour Policy.

No pupils are allowed into changing rooms unsupervised. The sports coaches must supervise all changing rooms for school lessons and private lessons they lead. Supervision takes the form of ensuring pupils change quickly and quietly, and organise their belongings. Pupils may only enter their allocated changing room.

Coaches supervising the changing rooms must actively check pupils' lockers before they depart, and return mislaid kit to pupils. No items should be left on the floor, no kit bags left open, and kit inside lockers must be hung-up. Kit bags should be kept on top of lockers.

Off Games Supervision: If pupils are signed off games through parental request and sanctioned by the Medical Centre (Matron) due to injury or other medical reasons they may attend off games. Games staff will check the Off Games List and pupils Off Games will be collected from the changing rooms (Middle School) / black barrier (Upper School) by the teacher on Off Games duty.

Beaumont Flats: Walking back and forth from the Beaumont flats requires pupils to be accompanied by a member of staff. When changed, pupils are dismissed from the changing room to the field where a member of staff will be supervising and awaiting to take registers.

Games Lesson: Middle School pupils will line up at the black barrier before Games lessons. Upper School will line up outside their respective changing rooms.

Swimming and P.E. Lessons: Pupils will line up outside changing rooms and wait for a member of staff.

Tennis Lessons: The tennis coach will prepare a weekly timetable for private lessons one half term in advance. The tennis coach will supervise pupils who need to change for the lesson. If a pupil has Games or P.E. before a private tennis lesson, they may remain in P.E. kit for the lesson.

Pupils will be supervised from their lesson to the changing rooms by the tennis coach. Pupils from Year 1 to Year 6 are supervised by the tennis coach to and from the tennis courts. Pupils in Year 7 & 8 are allowed to move to the tennis courts independently at the time of their lessons.

Site Safety and Security

All entrances to the School operate on a keypad entry system. All entrances to the School should be shut at all times. The sliding doors to the Sports Hall will be locked throughout the day except at drop-off when they are open 7:50-8:45am. Pupil entrances will have the same code. There are separate codes for:

- Common Room
- Fr. Maxwell's Door
- Front Entrance

The following rooms are secured with their own code:

- Staff Changing Room
- Sports Hall Cupboards
- Fitness Suite
- Sports Hall Kitchenette

All visitors report to Reception according to the Visitors Policy.

The red and white barriers at the playground will be down at secured from 8:30am to 3pm.

All playground gates are checked and must be shut. All staff on duty must be prompt and alert for playground duties. Duty staff are responsible to taking a charged walkie talkie into the playground to call for assistance if required.

School Trips

The Educational Visits Policy details supervision of pupils on school trips or visits. Risk Assessments are carried out in line with this policy and take into consideration the age and abilities of pupils.