



## **Supervision Policy**

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Trinity Term 2026

## **Scope**

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

The supervision arrangements for Little Grange Nursery can be found in Appendix 2.

## **Rationale**

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

## **Supervision in the Prep Department (Year 4-Year 8)**

### **Start of the Day**

All Day children may arrive at school from 8.00am. Pupils arriving earlier, by arrangement, must sign in at North Entrance and remain there or go to the Dining Room if arriving before 7.50am. Breakfast Club is available on a pre-booked basis in Earle House, and this is supervised by Boarding staff. Prep children enter through the Quad door or, from 8.00am, through the Junior Foyer. Those attending Chorister rehearsal or early swim squad training will be registered and supervised by staff at all times.

### **Registration**

A register of pupils is taken at the start of the school day and during the mid-day study period. On Wednesdays and Saturdays, the second registration 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.

### **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.

### **Supervision during the day**

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, though small groups may be working independently under direction: 6th Form scholars, for example.

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

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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. Should they not arrive in good time, the receiving member of staff will initiate a search.

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. Pupils rotate between eating in the Main Building or in Earle House, they are supervised at each location.

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.

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**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 Deputy Head. This must be reported on Estates Joblogic, and also in person or via email.

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 and on CPOMs where appropriate, 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 and on CPOMs where appropriate, as soon as possible after its occurrence by the member of staff concerned.

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 Head 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 Head 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, Common Rooms 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 4.40pm, 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.

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Signing out of 4th to 6th Form pupils at 4.40pm takes place from the Quad by the member of staff on duty.

At 4.55pm Junior pupils go to Junior Activities whilst other children still in school go to their classrooms for supervised prep.

After prep and Junior Activities, pupils may be picked up (as above) or go to Options (evening activities). Following Options, day pupils may be signed out from the North Entrance or go to supper with the boarders where they are supervised by boarding staff. After supper, day pupils are signed out from North Entrance and a member of staff is on duty there until ensuring that all day pupils have been collected by the relevant parent or carer.

On the rare occasion that a day pupil is unable to be collected, they will be placed into the care of the boarding team, and parents will collect from Earle House.

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 through SOCS.

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 member of staff, 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, or the member of staff on duty, are responsible for supervising the pupils until they have been handed over to parents or carers.

### **Pre-Prep Supervision (Pre-School – Year 3)**

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. All staff within the Pre-Prep are first aid trained and EYFS staff have the two day paediatric first aid training

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

## **Start of the Day**

Pre-Prep pupils arriving between 8.00am and 8.20am should go to 'Early Birds', where they are supervised by members of staff. A supervised Breakfast Club is available from 7.30am, on a pre-booked basis.

Pre-Prep children must enter through the front door of the Pre-Prep. Children in the Early Years are dropped directly to their classroom doors. Members of staff stay near the 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 lunchtime break. 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.

## **During the Day**

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 children are accompanied to PE, swimming and other specialist lessons which are taught by Bilton Grange staff. 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.

Pupils are supervised as they move between classrooms. As children become older, and particularly in Year 3, where we are preparing children for the move to Prep, they will be trusted to take messages around the building, or visit the library etc.

## **Lunch and Playtimes**

At Lunch, 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. This includes Years 2 and 3 who will be escorted to and from lunch at the Prep school dining hall.

Whilst in the playground, all pupils will be supervised by at least two members of staff, with a further staff member on call, and first aid duty. 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. Children are given safety talks regarding where they are allowed to go outside, and these rules are regularly repeated to ensure understanding. Staff ensure children are within sight and sound of at least one member of staff. The Pre-Prep Playground has perimeter fencing and gates and children are only allowed through these with permission and under supervision from duty staff.

When there is a wet break, pupils may gather in the Pre-Prep Hall or in classrooms and undertake activities as advised by the duty team.

### **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 (After School Club). Any outside agencies will have the relevant DBS clearance and undertake their own risk assessments.

The Den runs between the end of the school day until 6.00pm and is held in the Pre-Prep building or outside in the summer. There are always at least two members of staff present, but staffing is dependent of the numbers and ages of children present.

### **Ratios (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 has two other full time Level 3 qualified staff. Ratio approx. 1:6

Each Reception class (where the children reach 5 within the year) is supervised by qualified teachers and supported by a teaching assistant. Ratio approx. 1:7

### **General Supervision Arrangements (Prep and Pre-Prep)**

#### **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. A first aid trained member of staff will always accompany children on a trip.

For further details about supervision during trips (day and residential) and visits (including sporting fixtures), see Appendix 1. Reference should also be made to the Educational Visits Manual and Sports Department Manual.

#### **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. Please see the School's Visitor's policy for more information.

### **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. 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 and Appendix 1.

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.

### **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.

### **Related policies**

This policy should be read in conjunction with the following:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Sports Department Manual
- Boarding Policy
- Educational Visits Manual



**Policy Owner**

Deputy Head, Bilton Grange

**Additional Information**

This policy will be reviewed annually.

## **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. If appropriate the fire alarm will be sounded and the building evacuated to enable a more thorough search.

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 gathers information from 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 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.

#### **Procedures for Prep:**

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.

### **Child going missing on an outing**

This should be read in conjunction with the Educational Visits Manual.

If the Head, or 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 then 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/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/Head of Pre-Prep or another member of the SLT contacts the parent who will be advised to travel into 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 Boarding Policy:**

#### **7.2 Missing Boarder Policy**

During the normal working week, a boarder will be in school from 8am through to either 5.45pm or 6.45pm after Options. Throughout the day, registers are taken in the morning, after lunch and again at teatime. Each Option is also registered at the start.

#### **Incident**

If at any one of these times a boarder was missing, then Reception and the Duty Staff would be informed and the appropriate checks would be made to see the individual was at an extra lesson or had a planned absence. If at this point the boarder was still missing, the Head of Boarding and SLT member of staff on duty would lead a search from the last known point of contact. At this point, the Head would be involved, and further steps would then be taken.

#### **Action**

On searching all the known areas and if the boarder was still not found, the fire alarm would be sounded. If the boarder was still missing and not in the head count, further steps to call the

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Police and to widen the search would be taken, and contact with the family or guardian would be made to keep all relevant parties informed of the situation.

### **Weekends and Boarders' Trips**

At the weekends, when the routine is less formal, regular checks are taken by the duty staff throughout the weekend with up-to-date lists to ensure everyone is safe and accounted for. There is no point where a boarder is left unsupervised in the school or grounds over the weekend. Off-site trips are overviewed by the Head of Boarding and Deputy Head and risk-assessed. Group/Trip leaders are expected to carry out a risk assessment of each trip and all the boarders are split into groups of 8-10 with an adult. Parental permission/consent will be sought for the more 'high risk' activities at the start of the academic year. This directly asks parents to confirm they are happy for their child to participate in the more adventurous trips and consent to allowing them to take part. These trips might include: High ropes, water-based activities, Bear Grylls activity centre, climbing. Staff emergency contact details are always shared, and the Head of Boarding and the School Nurse's direct numbers are on every Sunday trip overview in case of an emergency.

### **Missing boarder at 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 or the Head of Boarding).

#### **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
4. House and across the floors

If a child is still missing, the Head of Boarding and House Mother(s) should be informed immediately. A systematic and comprehensive sweep of all the boarding house should be made from top to bottom across all floors.

If the child is still missing, then 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 Head should be informed immediately and parents would need to be notified of the current situation.

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.

See “Emergency Plan for Bilton Grange School” document.

## **Appendix 2**

### **Little Grange Nursery SUPERVISION POLICY**

#### **AIM**

Effective deployment of employees should remain effective always, to ensure that children are kept safe and secure.

#### **RATIOS AND SUPERVISION OF CHILDREN**

The minimum ratios, according to the Early Years Statutory Framework, are as follows:

- 0-2 Year Old's (1:3)
- 2-3 Year Old's (1:5)
- 3 Years & Over (1:8)

Children must always be within sight and sound, and staff should ensure that they are deployed effectively to ensure that this happens in practice. Where older children can toilet independently, the nursery room should have in place a way of monitoring and tracking the movement of children to and from the bathrooms. Children should never be unsupervised for a prolonged period.

Deployment of staff should be adapted to the layout and surroundings of the setting, to ensure that effective supervision can be maintained always.

#### **RESPONSIBILITIES**

The Nursery Manager and management team are responsible for ensuring that children are adequately supervised, and to make the decision about how to effectively deploy the team to ensure children's needs are met. The staff deployment sheet can be used to support the effective deployment of staff throughout the day.

Regular headcounts should take place throughout the day. This is particularly important when children are transitioning and moving from one space to another i.e. bathrooms, gardens.

When children are taken out for walks or to participate in Forest School, it is important that this is risk assessed and additional staff are used to supervise children. Where appropriate, aids to support children to keep together whilst out should be used. Depending on the age of the children, it may be appropriate to split the group into smaller groups.

There may be times where staffing ratios are challenged through issues out of our control. The below points must be followed if ratios are compromised:

- Where the Manager is supernumerary, they will go in to support ratios
- Support will be obtained from a bank staff member
- Effective re-deployment of existing staff and children across the nursery
- Recruitment Agencies will be contacted to supply temporary staff.

If due to unforeseen circumstances employees arrive late to nursery for the start of their shift, parents must not leave their child when this compromises ratios. Staff must politely request that parents wait with their child until the staff member arrives at nursery, to ensure ratios are maintained.

#### **RECORDS OF STAFF DEPLOYMENT**

The staff deployment record allows the nursery to have a true picture of what is happening within the setting in relation to staffing and occupancy levels. The Nursery Manager/Management team are responsible for ensuring that these are completed each day of the week. These allow staffing changes and shortages to be identified and recorded. They should be saved to the Nursery Archiving file and can be used to show staffing deployment decisions if necessary.