

# TORMEAD

## SUPERVISION OF PUPILS POLICY

*This whole school policy also applies to the Early Years Foundation Stage*

### Introduction

The Governing Body and the Headmistress are required to ensure, as far as is practical, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. All staff at Tormead have a duty of care to all pupils in the School. It is their responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that girls are present on the school grounds, as well as during activities either on or off the site. It is the Headmistress's responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

### Supervision During the School Day: Early Years – Reception

#### Supervisory Ratios

The staffing ratios for girls in the Reception class comply with the requirements outlined in the Early Years Foundation Stage (EYFS) Statutory Framework:

- when an instructor or a person with Qualified Teacher Status (QTS) is present, the ratio of staff to pupils will not exceed 1:30.
- when a person with QTS is not present, the ratio of staff to pupils will not exceed 1:8, with at least one member of staff holding a full and relevant level 3 qualification and at least half of all other staff holding a full and relevant level 2 qualification.
- at least one person holding a current paediatric first aid (PFA) qualification is on the School premises at all times when Reception children are present i.e. 7.30am to 6.00pm.

All Tormead teachers working with the Reception class hold QTS. Tormead teaching assistants working with the Reception class should hold, or be working towards, full and relevant level 3 qualifications. Those who have not yet gained such qualifications will not be permitted to act in a supervisory role with the Reception class unless a person with QTS is also present.

Before School	<p>Girls in the Reception class are not expected to arrive in the Junior School before 7.30am when Breakfast Club opens.</p> <p>If booked in advance, girls may attend Breakfast Club in the Junior Library from 7.30am, where they are supervised by the adult on duty in Breakfast Club. At 8.00am, they move to either the Early Years play area (in the Autumn and Spring Terms) or the main playground (in the Summer Term). In both locations, they will be supervised according to EYFS ratios.</p> <p>Girls not attending Breakfast Club may arrive from 8.00am and should go directly to the Early Years play area in the Autumn and Spring Terms. In the Summer Term, they should report on arrival to the main playground. In both locations, they will be supervised according to EYFS ratios.</p>
Break Time	<p>The duty rota displayed inside the staffroom details the supervision of girls during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, girls in the Reception class are supervised in accordance with EYFS ratios. Initially they are supervised in the outdoor Early Years play area. The Key Stage One Coordinator will then decide when the girls should join the main playground.</p> <p>During 'wet/indoor' playtimes, when girls in the Reception class are joined in the Early Years play area by Year 1 girls, two members of staff will be on duty and supervise in accordance with EYFS ratios.</p>

Lesson Time	<p>Teachers are responsible for the supervision of their class. A teacher or teaching assistant is present in the Reception classroom at all times. EYFS supervision ratios are also maintained when the girls are at games/gymnastic sessions with specialist teachers.</p> <p>No class is ever left unsupervised for any reason. In case of emergency, or when moving from class, a teacher might:</p> <ul style="list-style-type: none"> <li>● Summon a teacher from an adjacent classroom to supervise the Reception class whilst the incident is dealt with;</li> <li>● Use the telephone, if available, to summon help, either by calling the Junior School Office (254), Deputy Head: Logistics (280) or the Senior School Office (245/ 263/ 284);</li> </ul>
Lunch Time	Girls in the Reception class are accompanied to lunch by their class teacher and teaching assistant.
Lunch Time Playtime	<p>The duty rota displayed inside the staffroom details the supervision of girls during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, girls in the Reception class are supervised in accordance with EYFS ratios. Initially they are supervised in the outdoor Early Years play area. The Key Stage One Coordinator will then decide when the girls should join the main playground.</p> <p>During 'wet/indoor' playtimes, when girls in the Reception class are joined in the Early Years play area by Year 1 girls, two members of staff will be on duty and supervise in accordance with EYFS ratios.</p>
Dismissal	<p>All girls must sign out at dismissal. Girls are released into the care of:</p> <ul style="list-style-type: none"> <li>● a parent/ carer or an individual named by them (at the beginning of the year, parents are asked to name individuals who will regularly collect their daughter at the end of the day). Adults will need to show identification until they are known to staff</li> <li>● staff who escort them to Late Room, where they are supervised by Late Room staff</li> <li>● in exceptional circumstances, where one of the named individuals is unable to collect the girl, communication will take place to identify an alternative adult and verify his/her identity.</li> </ul>
After School Activities (physical and sporting)	<p>All sporting or physical activities are run subject to the submission of an appropriate risk assessment in accordance with the School's Risk Assessment Policy.</p> <p>As well as considering this assessment, teachers should consider:</p> <ul style="list-style-type: none"> <li>● barring access to equipment without direct teacher supervision</li> <li>● the safety of any apparatus/equipment being used</li> <li>● the suitability of the girls' clothing for the activity</li> <li>● teaching methods being used.</li> </ul> <p>Ratios of supervision will comply with those set out in the EYFS framework.</p>
Late Room	Girls in Late Room (after school care) are supervised at all times in accordance with EYFS ratios. Teaching assistants and sixth form girls assist with supervision.

	<p>The Late Room supervisor is in contact with both school offices by telephone. A member of the Junior School Senior Team is on duty every evening until 6.00pm and can be contacted via either of the school offices.</p> <p>If a girl is not collected at the end of Late Room (6.00pm):</p> <ul style="list-style-type: none"> <li>• the girl will be made as comfortable as possible and reassurances given to her care and safety.</li> <li>• the girl's parents/ carer will be contacted by all methods; if contact cannot be made in 15 minutes, staff will contact one of the listed emergency contacts</li> <li>• efforts to contact the girl's parents/ carer/ emergency contact will continue, but if this fails after a further 15 minutes of trying, we are required by Surrey Social Services to arrange temporary care. Contact will therefore be made with the out of hours emergency team on 01483 517898.</li> <li>• parents will be charged at the current rate until collection.</li> </ul>
Evening Events	Special arrangements will be made for any girls remaining in school for any event after 6.00pm.

### Supervision During the School Day: Junior School Years 1 - 6

Before School	<p>Girls are not expected to arrive in the Junior School before 7.30am when Breakfast Club opens.</p> <p>If booked in advance, girls may attend Breakfast Club in the Junior Library from 7.30am, where they are supervised by the adult on duty in Breakfast Club. At 8.00am, they move to the main playground, where a member of the teaching staff will be on duty.</p> <p>Girls not attending Breakfast Club may arrive from 8.00am and should go directly to the main playground, where a member of the teaching staff will be on duty.</p>
Break Time	<p>The duty rota displayed inside the staffroom details the supervision of girls during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, girls are supervised on the main playground by at least two members of staff.</p> <p>During 'wet/indoor' playtimes, there are four members of staff on duty:</p> <ul style="list-style-type: none"> <li>- two for Year 1 &amp; Reception</li> <li>- one for Hillier House</li> <li>- one for Shackleton House</li> </ul>
Lesson Time	<p>Teachers are responsible for the supervision of their class.</p> <p>No class should be left unsupervised for any reason. In case of emergency teachers might:</p> <ul style="list-style-type: none"> <li>• Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;</li> <li>• Use the telephone, if available, to summon help, either by calling the Junior School Office (254), Deputy Head: Logistics (280) or the Senior School Office (245/ 263/ 284);</li> </ul>

	<ul style="list-style-type: none"> <li>Send a girl, where appropriate, with either a green or red medical help card (found in every classroom) to the School Office.</li> </ul>
Lunch Time	Classes are accompanied to lunch by their class teacher (If a specialist teacher has taught the class immediately before lunch then they may supervise the class to the dining hall where they will meet their class teacher). Peripatetic teachers might either accompany the girl directly to the dining hall or take her to the Junior School Office, to be walked over to lunch by a member of the office staff.
Lunch Time Activities	All girls in lunchtime activities will be supervised by the member of staff running that activity, who will ensure that adequate supervision and care is in place.
Lunch Time Playtime	<p>The duty rota displayed inside the staffroom details the supervision of girls during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, girls are supervised on the main playground by at least two members of staff.</p> <p>During 'wet/indoor' playtimes, there are four members of staff on duty:</p> <ul style="list-style-type: none"> <li>- two for Year 1 &amp; Reception</li> <li>- one for Hillier House</li> <li>- one for Shackleton House</li> </ul>
Dismissal	<p>All girls must sign out at dismissal. Dismissal from the playground or the Key Stage One gate (for Year 2) is supervised by at least one teacher from each year group in each location. Girls are released into the care of:</p> <ul style="list-style-type: none"> <li>a parent/carer or an individual named by them</li> <li>Late Room, where they are then supervised by Late Room staff</li> <li>a classroom, for those girls who travel by coach, where they will be supervised by a member of staff until it is time for them to be walked across the road to be put on their coach.</li> <li>The Junior School Hall to await collection by after school activity teachers/coaches, where they will be supervised by a member of staff until teachers/coaches arrive.</li> </ul>
After School Activities (physical and sporting)	<p>All sporting or physical activities are run subject to the submission of an appropriate risk assessment in accordance with the School's Risk Assessment Policy.</p> <p>As well as considering this assessment, teachers should consider:</p> <ul style="list-style-type: none"> <li>barring access to equipment without direct teacher supervision</li> <li>the safety of any apparatus/equipment being used</li> <li>the suitability of the girls' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards, and mouth guards)</li> <li>teaching methods being used.</li> </ul>
After School Activities (Other)	All teachers involved in such activities must be aware of the Health & Safety Policies and Procedures in place in the relevant department.
Late Room	<p>Girls in Late Room are supervised at all times. Teaching assistants and sixth form girls assist with supervision.</p> <p>The Late Room supervisor is in contact with the Junior School Office by</p>

	<p>telephone. A member of the Junior School Senior Team is on duty every evening until 6.00pm and can be contacted via the office.</p> <p>If a girl is not collected at the end of Late Room (6.00pm):</p> <ul style="list-style-type: none"> <li>• the girl will be made as comfortable as possible and reassurances given to her care and safety.</li> <li>• the girl's parents/ carer will be contacted by all methods; if contact cannot be made in 15 minutes, staff will contact one of the listed emergency contacts</li> <li>• efforts to contact the girl's parents/ carer/ emergency contact will continue, but if this fails after a further 15 minutes of trying, we are required by Surrey Social Services to arrange temporary care. Contact will therefore be made with the out of hours emergency team on 01483 517898.</li> <li>• parents will be charged at the current rate until collection.</li> </ul>
Evening Events	Special arrangements will be made for any girls remaining in school for any event after 6.00pm.

### Supervision During the School Day – Senior School

Before School	Girls are not expected to arrive at school before 7.30am. On arrival they should go their classroom or to the Breakfast Club in the Atrium, which starts at 7.45am. The School Office is staffed from 8.00am and if girls need assistance and cannot find a member of staff elsewhere, they should go there, as directed by signs placed in every form room.
Break	It is the responsibility of all members of staff to maintain supervision via a general watching brief during break time. Girls are permitted to spend break times in their form rooms if they so wish, but are also permitted to go outside, to the Library, to see teachers in the Staff Room etc. All form rooms display clear signage which directs girls to the School Office if they require adult assistance but are unable to locate a teacher. However, there will most often be a member of staff in the near vicinity of their form room or in the staff room.
During Lessons	<p>Teachers are responsible for the supervision of their class.</p> <p>In case of emergency teachers might:</p> <ul style="list-style-type: none"> <li>• Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;</li> <li>• Use the nearest telephone to summon help by calling the School Office (245/ 263/ 284);</li> <li>• Send a girl with either a green or red medical help card (found in every classroom) to the School Office.</li> </ul> <p>In case of pupil illness, teachers should send the unwell girl, normally in the company of an accompanying girl, along with a completed blue medical centre pro forma (found in every classroom), to seek help from the School Health Care Lead.</p>
Lunch Time	A duty rota of staff is shared via One Drive; this details the supervision of girls in the Atrium during lunchtime.
Lunch Time Activities	All girls on lunchtime activities will be supervised by the member of staff running that activity.

Lunch Time Break	Staff on walkaround duty patrol the corridors to ensure supervision during the lunchtime break. However, it is the responsibility of all members of staff to maintain supervision via a general watching brief during this period. Girls are permitted to spend lunch times in their form rooms if they so wish, but should eat packed lunches in the Atrium; exceptions may occasionally be made for girls with severe allergies. They are also permitted to go outside, to the Library, to extra-curricular activities, to see teachers in the Staff Room etc. All form rooms display clear signage which directs girls to the School Office if they require adult assistance but are unable to locate a teacher. However, there will most often be a member of staff in the near vicinity of their form room/ in the staff room.
After School Activities (physical and sporting)	All sporting or physical activities are run subject to the submission of an appropriate risk assessment in accordance with the School's Risk Assessment Policy.  As well as considering this assessment, teachers should consider: <ul style="list-style-type: none"> <li>• barring access to equipment without direct teacher supervision</li> <li>• the safety of any apparatus/equipment being used</li> <li>• the suitability of the girls' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards, and mouthguards)</li> <li>• teaching methods being used</li> </ul>
After School Activities (Other)	All teachers involved in such activities must be aware of the Health & Safety Policies and Procedures in place in the relevant department. Teachers running after-school activities are responsible for supervising the girls in their care.  A member of the Senior Leadership Group is on duty every evening until 6.00pm. The rota is displayed in the Staff Room and also held in the School Office.  Sixth Form House Captains may wish to run events, rehearsals etc after school. They are permitted to do so but the Head of House in question is responsible for ensuring that a register of girls in attendance is sent to the School Office. The SLG member on duty should confirm that these girls – as well as all others not in staff-supervised activities - have left the premises by 6.00pm.
Homework Club	Homework Club takes place in U5 and U7, beginning at 4.10pm and ending at 6.00pm. All girls from Year 7 to 11 should be in Homework Club if they are not in any other activity. Year 11 girls are given the option of working collaboratively in U8 if they wish. The girls are supervised by members of staff according to the rota and should sign in and out on the daily register. Girls may leave whenever they choose to meet their parents, but must sign out upon so doing. Parents are made aware that after 6.00pm there is no supervision. Sixth Formers may remain in the Sixth Form Centre unsupervised until 6.00pm.
Evening Events	Special arrangements will be made for any girls remaining in school for any event after 6.00pm.
After School Dismissal	Girls are allowed to leave the school site unsupervised.

### Supervision of Girls on Visits

For detailed guidance on the appropriate supervision of girls on trips, please read the Visits Policy and accompanying appendices.

### **Other Policies**

The School also has policies in related areas that should be read in conjunction with this one. They are:

- Anti-Bullying Policy
- Girls' Code of Conduct
- Health & Safety Policy
- Missing Pupil Policy
- Pupil Absence Policy
- Pupils' Safe Crossing of Roads Policy
- Safeguarding Policy
- Visits Policy

**Date of Last Review:** 21 January 2020

**By Resolution of the Governing Body:**

MRS R HARRIS  
Chair of Governors

MRS C FOORD  
Headmistress

3 February 2020

