

# Supervision

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## 1 Policy statement

1.1 Hampshire Collegiate School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits.

1.2 The school is committed to ensuring that pupil supervision and security always forms part of the Risk Assessment for any activity or visit.

1.3 Supervision of pupils takes into account the age, maturity, special needs and numbers of pupils as well as the location and type of activities in which they are engaged.

1.4 Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite.

1.5 Supervision of pupils in remote locations is secure and is in line with the guidelines set out in the United Learning Health and Safety Policy document.

1.6 Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.

1.7 Where senior pupils have supervisory responsibility for other pupils there is always a member of staff readily available and in overall charge.

1.8 Mandatory staffing ratios for EYFS provision are enforced.

1.9 Supervision of boarders meets the requirements of the National Minimum Standards for Boarding [15].

1.10 This policy applies to all members of our school community, including boarders and those in our EYFS setting.

1.11 Hampshire Collegiate School is fully committed to ensuring that the application of this Supervision Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

1.12 Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.13 This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:

- Behaviour and Discipline Policy.
- Duty rotas for lunchtimes/loading of school buses/ night time supervisors
- Fire Safety

- Educational Visits and Off Site Activities Policy and Procedures
- Missing Pupils Policy
- Uncollected Pupils Policy
- Provision arrangements for before/ after school care
- Risk Policy and Risk Assessments
- Guardianship Guidance
- Adults Staying in School Accommodation Declaration
- Boarding Handbook
- Employees with Rights of Occupancy Declaration
- Employees without Rights of Occupancy Declaration
- Adults Who Are Not School Employees Declaration

## 2 Prep School Procedures

The front door to the Prep School is locked during the day and the only access to the school is gained through the front door which is monitored by the Prep School Office Staff. Children are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors. The school day ends at 3.35pm for EYFS, 3.45pm for KS1 and 4pm for KS2. Children in KS1 are met at the classroom doors by their parents. Children in KS2, except for those attending co-curricular clubs, are taken to the front of the school to meet their parents or carers. Once the parent/carer has collected their child, they are responsible for that child.

### 2.1 Playtimes

- The school opens at 8am
- Parents drop children off at the front of the school or park in allocated bays and walk into school with their children.
- Prep School pupils are supervised on the playground by staff on early morning duty who are one day first aid trained. Before school all Nursery pupils are supervised in Crèche; Reception children can also choose to attend crèche at this time rather than going onto the playground. KS1 & 2 pupils are supervised on the playground until 8.30 from which time a bell is rung by the duty member of staff. The children are sent into school class by class.

### 2.2 Morning Break

Nursery and Reception 10.15 - 10.45

Nursery and Reception classes have milk, water, and fruit supervised in their own areas. Children are then escorted outside to the playground.

Years 1-6                      10.55 - 11.15

Children must be accompanied to the playground and staff must ensure there is a teacher on duty or remain on the playground until the duty teacher arrives.

There will be **2** members of staff on duty.

At the end of break the bell will be rung and the children are sent back into school in class order. Any equipment should be placed back into the equipment box.

### 2.3 Lunchtimes

The children have a staggered lunchtime. Nursery and Reception children eat their lunch together with the staff from 11.50 onwards. After lunch Nursery go into the free flow area and Reception go onto the main playground. When KS1 children have finished their lunch staff are to check there is a member of staff on duty in the playground before sending the children out.

Years 1-6                      12.00 - 1.15

Years 1-6 have a staggered lunchtime in the dining hall which is monitored by Prep School staff and 2 lunchtime supervisors. After they have finished their lunch they go into the playground which is monitored by 2 members of staff.

### 2.4 Afternoon Break

Years R-6                      2.55 - 3.05

Children must be accompanied to the play area and staff must ensure there is a teacher on duty or remain on the playground until the duty teacher arrives.

There will be **2** members of staff on duty.

At the end of break the bell will be rung and the children are sent back into school in class order. Any equipment should be placed back into the equipment box.

### 2.5 Wet Break

If it is too wet to go outside, Nursery and Reception are supervised in the Nursery area. Years 1 & 2 go under the covered area. Year 3-6 remain in their classrooms and 2 members of staff are on duty and patrol the upstairs and downstairs classrooms.

### 2.6 Co-curricular Clubs

Children in Nursery, Reception and KS1 attending co-curricular clubs run by external agencies will go to crèche at the end of the day and wait for the person who is leading the club to collect them.

Children in Years 1-6 go to the designated room from which their club is to operate.

Children attending sports clubs are to take their kit to classrooms. Children attending co-curricular clubs run by HCPS staff go to the playground where they will be collected by the teacher running the activity. The member of staff then has the responsibility for these children until they are given into the care of the parents at the end of the club session.

Children who attend co-curricular clubs during the week are dismissed by staff from the front of the building and collected by their parents once the activity has finished.

## 3 Senior School Procedures

In the Senior School a member of staff is on duty in the bus bays between 0815 and 0830 to supervise pupils leaving the buses.

At break and lunch time the site is supervised by members of staff who patrol specific areas of the school including the Atherley Hall, the area around the English department, the Maths and Science Departments, Modern Languages and Humanities as well as the North and South Lawns and Heather Gardens.

Students are permitted to stay in their Tutor Rooms during break and lunch times.

After school, all day students remaining on site are expected to either be in an organised activity or attend the Homework Room (ICT1). Attendance in after school activities is monitored through registers. Pupils are collected by parents by 5:30 pm.

Duty rotas are sent by email to all staff at the beginning of each term and are also displayed in the Staff Room.

### 3.1 Lesson time

- No class is left unsupervised for any reason during the school day. In the case of an emergency, if a teacher needs to leave the classroom they must ensure that a Teaching Assistant, or other member of staff, can take their place in the room.
- Senior School pupils must go to the Staff Room or Main Reception if they need a teacher. All staff must be in their tutor rooms ready before the start of registration (or lesson).
- Parent helpers sign in at the front office and must wear an identity badge. All staff are aware of the need to check strangers on the premises and report immediately to the school office wherever there is concern.

If a pupil is taken ill during the course of the school day, he/she is sent to the Medical Room with an adult if the child is in EYFS or KS1 and with another child if the child is in Key Stage 2. Pupils in the Senior School are permitted to go to the Medical Room without being accompanied. The staff in the Medical Centre assess the child and determine whether he/she is to be sent home and will contact parents if the child needs to be collected. The child remains in the Medical Centre until parents/carers arrive. The Prep School or Senior School Offices are notified if any child is sent home during the course of the school day.

### 3.2 Attendance and Absences

The responsibility to ensure that a child attends school regularly is that of the parents or carers. The Senior School and Prep School offices keep emergency contact telephone numbers. Parents/carers are asked to contact the school offices on the first day of absence. Where an unexplained absence does occur, and it proves impossible to make contact with the home, Social Services and Educational Welfare may be informed. Children are not allowed off site during school hours unless parents/carers notify school. Parents/carers must sign their child out from the school office.

### 3.3 Late Collection from School

If parents are late collecting their child without previous notification given to the school, the Prep School or Senior School Office will contact the parents concerned to ascertain their whereabouts and what time they will be at school to collect their child.

If the children are in EYFS or KS1 they will usually wait to be collected in the classroom with their class teacher or in after school crèche.

If crèche has finished at 6pm, and the child has still not been collected and we have had no notification from parents, and the school has had no contact with parents or carers or emergency contacts, Social Services will be notified.

### 3.4 Fire Procedures

All Teachers must ensure that the children in their class understand the procedures to follow in case of fire and teachers understand their supervisory role in the case of a fire.

### 3.5 Staffing Ratios

The following mandatory staffing ratios are followed:

- a) In Reception classes (majority of children are 5+ within the school year) – ratio of 1:30
- b) In Nightingale Nursery where a person with QTS, EYPS professional status or another suitable level 6 qualification is working directly with children (children 3+) there is a ratio of 1:13. There has to be+ at least one other member of staff with a full and relevant level 3 qualification. Without a level 6 qualified member of staff the ratio is 1:8.
- c) In Nightingale Nursery settings (children aged 2 years +) – ratio of 1:4 for staff with level 3 qualifications + half of other members of staff with a full and relevant level 2 qualification.
- d) In out of school care settings (Nursery/Reception) – ration 1:8 + half of other members of staff with a full and relevant level 2 qualification.

Staffing ratios for trips and activities: For all trips and visits staff should consult with the EVC, Peter Meaden in the Prep School and Kevin O’Connell in the Senior School, when determining staffing ratios for activities following the procedure set out in the Educational Visits Policy. Any on-site activity must also be supervised. For Prep and Senior School trips and visits the mandatory pupil teacher ratio is required unless agreed with either the Head of Prep School or Deputy Head (Senior School) that the nature of the activity requires a different ratio. Where only one member of staff is in charge of pupils on any trip, that member of staff has the means to call for back up from at least one other member of staff if necessary.

Staffing ratios for breaks and meal times: Staff must follow the duties guidelines as set out in the School Handbook. Incidents of bullying and poor behaviour can and regrettably do occur when a responsible adult is not visible to the pupils. Teachers are responsible for ensuring pupils are supervised and secure at all times and that safe, civilised behaviour is consistently observed by all pupils. Effective supervision involves:

- Punctuality
- Constantly moving around the area to be supervised

- Following the procedures outlined below for specific duties
- Immediately investigating situations which may be a cause for concern
- Communicating concerns to other staff at the point of hand-over

Staffing ratios for out of school care: The Educational Visits Policy will detail 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.

Staffing procedures for remote supervision: Any member of staff supervising pupils in a remote location must have first consulted with a member of SLT or SMT. Depending on the nature of supervision a risk assessment may have been carried out. Staff must have a mobile phone with them and should call the appointed SLT/SMT contact in the event of a problem or concern. The Prep School Office or Senior School Reception must also be informed of any remote supervision.

Procedure concerning supervision of pupils by older pupils: Sixth Form pupils are allowed to supervise activities, for Internal Events for example, the School Musical or music rehearsals. However, the teacher in charge of the event must ensure staff are on-hand to assist and that the Sixth Form pupils running events have a clear understanding of who to seek out and where they will be.

#### 4 Safety and Security

Safety and security for pupils and staff are essential. In the Prep School a code system is used for all main school doors and notices ensuring these are kept closed are in place and must be adhered to. All staff will be notified about timings for visitors. All visitors sign in with the Prep or Senior School receptionist and are given badges which must be returned on leaving. All pupils are registered at the beginning of the morning and afternoon sessions. Pupils arriving late or leaving early must sign in or out at the Prep School Office or at Senior School Reception. Staff sign in and sign out during the school day. All staff duty groups must be prompt and alert for playground duties. In the Prep School all pupils are in the care of a teacher until collected by their responsible adult at the classroom door, the main school door or after school club venue.

#### 5 Supervision in EYFS

- 8.00 am – 8.35 am – Morning Crèche – Nursery main room –ratio 1:8. Ratio 1:4 for children under 3
- 12.30-1.10-Outside Play Area –ratio 1:8
- 3.45 -6.00 – After School Crèche – Nursery Room -ratio 1:8 and 1:4 for children under 3

#### 6 Additional Supervision in the Prep School

- Walking back and forth from the Senior School site requires appropriate supervision of adults with all year groups. A register must be taken on leaving the Prep School building and a register or head count taken again on arrival at the sports centre.
- Pupils must be supervised as they enter and leave each classroom or resource room.
- Pupils must be supervised while changing for break time or for PE/Games/Activities. While pupils' privacy is respected during this supervision it is essential that an adult is present at all times.

- As for school trips and all outdoor activities, pupils in the Prep School must be in sight of their responsible adult at all times.
- Form teachers and subject teachers should encourage toilet visits and hand washing at the beginning and end of each break but there is NO restriction on loo visits during breaks or lessons as drinking water at the beginning and end of lessons and during break is encouraged.

## 7 Supervision of Boarding Pupils

Appropriate supervision of pupils is taken very seriously within the Boarding House. With the different age groups living together and both sexes under the same roof, we are careful to watch each individual grow under the watchful eye of the Heads of Boarding. Hampshire Collegiate School also has regard to the national Minimum Standards for Boarding (Standard 15) when providing for the supervision of boarders outside the normal hours. Any person employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed and receives regular reviews of their boarding practice with opportunities for training and continual professional development in boarding. Boarders at HCS are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.

## 8 Duty procedures

See below for details regarding the duty procedures which demonstrate satisfactory levels of staff supervision of boarders during:

- a. The mornings
- b. During breaks in the school day
- c. During evening prep time
- d. During evenings outside prep time
- e. At the weekends both during the day and in the evenings

The following are current Boarding House procedures:

8.1 The current (October 2018) boarding numbers are 32 girls and 32 boys aged from 11-19; although on any given day the numbers can fluctuate. In the morning pupils are supervised by matron and duty boarding staff who also take breakfast with the pupils in the dining room. During breaks in the school day, boarders are part of the day school and as such are supervised by day duty staff. Between 4pm and 6pm, many of the pupils are engaged in activities around the school. Within the Boarding House there is a duty Matron who supervises the pupils returning to the house. She is looking after the pupils not engaged in activities or too ill to participate. The Duty Staff are based in the Boarding Office and patrol around the House, interacting with the pupils and giving reassurance or advice wherever necessary.

8.2 Staff working in the boarding house know the whereabouts of boarders in their charge at all times. All boarding staff regularly patrol the boarding house and grounds (when appropriate) to ensure there is a visible staff presence.



8.3 The grounds and the areas that the pupils are allowed to go into are supervised at all times from 4pm – 6pm, as most activities are held in the sporting facilities around the school. Within the House, there are also a number of members of staff working who are considered to be available when necessary.

8.4 From 6pm to 11pm the boarders are always well supervised with more than adequate ratios of staff. Members of staff who are not on duty are within a very short distance of the House and can be called upon if required.

8.5 Prep for the juniors is supervised at all times in the house library. And the seniors study in the 6<sup>th</sup> Form Study supervised by a member of staff. The duty staff are all present for the house registration so that the pupils know who to go to and the staffing is posted on the 'Boarding' notice board in the house entrance. Details of how parents can contact the duty staff are on the website and in the Boarding handbook. If a member of the Boarding staff is ill, their duty will be covered by another member of staff from within the House. If a number of staff become ill, then the SLT are on cover for the House and can be telephoned as and when necessary.

8.6 The needs of the sick and injured are met by a matron or a member of staff who has attended at least one full day of training in First Aid. Those pupils requiring specific medication on a regular basis know when to go to receive it. Before a pupil starts the school all medical reports and notes should be with the medical team.

8.7 The activities that the House is currently offering are: football, fitness, cooking, quizzes, movie nights, running, gym.

8.8 Pupils are encouraged to mix between the different age groups in the common areas. The older pupils assist with providing supervision at prep time as well as assisting duty teachers where necessary.

8.9 The number of staff accompanying and in charge of boarders on organised trips away from the school site will at least satisfy DfE guidance on minimum ratios, with increased ratios of staff to pupils where the nature of the trip necessitates this.

8.10 Staff deployment and numbers on organised trips away from the school site ensures that people not on school staff or subject to the school's recruitment checks for access to boarders (including activity instructors) do not have unsupervised access to boarders.

8.11 If an offsite activity is taking place then the member of staff taking the group will remain with the pupils at all times unless, due to the age of the pupils and the location and nature of the activity, it is considered safe for them to be unaccompanied. Under these circumstances, pupils must not be allowed to wander alone – appropriate group sizes must be determined by the group leader. At all times a list of mobile telephone numbers is held by one member of the teaching staff and all pupils have access to the duty mobile if there is a problem and they need to contact them. All boarders have consent forms signed to say they can or cannot be unsupervised on trips for a short period of time. If they do not have permission, they remain with the member of staff.

8.12 Pupils have the opportunity to go to a friend's house for weekends. Such 'exeats' are very important to the overseas pupils in particular, as they offer an opportunity to get away from the school environment for a few days and experience family life in the UK.

8.13 If there is a problem within the Boarding House and the Head of Boarding is not on duty, then he/she can be called by telephone and be on duty at short notice. All pupils know that if they need to contact the Head of Boarding overnight then they have the number of their mobile phone or can knock on the door to their accommodation. There is always at least one member of the boarding staff in the boarding house overnight who is responsible for the boarders

8.14 It should be noted that no member of the Boarding staff would put themselves in an invidious position with a member of the opposite sex on a 1 to 1 activity. If the ratio is that low, then the activity will be cancelled until more pupils are taking it or a teacher of the same sex as the pupil is available to undertake the activity. The level of staffing is well within the DfE ratio of 15 -20 to 1.

8.15 It should be noted that when it gets dark in the evenings the pupils can go outside but must stay in the lit areas around the house.

8.16 The signing in and out sheets are in the Boarding Office by the main entrance to the house and are used by all year groups if they leave the House at any time after 4pm. Pupils may only leave the school for overnight visits with permission via an email from the parents or guardian and if the Tier 4 Form is completed as appropriate. If they are going off site, they must sign out and tell the duty member of staff.

8.17 Taxis to and from Romsey and/or another local destination are booked with one of two companies in advance via the members of staff on duty and pupils can only go with the permission from parents.

8.18 The Head of Boarding sleeps in the Boarding House and another member of staff has occupancy of another flat at the opposite end of the House. This is so that adequate cover is always available for the mixed boarding house. This is felt to be a matter of great importance to provide seamless cover in the event of illness and so on.

8.19 There is a telephone system in the House whereby all pupils can pick up a telephone and call if there is a problem.

8.20 The pupil Overnight Register sheet informs all who are on duty which pupil is in the Boarding House at lights out and the boarding diary (midweek) and exeat sheets (weekends) allows all members of the boarding staff to see if someone has been given permission to be away from the House. The sheets are ticked off as and when the lights are put out at the allotted times. The Overnight Registers are kept in a readily accessible place overnight in the event of a fire alarm.

8.21 The Head of Boarding ensure that all Boarding staff are aware of the roles of spouses, partners and/or other adult members of staff households within the boarding house.

8.22 Any person employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training when newly appointed and receives regular review of their boarding practice with opportunities for training and CPD.

8.23 Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarders.

8.24 The school has a comprehensive *Missing Pupils Policy* which includes specific procedures for missing boarders.

8.25 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

## 9 Document Information

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Name of owner/author	José Picardo
Name of individual/department responsible	José Picardo, Deputy Head Sarah Philips, Head of Prep School Johnathan and Isabelle McCredie, Heads of Boarding
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