

SUPERVISION OF PUPILS POLICY

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

1. Introduction

1.1 The Governing Body and the Head 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 Pupils are present on the school grounds, as well as during activities either on or off the site. It is the Head’s responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

2. Supervision During the School Day: Early Years – Reception

2.1 Supervisory Ratios

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

- i. When an instructor or a person with Qualified Teacher Status (QTS) is present, the ratio of staff to pupils will not exceed 1:30.
- ii. 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.
- iii. At least one person holding a current pediatric first aid (PFA) qualification is on the School premises at all times when Reception children are present i.e. 7.30am to 6.00pm.

2.3 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.

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| Before School | <p>Pupils in the Reception class are not expected to arrive in the Prep School before 7.30am when Breakfast Club opens.</p> <p>If booked in advance, Pupils may attend Breakfast Club in the Prep Hall 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 Term) or the main playground (in the Spring and Summer Term). In both locations, they will be supervised according to EYFS ratios.</p> <p>Pupils not attending Breakfast Club may arrive from 8.00am and should go directly to the Early Years’ play area in the Autumn Term. In the Spring and Summer Terms, they should report on arrival to the main playground. In both locations, they will be supervised according to EYFS ratio.</p> |
| Break Time | <p>The duty rota displayed inside the staffroom details the supervision of Pupils during ‘dry/outdoor’ and ‘wet/indoor’ playtimes.</p> |

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| | <p>During 'dry/outdoor' playtimes, Pupils in the Reception class are supervised in accordance with EYFS ratios. Initially they are supervised in the outdoor Early Years play area. The Early Years Coordinator will then decide when the Pupils should join the main playground.</p> <p>During 'wet/indoor' playtimes, when Pupils in the Reception class are joined in the Early Years play area by Year 1 Pupils, 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 Pupils 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> <ol style="list-style-type: none"> i. Summon a teacher from an adjacent classroom to supervise the Reception class whilst the incident is dealt with; ii. Use the telephone, if available, to summon help, either by calling the Prep School Office (254), Deputy Head (253) or the Senior School Office (245/ 223/ 284); |
| Lunch Time | Pupils in the Reception class are accompanied to lunch by their class teacher. |
| Lunch Time Playtime | <p>The duty rota displayed inside the staffroom details the supervision of Pupils during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, Pupils in the Reception class are supervised in accordance with EYFS ratios. Initially they are supervised in the outdoor Early Years play area. The Early Years Coordinator will then decide when the Pupils should join the main playground.</p> <p>During 'wet/indoor' playtimes, when Pupils in the Reception class are joined in the Early Years play area by Year 1 Pupils, two members of staff will be on duty and supervise in accordance with EYFS ratios.</p> |
| Dismissal | <p>All Pupils must sign out at dismissal. Pupils are released into the care of:</p> <ol style="list-style-type: none"> i. 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. ii. Staff who escort them to Pre-Prep Classrooms, where they are supervised by staff. iii. In exceptional circumstances, where one of the named individuals is unable to collect the Pupils, communication will take place to identify an alternative adult and verify his/her identity. |
| 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> <ol style="list-style-type: none"> i. Barring access to equipment without direct teacher supervision ii. The safety of any apparatus/equipment being used |

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| | <ul style="list-style-type: none"> iii. The suitability of the Pupils' clothing for the activity iv. Teaching methods being used. <p>Ratios of supervision will comply with those set out in the EYFS framework.</p> |
| After-school care (including 3-3.40pm in classrooms; homework club until 4.30pm; Tornead Terrapins until 6pm) | <p>Pupils in After care are supervised at all times in accordance with EYFS ratios. Teaching assistants assist with supervision until 4pm and teachers run Homework Club until 4.30pm. Pupils in Terrapins are supervised at all times by two members of staff, or one member of staff and a Sixth Form pupil.</p> <p>A member of the Prep 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 Pupils is not collected at the end of Late Room (6.00pm):</p> <ul style="list-style-type: none"> i. The Pupils will be made as comfortable as possible and reassurances given to their care and safety. ii. The Pupils' 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. iii. Efforts to contact the Pupils' 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. iv. Parents will be charged at the current rate until collection. |
| Evening Events | Special arrangements will be made for any Pupils remaining in school for any event after 6.00pm. |

3. Supervision During the School Day: Prep School Years 1 - 6

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| Before School | <p>Pupils are not expected to arrive in the Prep School before 7.30am when Breakfast Club opens.</p> <p>If booked in advance, Pupils may attend Breakfast Club 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>Pupils 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 Pupils during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, Pupils are supervised on the main playground by at least two members of staff.</p> <p>During 'wet/indoor' playtimes form tutors stay with their classes.</p> |
| Lesson Time | Teachers are responsible for the supervision of their class. |

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| | <p>No class should be left unsupervised for any reason. In case of emergency teachers might:</p> <ol style="list-style-type: none"> i. Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; ii. Use the telephone, if available, to summon help, either by calling the Prep School Office (254), Deputy Head (253) or the Senior School Office/Reception (245/ 284/ 223); iii. Send a pupil, where appropriate, with either a green or red medical help card (found in every classroom) to the School Office. |
| Lunch Time | <p>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 pupils directly to the dining hall or take her to the Prep School Office, to be walked over to lunch by a member of the office staff.</p> |
| Lunch Time Activities | <p>All Pupils 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.</p> |
| Lunch Time Playtime | <p>The duty rota displayed inside the staffroom details the supervision of Pupils during 'dry/outdoor' and 'wet/indoor' playtimes.</p> <p>During 'dry/outdoor' playtimes, Pupils are supervised on the main playground by at least two members of staff.</p> <p>During 'wet/indoor' playtimes, pupils are supervised by their form tutor.</p> |
| Dismissal | <p>All Pupils must sign out at dismissal. Dismissal from the Front Door, Year 6 Gate or Key Stage One is supervised by the form teacher f Pupils are released into the care of:</p> <ol style="list-style-type: none"> i. A parent/carer or an individual named by them. ii. Playground to await either four o'clock dismissal, buses (escorted by the Head, or in the Head's absence, the Deputy) or the start of clubs (including Homework Club). |
| 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> <ol style="list-style-type: none"> i. Barring access to equipment without direct teacher supervision ii. The safety of any apparatus/equipment being used iii. The suitability of the Pupils' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards, and mouth guards) iv. Teaching methods being used. |
| After School Activities (Other) | <p>All teachers involved in such activities must be aware of the Health & Safety Policies and Procedures in place in the relevant department.</p> |

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| <p>Tormead Terrapins 4.30- 6.00pm</p> | <p>Pupils in Terrapins are supervised at all times by two members of staff, or one member of staff and a Sixth Form pupil.</p> <p>The Terrapin's supervisor is in contact with the Prep School Office by telephone. A member of the Prep School Senior Team is on duty every evening until 6.00pm and can be contacted via the office.</p> <p>If a Pupil is not collected at the end of Late Room (6.00pm):</p> <ol style="list-style-type: none"> i. The Pupils will be made as comfortable as possible and reassurances given to her care and safety. ii. The Pupils' 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 iii. Efforts to contact the Pupils' 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. iv. Parents will be charged at the current rate until collection. |
| <p>Evening Events</p> | <p>Special arrangements will be made for any Pupils remaining in school for any event after 6.00pm.</p> |

4. Supervision During the School Day – Senior School

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| <p>Before School</p> | <p>Pupils should not be on site before 7.30am unless they are part of a supervised activity. 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 Pupils need assistance and cannot find a member of staff elsewhere, they should go there, as directed by signs placed in every form room.</p> |
| <p>Break</p> | <p>It is the responsibility of all members of staff to maintain supervision via a general watching brief during break time. Pupils 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 pupils 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. HoY offices are based near year group form rooms.</p> |
| <p>During Lessons</p> | <p>Teachers are responsible for the supervision of their class.</p> <p>In case of emergency teachers might:</p> <ol style="list-style-type: none"> i. Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; ii. Use the nearest telephone to summon help by calling the School Office/Reception (245/ 284/ 223); iii. Send a pupil with either a green or red medical help card (found in every classroom) to the School Office. |

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| | In case of pupil illness, teachers should send the unwell pupil, normally in the company of an accompanying pupil, to seek help from the School Health Care Lead. |
| Lunch Time | A duty rota of staff is shared via One Drive; this details the supervision of pupils in the Atrium during lunchtime and walk round duty. |
| Lunch Time Activities | All Pupils 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. Teachers should patrol the entire school site, including Form Rooms, Common Rooms and bathrooms. Teachers are instructed to pair up, or knock clearly and loudly, announcing their entry before entering the bathroom. However, it is the responsibility of all members of staff to maintain supervision via a general watching brief during this period. Pupils 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 Pupils 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 Pupils 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) | <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> <ol style="list-style-type: none"> i. Barring access to equipment without direct teacher supervision ii. The safety of any apparatus/equipment being used iii. The suitability of the Pupils' clothing for the activity (this includes removing jewelry and watches, and wearing appropriate protective equipment such as shin guards, and mouthguards) iv. Teaching methods being used |
| After School Activities (Other) | <p>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 Pupils in their care.</p> <p>A member of the Senior Management Team is on duty every evening until 6.00pm. The rota is displayed on the daily bulletin and also held in the School Office and Reception.</p> <p>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 Pupils in attendance is sent to the Front Office and that staff are readily available to support senior pupils supervising younger pupils in house activities. The SMT member on duty should confirm that these Pupils – as well as all others not in staff-supervised activities - have left the premises by 6.00pm.</p> |
| Homework Club | Homework Club takes place in U5 and U7, beginning at 4.10pm and ending at 6.00pm. All Pupils from Year 7 to 11 should be in Homework Club if they are not in any other activity. Year 11 Pupils are given the option of working collaboratively in U8 if they wish. The Pupils are supervised by members of staff according to the rota and should sign in and out on the daily register using |

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| | Evolve. Pupils may leave whenever they choose to meet their parents, but must sign out upon so doing. A walking bus at 6pm can be provided, if required. 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 Pupils remaining in school for any event after 6.00pm. Staff in charge of these events, including sports staff returning from training or fixtures, are expected to ensure that Pupils have been collected. |
| After School Dismissal | Pupils are allowed to leave the school site unsupervised. Staff responsible for after-school activities should be reminder of their responsibility to ensure pupils have a safe means home. |

5. Supervision of Pupils on Visits

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

6. Other Policies

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

- i. Anti-Bullying Policy
- ii. COVID-19 Risk Assessment Policy
- iii. Girls' Code of Conduct
- iv. Health & Safety Policy
- v. Missing Pupil Policy
- vi. Pupil Absence Policy
- vii. Risky Areas Policy
- viii. Safeguarding Policy
- ix. Visits Policy

Date of Last Review: 9 March 2022

By Resolution of the Governing Body:

MRS R HARRIS
Chair of Governors

MR D BOYD
Head

1 February 2021

