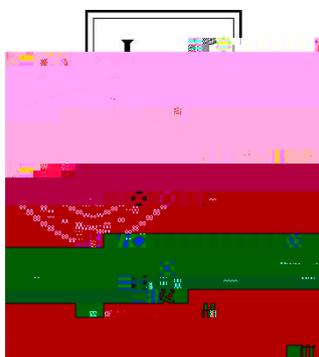
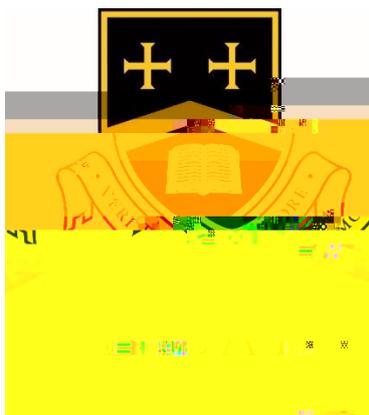


# Supervision Policy



**Policy Author:**

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**Rebecca Moore, Senior Deputy Head (Prep), Jo Cole,  
Head of Pre-Prep**

**Date Reviewed By Author:**

**September 2023**

**WCPS Committee Review due:**

**October 2023**

## **Supervision of Pupils (Whole School)**

### **Policy Statement**

**This policy and the procedures include all pupils including those in the EYFS setting. Appropriate supervision of all pupils at all times is an essential component of the School's responsibility to promote the welfare of pupils. The level of supervision will vary depending on the activity taking place and if**

**Day pupils should arrive in School in time for registration at 8.30am. They may go to their Year Areas – with the permission of their Head of Year - or their Tutor room when they arrive. Heads of Year or their Assistants/Deputies supervise these areas.**

**All pupils should be aware of the procedure to follow if their teacher is not present for CPs or for a lesson. A member of the class should inform the nearest teacher and another pupil should go to Reception to let the Receptionist or School Secretary know. Tutors should discuss this with their form and nominate individuals who might take on this responsibility. Cath Drummond will have issued the cover sheet by e-mail before 8.20am and usually by 8.00am. The Receptionist will contact Emergency Cover in the Library, by phone or by email (each period has an allocated teacher available for Emergency Cover, usually a single period per teacher per week). Whilst waiting, pupils should work or read in silence and stay seated, leaving the classroom door open. Teachers and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.**

**Sixth Form day pupils in study periods must work in the Pye Centre or the Library, or an allocated free**



## **6) Lunch queue and Refectory**

**This needs two members of staff and it is very important that it is carried out efficiently and authoritatively.**

**The queue needs to be orderly and sensible.**

**The front of the queue should not go beyond the pillar by the staff partition.**

**Do not allow pupils to return to the servery after collecting their lunch so that the one way system is maintained.**

**The queue in the foyer should be restricted to one line only.**

**The member of staff on top lane duty should not let year groups waiting for lunch go into the foyer until it has cleared. Pupils should be kept off the pavement to leave enough room for staff and others to go down the steps and into the foyer.**

**Pupils with priority cards may enter lunch first.**

**No card, no entry unless escorted by a member of staff.**

**The pupils then enter in the order prescribed for that day.**

**Other pupils should be sent away until it is their turn.**

**In the Refectory the teacher must patrol to ensure good behaviour.**

## **8) Saturday Duties**

**Staff not involved in boarding or regular co-curricular activities on a Saturday can expect to undertake one Saturday duty each term. A rota is published at the start of each term. It normally involves being in school to assist in the smooth running of hosting fixtures and managing the site during the morning and afternoon, either at School or at the Hill Fields Pavilion. A brief overview of the job description is sent to all staff each year.**

**Caterham Prep School**  
**Procedures**

**Duties and Staff Ratios**

**Duty schedules are compiled by the Deputy Head and the Head of Pre-Prep, in accordance with current adult:child ratios advised by national education authorities for specific age groups.**

**During the Day**

Members of staff on duty at break times throughout the school day should ensure that they position themselves or patrol to maintain clear visual and auditory contact with the pupils in their care. Where more than one person is on duty, members of staff should spread their presence as far as possible and avoid standing together for prolonged periods of time.

**Indoor play**

In the event of wet weather, pupils are required to remain in their Form Rooms. Board Games and activities are provided for the pupils to enjoy. Members of staff on duty are assigned 'zones' to patrol and supervise the children accordingly.

**End of Day Routine**

At the end of the day pupils in Pre-Prep and Prep School are dismissed by their teacher.

**After School and Out Of School Hours Activities**

Members of staff who hold 'after school' or 'out of school hours' clubs or activities of any description

## **Arrangements for EYFS children during the day**

### **Reception Classes**

Staffing qualifications:

**RR: Teacher with BSc (Hons), PCGE**

**TA: Level 3**

**RC: Teacher with BA (Hons) QTS**

**TA: Level 3**

**Teachers and TAs in all day with children.**

**Playtime in Reception: Rota of teacher/TAs.**

**In case of Reception Teacher sickness, a fully qualified teacher will take the class. If TA sick then a fully qualified TA will be sought.**

**End of day:**

**Children with older siblings can stay to sibling class till 3.40pm. This is for children from Reception and Year 1. This is staffed within the year group adhering to the legal ratios.**

### **Pupils who are regularly collected later than the advertised time**

**Should members of staff become aware that a pupil is collected beyond advertised time regularly; they should report this fact to a member of the SMT. A member of staff will contact such parents to clarify picking up arrangements and the associated timings.**

### **Pupils who walk or cycle to or from school**

**Pupils who walk or cycle regularly to school do so under the supervision and/or authority of their parents.**

**In order for the school to keep up to date with which pupils have parental permission/instruction to travel to and from school in this way, Form Tutors are requested to regularly check with their pupils on these arrangements and to forward any changes or new arrangements to the Office. Parents are regularly requested to keep the school informed of any such arrangements.**

**In Years 3-6, every morning registration includes the form tutor completing an after-school sheet to record pupils' movements at the end of each day. This includes if a child is walking to another part of the school site to be collected, or indeed if they are walking home. This is then passed to the Office.**

**It should be borne in mind that the accuracy of this document relies entirely in the relevant information being received from the home. As such this is not an accurate or definitive document but is designed to assist those members of staff who may need to know how a child is expected to get home on a given day.**

**'Out of Bounds'**

The following areas are to be considered 'Out of Bounds' for all school activities. The list is not exhaustive and members of staff should use discretion at all times in allowing pupils access to any part of the school.

Any classroom with special awareness for science labs and ICT suites, unless a teacher is present in the room. During wet-breaks classrooms must be regularly patrolled and visited.

**Boiler rooms.**

**Wheelie Bin storage areas**

**Grassy banks**

**Woodland above the Prep School**

**Any part of our neighbours' property excepting the access path across their land.**

**Any internal driveways, public or private road, parking areas.**

**Any Kitchens**

**Any Staff Rooms (Including children of members of staff before and after school)**

**Any huts, sheds, rooms, workshops or stores used by grounds, caretaking or maintenance staff**

**Any staff housing or accommodation. (Unless specific permission is agreed by Head of Prep School)**