

10.2 Supervision of Prep Pupils Policy



WESTONBIRT
— PREP SCHOOL —

Policy Title: Prep Supervision of Pupils Policy	Effective Date:	September 2023
Staff Member Responsible: Head of Prep School	Review Date:	September 2024

Rationale

Westonbirt Prep School aims to ensure that all pupils are adequately supervised at all times, both in and out of the classroom and on and off the site.

Procedure

1. Pupils are supervised by their teachers and/or teaching assistants in classes.
2. On arrival to school and on departure there is an adult to either welcome the child out of /into their car and to cross any roads. Nursery and Reception children are taken in by parents.
3. Activities such as clubs, either during school or after school, may be run by external providers or specialist staff. At this time, there are always at least two members of staff available in the vicinity.
4. Older children (Prep) may move around the site on their own to access toilets or in pairs for other reasons. In this instance, they will only move to familiar places and will be aware of the expectations on them about behaviour, risk, etc.
5. Whilst on outings such as trips or sports fixtures, children will remain with a member of staff at all times. Children do not leave the site without a member of staff or parent (a record is kept in the office of early collection or late drop off). Ratios are managed relative to the children's ages and may be increased for sports fixtures. Risk assessments including medical requirements will be completed and considered before any outings.
6. Registers are taken at the beginning of the day and after lunch. Records are kept and teachers are aware of all absences and pupils' movements around school e.g. to an individual music/tennis/golf lesson. If a child is missing from registration, the following should take place:
 - Report the child missing from registration to the office immediately
 - Check with timetables/relevant staff/peers in person
 - Staff wide email to be sent if necessary
 - Notify Headmaster if not already aware
 - Contact senior school staff
 - It may be necessary to use the missing persons procedure
7. Children moving around the site do so under the supervision of staff in a safe and responsible manner, staying off roads where possible and keeping to paths. They should not interact with a member of the public without a staff member being present.
8. Staff are empowered and encouraged to question the presence of an unknown person on site.

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9. Break and lunch times are supervised by an appropriate number of staff. These staff are teachers, teaching assistants or break time supervisors. There is always a member of staff for children to communicate with, manage behaviour and deal with accidents. Additional staff are accessible in close proximity outside, in the staff room or the school office. Children only return inside the school buildings with staff permission and valid reason eg to go to the toilet.
10. In the EYFS, a ratio of 1:4 (2 years) or 1:8 (or the appropriate regulatory requirement) is adhered to during curriculum time with staff always in sight, hearing or both of a child. At break time, nursery is staffed using the same ratio. Reception may be supervised as part of a wider group of children. There are always staff members responsible for duties and additional staff will be available from the staff room in close proximity or at any time via email in advance.

This policy should be read in conjunction with:

- Missing Pupil Procedure
- Safeguarding Policy