



Supervision Policy

Leehurst Swan School



Approved by:	 Headteacher  Chair of Governors	Date: 17/03/2023
Last reviewed on:	17/03/2023	
Next review by:	17/03/2025	

This policy applies to EYFS and is published on the school website for access by parents.

Introduction

This policy applies to all staff, volunteers, pupils and visitors to Leehurst Swan School, including before and after school clubs and is in conjunction with Child Protection and Safeguarding Policy, Missing Child Policy, Intimate Care Policy, Educational Day Trips and Visits Policy and the Health and Safety Policy.

Policy Statement

Supervision duties are vital aspects of our duty of care of pupils. They ensure a safe and secure environment in which learning can develop as well as support positive behaviour. The cover supervisor and SLT will ensure supervision and teacher duties are covered in the event of any absences (sickness or training).

All learning environments, either indoor or out, must be covered daily by a staff member. Staff must arrive promptly, supervise the whole of their learning environment and be proactive. Supervision rotas are shared with staff and displayed in the staff room and in the Staff Handbook.

Teachers and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.

All pupils should be aware of the procedure to follow if their teacher does not turn up to the class, duty or activity.

On dry weather days staff must ensure no one child or pupils are inside their classroom unless being supervised by an adult. When wet break is announced, pupils should be supervised within the school.

Staff should be vigilant in spotting and reporting hazards. These should be reported to the maintenance department. Pupils should immediately be removed from any hazardous area. The premises both indoors and outside must be safe and secure.

There will inevitably be times during the day where individual pupils will not be subject to the close supervision that they are used to in lessons. This is one reason why a high standard of behaviour, self-discipline and common sense are expected at all times

Arrival and Departure

Pupils are not allowed on site without supervision. Pupils may arrive at school from 7.30am if they are booked in for Breakfast Club which is supervised in the Walker Hall. School opens at 8:00am and prep pupils arriving between 8:00am and 8:30am are supervised in the Walker Hall, senior pupils between 8:00am and 8:30am should go to their form rooms. At 8:30am, prep pupils are escorted into the Centenary Building. There are various supervised after school activities and the pupils are expected to be collected by 6pm.

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Registration and Dismissal

A register is taken between 08:30 and 08:40 at the start of the morning session. Further registration is taken at different junctures throughout the school day. Parents are responsible for notifying the school if their child is absent for any reason, via the School Main Reception. The school will always contact the parents if a child fails to arrive at school without an explanation. At the end of the day the pupils leave the school site, prep pupils with a parent or carer (unless permission has been given to school to allow to walk home), senior pupils are either collected by parents or walk home or into town to catch buses. Pupils are dismissed from site by the member of staff responsible for them in their final school activity.

Changing Rooms

Should the lesson/activity require it, the pupils will change into suitable clothing or kit.

Guidance on changing rooms is taken from the NSPCC Factsheet for schools: best practice for PE changing rooms (March 2018) [NSPCC-factsheet-best-practice-for-pe-changing-.pdf](#)

Changing is carried out in the school changing rooms and there are separate changing rooms for girls and boys. In most circumstances, pupils will only change under the supervision of staff who are not present in the room but in the area outside the room.

Staff will make a judgement about the level of supervision based on the age and developmental needs of the pupils. It should not be necessary for adults to remain in the room in order to maintain good behaviour; being in close proximity and pupils being aware of this should be enough.

Pupils should know that adults will enter the room if necessary - in response to a disturbance, for example.

Staff should also consider the following:

- It is often possible to leave the door of designated changing rooms slightly open.
- If there is a need for an adult to enter the room, it is recommended they should alert pupils to this by announcing it to give pupils the opportunity to cover up if they want to.
- Where possible, female staff should supervise girls and male staff should supervise boys.
- All adults, but particularly those of the opposite gender, should avoid just standing in the changing room watching pupils, or repeatedly going in and out without good reason.
- Establish a code of behaviour with pupils so they are clear about expectations about their conduct whilst they are unsupervised.
- Pupils who express concern about the behaviour of a member of staff or other pupils should be listened to, and appropriate enquiries should be conducted by the head teacher or designated safeguarding lead

Pupils who need assistance with getting changed e.g. in EYFS

When organising changing areas for children with additional needs, staff will:

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- Refer to the school's Intimate Care Policy for assisting children who are disabled or require additional support

Ensure all staff are aware of any intimate care issues for individual pupils. It is best practice to involve pupils and parents in making decisions which involve intimate care.

- Encourage pupils of all ages to be as independent as possible; consider prompting and giving verbal help/encouragement before offering physical assistance.

- Be especially careful when helping children with underclothes, tights and swimming costumes.

- If necessary, offer assistance openly and not out of sight of others

Using off-site changing rooms

Staff will need to think about what safeguards need to be put in place to protect children when visiting other sites and consider the following:

- It is not appropriate for school swimmers (for example) to share changing facilities with members of the public (unless this has been carefully risk assessed). If school sessions precede or are followed by public sessions, enough time should be booked either side of the swimming session to allow pupils to get showered and changed before the public are allowed in.

- As far as possible, members of staff should only supervise or assist pupils of the same gender.

- If changing areas are shared with pupils from another school, particularly those who are older/younger, adults from both/all schools should take this into consideration and properly risk assess together

Break Times

There will always be a minimum of two members of staff on duty at break times. They will position themselves in areas where all pupils can be observed. In the event of break being held indoors, due to poor weather conditions, senior pupils are given supervisory responsibilities with duty members of staff in easy reach in overall charge.

At the conclusion of a break time pupils will return to their classrooms from either the top field or the Key Stage 2 playground. Pupils will be accompanied and the site will be checked to ensure all pupils have vacated.

In the event of a serious incident on the playground, the member of staff dealing with the incident will use the school mobile phone to contact the main office and the designated person will summon assistance as required. A competent child can also be tasked to fetch a member of staff from the staff room or report to front reception.

The positioning of the duty staff is key to providing adequate supervision. One member of staff should position themselves to ensure they have a clear line of sight to all areas that the pupils may go. Staff must move around the whole of the perimeter area being supervised to ensure the well-being of all of the pupils, and ensure the pupils playing in and around the bushes can also be monitored.

Clubs and activities:

Supervision ratios for on-site clubs and activities will be carefully risk assessed and should not exceed normal levels of supervision for the school day. If an adult leading a club or activity is not a member of the Leehurst Swan staff the school will follow guidance from the most recent KCSiE which will be outlined in the school's Safeguarding Policy.

Offsite Supervision

If pupils are taken offsite, accompanying staff/adults will be within recommended ratio guidance. One member of staff will carry a school mobile phone for the purpose of emergency contact with school.

Ideally, there will always be a minimum of two members of staff accompanying children when off-site. Where an additional member of staff is not available then the member of staff shall take the school mobile phone. If deemed necessary by the Headteacher or DSL (given the age and dynamics of the group) then an additional member of staff will accompany.

Guidance issued by the Government in 1998 suggested the following 'starting points' for consideration of staffing ratios. These were intended as a general guide for visits to local historical sites and museums or for local walks.

- One adult for every 6 pupils in school years 1 to 3 (under-5s reception classes should have a higher ratio. Ideally, a minimum of 1 adult to every 5 children depending on their experience and the children involved).
- One adult for every 10-15 pupils in school years 4 to 6.
- One adult for every 15-20 pupils in school year 7 onwards.

The above guidelines make it clear that higher ratios may be appropriate in particular cases, such as for higher risk activities, for particular groups of pupils or for all trips abroad.

Higher ratios are also recommended for swimming activities (Leehurst Swan takes its guidance from Swim England for everyone in Year 3 upwards, where the swim teachers are not in the water with the children)

All our sessions are supervised by a lifeguard, who is not included in our ratios. However, there are always 2 swim teachers on poolside and at least one other adult available. The ratios for swim sessions are as follows:

- Non-swimmers and beginners - 12:1
- Improving swimmers - 20:1

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- Mixed ability groups - 20:1
- Competent swimmers - 20:1
- Competitive swimmers - 30:1

In EYFS and KS1 there is usually a minimum of 1 swim teacher in the teaching pool (EYFS and KS1 children can stand up in this pool), with the ratio of 1:12. In addition, there is one swim teacher on poolside, with 2 other adults on poolside supervising for EYFS, and 1 other adult on poolside supervising for Yr1&2.

When we use the main pool (EYFS and KS1 children cannot stand up in this pool), we have a ratio of 1:6 in the water, with same number of other adults on poolside.

Ratios should be assessed depending on the nature of the trip or visit and a risk assessment completed.

If walking outside school, accompanying adults will position themselves at the head and at the end of the party with additional staff spread out between the two.

On occasions when pupils have a club or activity off-site, pupils will be accompanied by the adult leading the activity and additional members of staff.

When crossing roads, an accompanying adult will position themselves in the road to ensure safe crossing. Remaining adults will be in position to clear the crossing and to receive pupils on the other side.

As a part of the school's sports provision, Five Rivers Leisure Centre, Godolphin School swimming pool and the school's Rack Close playing field site are all off-site sports venues. Pupils are supervised by PE Department staff members when travelling to these venues. Accompanying teachers observe all the procedures for accompanying pupils off-site and when crossing roads.

School residentials, trips and visits outside of normal curriculum time will always be accompanied by at least one First Aid trained member of staff and one teaching member of staff.

EYFS

There are specific guidelines for pupils in Reception under the age of 5.

The school will always make reference to the most recent Early Years Framework to determine levels of supervision.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

Those working directly with children aged three or over must hold the appropriate qualification; Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved Level 6 qualification.

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For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children.

Before/after school care: there must be sufficient staff as for a class of 30 children. One person supervising the children must have qualified teacher status. The school will determine how many staff are needed to ensure the safety and welfare of the children, bearing in mind the type(s) of activity and the age and needs of the children.

At least one person who has a current Paediatric First Aid (PFA) certificate must always be on the premises and available when children are present and must accompany children on outings. PFA training must be renewed every three years and be relevant for workers caring for young children. The paediatric first aider should be able to respond to an emergency quickly. The details of staff with PFA certificates is displayed in the main school building and a list of staff with PFA certificates is made available to parents on request.

Outings: Children must be kept safe while on outings. Staff will assess the risks and hazards which may arise for children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios.

The trip/outing will always be supervised by a minimum of two members of staff.

The school mobile phone must be taken.