

## SUPERVISION POLICY

**Last review date:** July 2023

**Latest review date:** July 2024

**Staff responsible:** Henry Marshall (Head), Gareth Green (Assistant Head Academic) and Florence Clayton (Assistant Head Pastoral)

**Chair of Governors:** Mark Taylor

This policy should be read in conjunction with the following St Michael's policies:

- *Safeguarding and Child Protection Policy*
- *Health and Safety Policy*

### Rights Respecting School policy statement

Our school's vision and values have at their heart the importance of treating each other as we would want to be treated ourselves, with Care, Consideration and Courtesy for all. This is one of the reasons why the work of UNICEF and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child.

This policy links specifically to our commitment to the the following articles:

- *Article 3 - Best interest of the child*
- *Article 4 - Making rights real*
- *Article 18 - Responsibility of parents*
- *Article 24 - Health, Water, Food and Environment*

## **INTRODUCTION**

This policy is in place to offer guidance for all staff about the appropriate supervision of all pupils during the school day. This policy covers EYFS, Pre-Prep, Juniors and Seniors (Nursery to Shell). It is important that the supervision of pupils throughout the school day is adequate so that we can ensure their health, safety and welfare. Teachers at the school receive information they need in order to carry out their professional duties effectively and this helps to maintain good order and discipline at all times during the school day when pupils are present on the school premises. A structured supervision plan exists to ensure that adequate care is taken at all times to minimise the risk of injury to the children and to safeguard staff against claims of negligence.

Staff are responsible for reporting all accidents or incidents. An accident resulting in injury or a near miss should be referred to the School Nurse and to the Health & Safety Lead. In the event of damage to the fabric of the school or damage that may cause injury to others, the Head of Maintenance should be informed. Any incidents should be referred to the Form

Teacher or Head of Section in the first instance but may be referred to a member of SLT directly if deemed necessary. Staff should refer to the Behaviour Policy.

## **SUPERVISION BEFORE SCHOOL**

The school gate opens at 8.15AM and a member of staff will be present on the crossing. No arrangements are made for the supervision of children before 8.15AM on a school day.

Individual music lessons and assisted reading may start before 8.00AM, but will be organised with parents separately.

### Pupils in EYFS and Pre-Prep

Pupils in EYFS and Pre-Prep should be accompanied by a parent to their classroom entrance. The children in Year 1 and Year 2 are encouraged to come to the classroom themselves once they are dropped at the Jubilee steps.

### Pupils in the Junior and Senior school

Pupils in the Juniors and Seniors should make their own way to their classrooms. However, we do have an open door policy in the Juniors so parents may come to the classroom at drop off if they need to discuss something with the Form tutor that is relevant to the day ahead.

## **DURING THE SCHOOL DAY (8.15AM to 4.05PM)**

### Pupils in EYFS and Pre-Prep

Pupils should be supervised both individually and collectively at all times during the school day from when they are handed into the care of the school by parents or carers until they are handed back to the care of parents or carers.

Pupils in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the Jersey Early Years Statutory Requirements 2019 (revised June 2020). All staff in EYFS have Paediatric First Aid training. Details of all staff with Paediatric First Aid qualifications and their location are available in the school office.

Supervision of pupils in EYFS and Pre-rep will include the following:

- The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by Class teachers. Parents are asked to contact school, early in the morning, if their child is unable to attend school.
- During lesson times, pupils will never be left unattended in the classroom or Nursery
- Between lesson times, where pupils are receiving specialist teaching within the classroom, the teacher of the previous lesson should not leave before the next

teacher arrives. A teaching assistant may, where appropriate, provide the necessary supervision between lessons.

- When moving to specialist teaching rooms pupils will always be supervised as they are escorted to and from specialist teaching rooms.
- Attending individual music or other 1:1 or small group sessions. Pupils will be escorted to and from these lessons either by a teaching assistant or the specialist teacher.
- Break times. Pupils will be escorted to and from the playground by a member of staff. Whilst in the playground, pupils will be supervised as set out below and in accordance with the Pre-Prep playground guidelines.
- Lunch times. Pupils will be escorted to and from the dining room and members of staff will sit with and supervise the pupils, at all times whilst eating lunch. The Nursery children will eat their lunch in the Nursery provision.
- Changing rooms. Pupils may change in their classrooms or the swimming pool changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy.
- Toilet use during lesson times. Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return from the toilets safely. The means by which this is done may vary according to the location of the pupils within the school. If pupils are within their own classrooms, it is reasonable to expect pupils to individually go to and return from the toilet unsupervised (though in the case of very young pupils an element of supervision may be appropriate). If more than one child is leaving the room, for example to prepare for lunch, an adult must be present in the corridor. If pupils are within a specialist lesson, they may need to be escorted to the toilet by a member of staff. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance.
- Toilet use during break times. In accordance with Pre-Prep playground guidelines, pupils will be asked to go to the toilet before going out to break to minimise the need to come back into school during this time. However, where a pupil needs to go to the toilet, an adult will need to be asked. If the teacher on duty feels it necessary another child may be asked to show younger children where the bathrooms are.
- Illness. When children are taken ill during the school day the school / School Nurse will contact the parents or guardian whether at home or at work as needed. If the pupil needs to be sent home, they will be supervised by the School Nurse or Office staff until their parents are able to collect them. They will be signed out by their parent/carer at the school office before departing. Children in the Nursery provision will be collected from the Nursery and the teacher will sign them out.
- Leaving school during the school day. If children need to attend an appointment during school hours, the form teacher should be informed by the parent/carer and this will be entered in the Register. The parent/carer then needs to sign the child out in the office before leaving the premises and back into the office on return to school.

### Pupils in the Juniors and Seniors (Years 3 to Shell)

These pupils can expect to have some level of independence around the school appropriate to their age.

- The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the Registers are taken by Form Teachers. Parents are asked to contact school, early in the morning, if their child is unable to attend school.
- Illness. When children are taken ill during the school day the school / School Nurse will contact the parents or guardian whether at home or at work. If the pupil needs to be sent home, they will be supervised by the School Nurse or Office staff until their parents are able to collect them. They will be signed out by their parent at the school office before departing.
- During lesson times. Pupils will be supervised at all times during a lesson. In certain circumstances, small groups of Senior children may be separated out to work independently (eg in the library) and without direct supervision as long as a teacher retains direct responsibility for each pupil and each pupil knows where the teacher responsible is.
- Between lesson times. Where pupils are receiving specialist teaching within the classroom, it is reasonable and necessary for one teacher to leave at the end of a lesson and for teachers to move swiftly between lessons ensuring that they arrive promptly for their next lesson. If a teacher has not arrived within 5 minutes of the start of a lesson, two pupils should go to the office and inform office staff who will ensure a teacher goes to the classroom immediately.
- Moving to specialist teaching rooms. Pupils will generally move around the school unsupervised between specialist lessons, but all staff will remain aware of the need to monitor behaviour and be aware of health and safety in the corridors.
- Attending individual music or other 1:1 or small group sessions. Pupils will generally be expected to make their own way to and from these lessons, but should inform their Class Teacher about where they are going first.
- Break times. Pupils will leave lessons once dismissed and will make their own way out to break. Whilst in the playground, pupils will be supervised as set out below.
- Lunch times. Pupils will have greater independence in the dining room than younger pupils but will be supervised by staff whilst eating, as set out below.
- Changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy.
- Toilet use during lesson times. Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return from the toilets safely. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance. This will be provided in accordance with relevant policies including the Safeguarding Policy and Intimate Care Policy.
- Toilet use during break times. Pupils are entitled to enter the school building to use the toilet during break time as needed.

#### **PUPILS WHO ARE OFF GAMES / PE**

All pupils who are off games / PE should register in the changing rooms with the teacher in charge. This is imperative after lunchtime. Pupils who are unable to participate in the sports lesson should then go to the Board Room to read a book (via the office to advise office staff

that they will be in the boardroom). No prep should be completed during this time, unless they have had this agreed by their Form Tutor, due to having a significant injury.

Pupils in EYFS and Pre-Prep who are off games will stay in their classrooms with adult supervision.

### **Off swimming lessons**

Pupils who are off swimming are not allowed to watch the lesson and must remain with the Class teacher (EYFS, Pre-Prep) or read in the Boardroom.

Years 3/4 register with the swimming teacher and then meet LER in the Court House (Michaelmas / Lent ) wait for LER to pass the swimming pool on the way to tennis courts and join the group to watch (Trinity). If not swimming the pupil should have a book with them to read.

Y5-8 register with the swimming teacher and then go to the Board Room with a book (via the office to advise office staff that they will be in the boardroom).

### **BREAKTIMES**

Pupils will be fully supervised during break times as follows:

- Pupils in EYFS and Pre-Prep will only be allowed out when led by a member of staff.
- Pupils in Years 3 to Shell will only be allowed out to break once the bell has gone, unless they are supervised by the teacher who has last taught them.
- Staff on duty must be outside promptly and remain on duty throughout the break or until relieved by another member of staff.
- In the Pre-Prep and Junior area, there will be two members of staff on duty. See Pre-Prep playground guidelines for details of areas to be monitored and patrolled.
- In Y5-Shell there will be two members of staff on duty.
- Supervision during break times will be active with staff members circulating around their area of responsibility.
- If a staff member notices a potential health and safety risk, they are responsible for ensuring pupils are moved from that area immediately and that it is reported to the appropriate person eg. Health and Safety Coordinator or the Maintenance Team.
- If a pupil is injured and the injury is minor, the pupil will go by themselves.
- If a pupil sustains a major injury, the member of staff should remain with the pupil and summon assistance from other staff within the school.
- If a member of staff has a planned absence from school, it is their responsibility to arrange for another member of staff to undertake their duty and to detail this on the weekly duty list.
- If a member of staff is ill or has an unplanned last minute absence, the Deputy Head/Assistant Head/HOD must be notified who will arrange cover for the duty.

### **WET BREAK TIMES**

Where possible, pupils will dress appropriately and go outside in the rain. When the rain is too heavy, wet break will be called, notified by three short rings of the bell to denote

the start of a wet break and two short rings of the bell to denote the end of a wet break). During wet break, pupils will be supervised by Form teachers. In some circumstances with prolonged wet weather, non-Form teachers will relieve Form teachers as agreed.

## **LUNCHTIME ARRANGEMENTS**

Children may have either a **HOT LUNCH** from school or a **PACKED LUNCH** from home. Lunch time duty staff are required to be punctual to ensure that meals start promptly.

There are two lunch sittings as follows:

**Pre-Prep and Junior Lunch** (Nursery, Pre-Prep and Years 3 and 4) at 12.15.

**Senior Lunch** (Years 5 to Shell) at 13:05.

A lunch duty rota is provided at the start of the Academic Year and involves all staff.

**HOT LUNCH** is supplied by school and is normally taken in La Houquette Hall or the Bistro. Silence is maintained during the serving process unless a child is addressed by a member of staff. Staff are expected to instil good manners and insist that children eat a little of everything unless medically excused. More of everything is always available and there is always a choice of dessert. Children are expected to help clear and wipe tables.

Each table is dismissed by the member of staff on the table. The following guidelines have been drawn up for both sittings.

### **Senior School Lunch Guidelines**

- Staff to be at tables on pupils' arrival.
- Children should enter the dining room quietly and say 'Grace' with the teachers when directed.
- Children should sit in silence whilst the meal is being served except for the child being served.
- Staff to encourage good table manners; use of knife and fork, elbows off table, mouth shut when eating, cutlery left alone when not in use, water poured only when the meal has been served. Children must remember to say 'please' and 'thank you'.
- All children should be served a small amount of every food unless they are on the exclusion list.
- Children may talk to those opposite them or beside them once all the dining room has been served.
- A child may have seconds if the first portion has been completely eaten. Teachers need to ensure children do not overeat.
- Pupils are expected to eat everything on their plate.
- Clearers are to be allocated by staff at the beginning of the week. They should be served first and sit at the end of the table with easy access to and from the tidying areas. There should be two people each day, once a week.
- Plates should be completely empty for stacking.
- Individual tables should be silent while the dessert is being served.
- Children should ask to be excused when leaving the dining room early.

- Tables should be wiped clean and food/serviettes picked up from the floor before the children are dismissed.

### **Junior and Pre-Prep School Lunch Guidelines**

- Children are invited into the dining rooms and expected to wait behind their chairs quietly until everyone has arrived.
- Children should enter the dining room quietly and say 'Grace' with the teachers when directed.
- Staff to encourage good table manners; use of knife and fork, elbows off table, mouth closed when eating, cutlery left alone when not in use. Children must remember to say 'please' and 'thank you'.
- Children will ask the serving teacher for the amount of each food item they would like, encouraging them to make good choices and not waste food.
- All children should be encouraged to eat it unless they are on the exclusion list.
- Children are asked to be quiet whilst eating the first course and then may talk to those opposite or beside them when they have both finished eating.
- A child may have seconds if the first portion has been completely eaten. Teachers need to ensure children do not overeat.
- Pupils are expected to eat everything on their plate.
- Plates should be completely empty for stacking.
- Individual tables should be silent while the dessert is being served.
- Tables should be wiped clean and food/serviettes picked up from the floor before the children are dismissed.
- Children are dismissed by the teacher when all the children have finished eating.

**PACKED LUNCH** is supplied by parents and brought to school each morning by the child. Children eating packed lunch eat with those taking hot lunch. Good manners are expected and the children are encouraged to eat everything in their lunch box.

### **EYFS Lunchtime Arrangements**

The Reception children will eat with the Years 1 and 2 children in the small dining room and Bistro and follow the guidelines found above. The Nursery children will eat in the Nursery in a relaxed family style environment where emphasis on language and communication is promoted during this time.

### **END OF THE SCHOOL DAY**

Pupils in Pre-Prep and EYFS will be handed into the care of parents or carers at the end of the school day. Parents will collect their children from the classroom doors. Nursery children will collect from the Nursery door.

A member of staff is on gate duty each day to ensure the children leave school premises safely with their parent/carers and are behaving appropriately.

Years 1 and 2 children who are attending the activity provision will collect in the Jubilee Entrance Hall and are handed into the care of parents/carers before leaving the building,

Pupils in the Junior and Senior School (Years 3 to Shell) will either attend an activity or will meet parents in the Top Field Car Park. Duty staff will be required to keep watch on the children until 16.15. Any remaining children should then be sent to the Board Room.

Under no circumstances should pupils open the gate or cross the road without a member of staff. Pupils should wait at the gate until a member of staff on duty attends.

## ACTIVITIES

Activities refer to the provision of prep sessions, clubs, extra-academic provision, sporting pursuits and performing arts rehearsals scheduled to take place beyond the timetabled curriculum. The opportunity to 'sign up' for activities will be made available via the Parent Portal in the penultimate week of the Michaelmas and Lent Terms and the week prior to the start of the next Academic Year. Pre-populated (by the school) activities will be noted in the case of some pre-selection of sports teams or performing arts ensembles etc.

Parents should be careful when making choices with their children as importantly **the activities/prep selected (for your child) for the term will not be changed during the term** and activities cannot be 'found' for a pupil on an ad hoc basis.

### Senior Activities

Prep (regarded as an activity) sessions are available for Senior School pupils in both extra-mural time slots. Please note the following:

- In the case of 2 activity slots being selected on a day - one of them **MUST** be prep
- If attending only the first activity slot, this can be prep or any other available activity
- All pupils in Years 5 to Shell will have a reading book with them during prep (and with them at all times)
- Prep will be handed in to the Form Teacher the following morning (whether this is completed at home or in school)
- Friday extra prep session available for 'incomplete' prep received during the week. Pupils will be asked to attend and the parents informed of this.

The involvement in the activities provision of the school is optional. If prep is not completed at school however, we expect the same high standards of work when it is handed in the following day.

Senior pupils may therefore be collected from school at the following times:

1. 16.05 (end of curriculum taught lessons)
2. 17.05 (end of first activity)
3. 18.20 (end of second activity)



Staff will be provided with paper Registers for their activities and prep sessions within one week of the new term. Staff should complete a Register for their activities and if they are expecting a pupil who is not there, should contact the office immediately.

All activities will be supervised by a member of staff or an external provider. External providers will have the necessary checks completed. Parents will always be advised when an outside provider is taking the activity session. Please see our Safeguarding and Child Protection Policy for more information.

#### Junior and Senior Activities

At the end of Activities children should leave from the main car park. Children will wait by the gate until the member of staff on duty opens the gate and stands at the crossing. The member of staff will wait with pupils until 17.15 (end of the first slot) or 18.30 (end of second slot). Before leaving school it is the responsibility of that member of staff to ensure that all children have been collected. If a child has not been picked up by 18:30 then the member of staff on duty will escort them to the Board Room and parents will be contacted.

#### Pre-Prep Activities

The activities run for Years 1 and 2 follow a multiple choice approach across the Year 1 classrooms. Between 15:30-16:05 the children will be registered and offered a snack and free play until 16:05 when the two members of staff on duty will collect the children and explain the activities available that day. If the children are taking part in a paid activity taken by an external provider, the supervising member of staff will ensure these children are registered and handed over to the appropriate individual. External providers will have the necessary checks completed. Parents will always be advised when an outside provider is taking the activity session. Please see our Safeguarding and Child Protection Policy for more information. At the end of the activity the children are collected by their parent/carer from the Jubilee Entrance Hall. Any child not collected will be taken to the office and the parent/carer called.

#### The Nest

The Nest is an after-school provision that is provided at an additional cost. It runs from 15:30-17:00 Monday to Thursday. The provision is mainly for children who have older siblings in the school taking part in the first activity. The children who attend must be collected before the older siblings promptly at 17:00.

### **IMPAIRMENT OF STAFF CAPABILITY TO SUPERVISE**

Staff should not be under the influence of alcohol or any other substance which may affect their ability to care for and supervise pupils. If staff are taking medication which may affect their ability to supervise pupils adequately, those staff should seek medical advice. These staff will only be able to work with pupils directly if medical advice confirms the medication is unlikely to impair that staff member's ability to look after pupils properly. If a member of staff finds that he/she is unable to care for and supervise pupils adequately due to sudden illness, it is his/her responsibility to summon assistance from colleagues and/or notify a member of the Senior Management Team immediately.

## **OUT OF SCHOOL EVENTS**

For events that take place out of school hours, a letter will be sent to parents to explain that they will be responsible for their children during these events. Whilst there will be a staff presence at these events and a level of supervision, the parents will retain overall responsibility for their children.

## **TRIPS AND VISITS**

All pupils will be supervised at all times during all trips and visits and the level of supervision will be commensurate with the age of the pupils and the nature of the trip or visit, details of which will have been noted on the risk assessment form. For further details about supervision during trips (day and residential) and visits (including sporting fixtures) reference should be made to the Trips and Visits information, as set out below.

## **EDUCATION, SPORT AND CULTURE MINIMUM RECOMMENDATIONS FOR STAFF / PUPIL RATIO:**

### **ON-ISLAND**

Nursery: 1 adult for every 4 pupils plus another member of staff incase of incident

Reception, Year 1 and Year 2: 1 adult for every 6 pupils

Year 3 to Year 6: 1 adult for every 12 pupils

Year 7 and 8: 1 adult for every 16 pupils (St Michael's would usually lower this ratio).

### **OFF-ISLAND**

Years 3 and above – no less than 1 adult\*\* for every 10 pupils.

\*\* Always 2 adults minimum where gender balance required.

Female Staff : Female students

Male staff : Male students

**OFF-ISLAND TRIPS:** Are journeys made off the island may include an overnight stay eg Activities' Week, the Ski Trip and Sports Tours.

**ON-ISLAND VISITS:** Are short journeys off the school site and are to places such as the Museum, Zoo, and other places of interest.

### **Request for Trip (off-island) or Visit (on-island)**

**All planned trips and visits must be requested in writing and submitted directly to a member of the Senior Leadership Team.** Once cleared, the Office Manager will make an appropriate entry in the school diary and, if minibuses are required, notifying the Office and the Head if drivers are required. Requests should include the following information:

1. Date and destination.
2. Times of departure from and return to school.
3. The number of children and staff involved eg ... children + ... staff.
4. Whether mini-bus/es and driver/s will be required. If so, how many.
5. Name of the teacher in charge.

**In the case of a trip**, the organising member of staff, who will have obtained the Head's approval for the trip, will be responsible for:

1. Making the travel arrangements and working out staff/children ratios.
2. Working out the costings with the Bursar.
3. Arranging insurance and billing with the Bursar.
4. Preparing relevant work and back-up work for the children.
5. Notifying parents in writing via the Parent Portal weekly mailing and supplying them with all the information they will need.
6. All trips (ie off island) must include a contact telephone number and updated medical information obtained from parents. All medication, apart from epipens and inhalers should be handed to the designated member of staff for safekeeping.

**In the case of a visit**, the organising member of staff, who will have obtained approval for the visit, will be responsible for:

1. Notifying parents in writing via the Parent Portal weekly mailing and supplying them with all the information they will need.

#### **Risk Assessment:**

Staff organising an off-island trip, or on-island visit must check the suitability and safety of the location and qualifications of those involved who are not connected with school. For every trip/visit an appropriate 'Risk Assessment' form (day trip / non-residential, or off-island / residential) should be completed and submitted as part of the request process.

#### **Mini-bus supervision**

Children travelling by Minibus in the EYFS and Pre-Prep Department must have an adult seated with them at the back of the minibus as well as the driver.

When a member of staff's car is being used as well as a minibus, they must travel in convoy with the minibus to maintain the ratio.

Pupil's seatbelts must always be checked by a member of staff before the minibus starts moving.

## **Supervision during sporting fixtures**

- Pupils must inform their parents of the upcoming fixture/ fixtures will be detailed on the school calendar / displayed on sports notice boards / office notified
- Home fixtures - pupils supervised by the teacher(s) / gap student in charge. Pupils may go home at the end of the fixture with their parents / appropriate adult or pupils may stay in school until their normal pick up time. Parents should sign their child out at the school office if they are taking their child home directly from the fixture if the time is earlier than their child would normally finish school.
- Away fixtures - Education , Sport and Culture minimum recommendations for staff / pupil ratios will be adhered to. Pupils supervised by the teacher(s) / gap student in charge. Pupils may go home at the end of the fixture with their parents / appropriate adult or pupils may return to school in the minibus and stay in school until their normal pick up time. All pupils not collected from the fixture venue will be brought back to school and the school office informed. On returning to school pupils to sign in at the school office before going to prep / return to their timetable.
- At the end of a fixture if the pupil is leaving with a parent / appropriate adult they must inform / speak directly with the teacher in charge.