



BILTON GRANGE

PREPARATORY SCHOOL

Supervision Policy

September 2021

Supervision Policy

This policy applies to all pupils at the Prep and Pre-Prep.

Rationale

All pupils at Bilton Grange School can expect to receive appropriately supervised education commensurate with their age and stage of development.

Related policies

This policy should be read in conjunction with the following policies:

Health and Safety Policy

Child Protection and Safeguarding Policy

Sports Department Policy

Boarding Policy

Educational Visits Policy

Pre-Prep Supervision

Bilton Grange School seeks to make sure that systems are in place to ensure Pre-Prep children are safe and supervised at all times during the school day, from when they are passed into the care of the school by parents or carers until they are handed back into the care of parents or carers. All pupils will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance. There will be a member of staff with appropriate Paediatric First Aid training available to Pre-Prep pupils at all times.

Supervision of Pre-Prep pupils including those in the EYFS will include the following:

- During lesson times pupils will never normally be left unattended in the classroom.
- 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.
- All pupils are supervised when changing for PE whether they change in their classrooms or in one of the changing rooms. Changing for swimming takes places in changing rooms adjacent to the swimming pool and children are supervised by a member of staff.
- Break times - whilst in the playground, all pupils will be supervised as set out below. The duty teacher will be aware of which pupils have gone inside and ensure they return outside. Communication between staff outside and inside on First Aid duty will be by radio as required.
- When there is a wet break, pupils may gather in the Pre-Prep hall or in classrooms and undertake activities as advised by their Form teachers. Staff who would ordinarily be on duty in the playground, and others as required, will supervise given areas of the school.
- Lunch times - pupils will be escorted to and from the dining room and members of staff will sit with the children and supervise the pupils whilst eating lunch.
- Pupils are accompanied by a member of staff when taken to class Music lessons in the Music room.
- Children are supervised as they move between classrooms.
- All children are accompanied to PE lessons where lessons are taught by Bilton Grange staff.

Pre-Prep Outside Play

Children are given safety talks regarding where they are allowed to go outside, and these rules are regularly repeated to ensure understanding. Qualified staff are always on duty when children are in the Pre-Prep play area. They ensure children are within sight and sound or sight or sound. The Pre-Prep Playground has perimeter fencing and gates and children are only allowed through these with permission and under supervision from duty staff.

Pre-Prep Duties

Morning and Afternoon Breaks	All Pupils in the Pre-Prep, including The Nest and Reception children, are supervised by an appropriate number of staff. Staff on duty are outside at the beginning of break and supervision is pro-active. The children are aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident or a child is upset.
Lesson Time	Teachers, alongside teaching assistants, are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency, teachers might: summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; call the School Office or a member of the Senior Leadership Team.
Lunch Time	In the Dining room, pupils are supervised by members of staff who undertake lunch duty on a rota basis.

School Opening Times

All Day children may arrive at school from 8.00am. Prep pupils arriving earlier, by arrangement, must sign in in the North Entrance and remain there or go to the Dining Room if arriving before 7.50am. Pre-Prep pupils arriving between 8.00 and 8.20am should go to the Den where they are supervised by a member of staff. Breakfast Club is available in the Pre-Prep on a pre-booked basis, and this is supervised by two members of staff.

Pre-Prep children must enter through the front door of the Pre-Prep. Members of staff stay near entrance/exit doors to greet children and parents and ensure children do not exit the building unaccompanied. When parents have left the building, gates and doors are secured.

Registration

A register of pupils is taken at the start of the school day and after lunch time break. On Wednesdays and Saturdays, the second registration at the Prep is taken at the end of morning school. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. In Pre-Prep, registration takes place between 8:40 and 8:50am and at the start of afternoon school which is either 1:40pm for year 3 games or at 1:55pm.

End of the day

All children are released at the end of their session into the care of a parent or other individual whose name has been notified to us in advance. Permission must be given for children to go home with people other than their parents/carers. From 4.00pm, Pre-Prep children (including those in The Nest and Reception) may be involved in after school clubs, run by members of staff or outside agencies, or may be taken to the Den. Any outside agencies will have the relevant DBS clearance and undertake their own risk assessments.

The Den runs between 3.40/4.00 until 6.00pm and is held in the Pre-Prep building or just outside in the summer. There are always at least two members of staff present.

Ratios in the EYFS

The school ensures that the staffing ratios within all classes are appropriate.

The Nest (for children over 3 years of age) is led by a qualified teacher and supported by a second member of staff at all times.

Each Reception class (where the children reach 5 within the year) is supervised by teachers and supported by a teaching assistant.

Supervision of Pupils on Trips – Pre-prep

Bilton Grange organises a variety of trips or visits for pupils in the EYFS. It is the policy of Governors that appropriate health and safety procedures and precautions commensurate with the risk, be taken for all school trips and outings. 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 and visits, please see our Health and Safety Policy.

Visitors

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at School Reception, where they will receive a badge, which they are expected to wear for the duration of their visit.

Missing child policy and procedures for if a child is not collected on time

The welfare of all our children at Bilton Grange is of paramount importance. If a child is missing during school hours, an email will be sent to All Bilton Grange Staff to alert staff that a search has begun. Unsupervised areas of the school, eg lavatories, will be checked and, if appropriate, CCTV footage will be reviewed. It may then be necessary to sound the Fire alarm in order for a register to be taken and the Headmaster will be informed. An incident meeting will follow as soon as possible and the appropriate action taken. This may include contacting the emergency services and further members of staff for support. For further information on boarders going missing at night, see the Boarding Policy.

If a child is not collected on time, parents will be contacted by the member of staff on duty. Should there be no response, the child will join in with existing activities, including those of the boarders if necessary, whilst further attempts are made to make contact.

Please see appendix 1 for further information on procedure.

Pupils in the Prep School

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

During lesson times, pupils will be supervised at all times during a lesson.

Between lesson times, where pupils are receiving specialist teaching in different classrooms, it is reasonable and necessary for children to leave at the end of a lesson and for them to move swiftly between lessons, ensuring they arrive promptly for their next lesson. If a teacher has not arrived within five minutes of the start of a lesson, two pupils should go to Reception and inform Reception staff, who will ensure a teacher goes to the classroom immediately. Though pupils will generally move around the school unsupervised between specialist and Form lessons, 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.

At break time, pupils will leave lessons once dismissed and will make their own way out to morning break, lunch and little tea. Whilst outside the school buildings but inside the school grounds during break times, pupils will be supervised as set out below.

Lunch time - pupils will have greater independence in the dining room than children in Pre-Prep but will be supervised by staff whilst queuing for lunch and eating.

Changing rooms - pupils will be fully supervised during this time in a manner that does not infringe their right to privacy.

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 who ask to go to the toilet return to the classroom within a reasonable time and, if they do not, that their whereabouts are sought and their supervision resumed. 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 - pupils are entitled to use the toilet during break time, as needed.

Pupils in the Upper School (Years 7-8)

These pupils are of secondary school age and may be given a greater degree of independence. Nevertheless, they will be supervised in the same manner as pupils in the Juniors and Middle School, with the following exceptions:

In certain circumstances, small groups may be separated out to work independently (for example, in the library or in the music practice rooms) and without direct supervision, as long as a teacher retains direct responsibility for each pupil and each pupil knows where the teacher responsible is.

Pupils who are Off Games

Where possible, pupils who have a note to excuse them from participating in games lessons will dress appropriately and go outside to watch. Where this is not possible (due to bad weather or pupil illness), the children will go to the Library, or to a supervised indoor activity, or remain in the North Entrance in the view of the Receptionist.

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 Educational Visits Policy and Sports Department Policy.

Break Duties

Pupils will be fully supervised during break times as follows:

- Pupils at the Prep will only be allowed out to break once the bell has gone.
- Staff on duty must be outside promptly and remain on duty throughout the break or until relieved by another member of staff. The Juniors usually play separately from the Middle and Upper Schools, two members of staff overseeing the Juniors when outside and an appropriate number of staff supervising older pupils outside as well as inside the building.

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, for example, the Maintenance team or Operations Manager.

If a pupil is injured and the injury is minor, another pupil should be sent with the injured pupil to Reception who will contact a matron. The incident should be logged on iSAMS as soon as possible after its occurrence by the member of staff concerned.

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, again recording the incident on iSAMS as soon as possible

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 inform the Deputy Headmaster of this change. In Pre-Prep, notification to be made to Head of Pre-Prep.

If a member of staff is ill or has an unplanned last-minute absence, the Deputy Headmaster must be notified, and he will then arrange cover for the duty. Likewise in Pre-Prep, the Head of Pre-Prep must be notified, and use may be made of the duty rota entry – 'extra duty person'.

Wet Break Times

When there is a wet break (notified to the children verbally by members of staff on duty), pupils should go to the Library, Gallery or Sports Hall and undertake activities as advised by the members of staff on duty. Staff who would ordinarily be on duty inside or outside will supervise given areas of the school and will circulate around those areas. Where possible, other staff will circulate to ensure a strong presence and level of supervision.

End-of-Day Supervision

Pupils in the Juniors will, on Mondays, Tuesdays, Thursdays and Fridays, have the opportunity to be picked up at 4.00pm, taking prep home, or at 4.35pm, having completed prep. A member of staff on duty in the Junior Foyer will monitor the signing out of Junior and 3rd Form pupils at those times. Signing out of 4th to 6th Form pupils at 4.35pm is monitored by the Prep Secretary, supported by the member of staff on patrol duty.

At 4.50pm Junior pupils go to Junior Activities whilst other children still in school go to their classrooms for prep.

After prep and Junior Activities, pupils may be picked up or go for tea. Pupils in Juniors and 3rd Form should return to their classrooms after tea where they are supervised by the member of staff on duty until signed out or until Fall-in at 6.25pm. Pupils in 4th to 6th Forms are signed out from North Entrance after prep or after tea and a member of staff is on duty there from 5.40 – 6.25pm who will ensure that pupils are collected by the relevant parent or carer.

Any pupils who have not been collected by 6.25pm, the time of Boarders' Fall-in in the Gallery, will attend Boarders' Fall-in or wait in North Entrance if it is known that their parents are arriving imminently.

On Wednesdays and Saturdays, pick-up takes place at 4.00pm for all Day children unless children involved in matches finish at a different time.

Options

Pupils will be fully supervised by a member of staff or external provider during the club or activity, where a register will be taken.

At the end of the session, the member of staff or provider will ensure pupils are directly handed into the care of the relevant parent or carer, the sign out board having been initialled by the parent/carer, or are dismissed to make their way to the North Entrance, where the member of staff on duty will become responsible for the pupils' supervision until they are picked up by their parents/carers.

Children attending any clubs which finish at times other than those specified above will be collected by parents in accordance with arrangements notified to them. The members of staff running those clubs are responsible for supervising the pupils until they have been handed over to parents or carers.

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 the Deputy Headmaster or other members of the SLT immediately.

Out of School Events

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

Appendix 1

SAFEGUARDING CHILDREN

Missing child Policy statement

Children's safety is maintained as the highest priority at all times, both on and off premises. Every attempt is made through carrying out the educational visits and trips procedure and the entrance exit/procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures for Pre-Prep, including EYFS

Child going missing on the premises

As soon as it is noticed that a child is missing, the member of staff concerned alerts the Head of Pre-Prep and her secretary.

The Head of Pre-Prep will arrange for a thorough search of the building and external areas whilst her secretary emails all Bilton Grange staff to notify them of a missing child.

The Headmaster is informed that there is a missing child and he will deploy maintenance and ground staff to search external areas. CCTV footage will be checked.

The register is checked to make sure no other child has also gone astray.

The Head of Pre-Prep talks to the staff to find out when and where the child was last seen and records this.

If the child is not found, the parent is contacted and the missing child is reported to the police.

A full incident report will be completed on the incident by the Head of Pre-prep.

Children's social care may be involved if it is likely that there is a child protection issue to address.

Child going missing on an outing

This should be read in conjunction with the Educational Visits Policy (34).

If the Head of Pre-Prep has accompanied children on the outing, the procedures are adjusted accordingly.

As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that. If attending a particular venue, staff should make use of that venue's missing child procedure.

The Head of Pre-Prep is contacted immediately and the incident is reported to SLT.

If the child cannot be found, the Group leader contacts the police and reports the child as missing.

The Head of Pre-Prep or another member of the SLT contacts the parent who will probably head to the school. The school is advised as the best place, as by the time the parent arrives at the school, the child may have been returned.

Staff take the remaining children back to school, though it may be necessary for one member of staff to remain at the venue if advised to do so by the police.

The following is extracted from the Supervision Policy (22) and applies to the Prep school:

Missing child policy and procedures for if a child is not collected on time:

The welfare of all our children at Bilton Grange is of paramount importance. If a child is missing during school hours, an email will be sent to All Bilton Grange Staff to alert staff that a search has begun.

Unsupervised areas of the school, e.g. Lavatories, will be checked and, if appropriate, CCTV footage will be reviewed. The Headmaster will be informed.

It may then be necessary to sound the Fire alarm in order for a register to be taken.

An incident meeting will follow as soon as possible and the appropriate action taken. This may include contacting the emergency services and further members of staff for support.

The following is extracted from the Boarding Policy (7):

Missing Child Policy - Night

Incident:

A child is found to be missing from their bed during the night either by a member of the boarding staff or by another child (who reports it to the duty staff).

Action:

A search of the dormitory should be followed by a search of the following places:

1. Other dorms
2. Lavatories and washrooms
3. Boarders' Social Areas

If the child is still missing, the Houseparent and Assistant Head Boarding should be informed immediately.

If the child is still missing, the fire alarm should be sounded.

A full roll call should take place at the assembly point to determine that the child is definitely missing.

If the child is still not present, the Headmaster should be informed immediately.

An incident meeting will follow as soon as possible and the appropriate action taken. This may include contacting the emergency services and further members of staff for support.
An incident log should be started immediately.

Authorised Risk, Compliance and Safeguarding Committee:	
Date:	22 September 2021