



## ***St. Francis' College*** ***Supervision of Prep Pupils - Policy and Procedures***

### **Introduction**

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

This policy is for the whole of the Prep Dept. including Early Years Foundation Stage, Before and After School Care.

### **Legal Obligations and Duty of Care**

The Governing Body and the Headmistress have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others entering the College premises.

The College is required to ensure that the supervision of pupils throughout the school day is adequate in order to ensure their health, safety and welfare.

Staff have a duty of care to the pupils, which is based on the principle of *in loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for the staff to carry out their duties effectively, the Headmistress has certain responsibilities.

These include:

- Formulating the overall aims and objectives of the College and their policies for implementation.
- Ensuring that staff at the College receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present on the College premises and when they are engaged in authorized activities elsewhere.
- Making arrangements for the security and effective supervision of the College buildings and their contents and of the College grounds.

DfE guidance states that during the time pupils are in school, staff are under a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents may happen and pupils may occasionally abscond, even in the best-regulated schools. However, St. Francis' College demonstrates:

- Regard for the ages and capabilities of their pupils.
- A systematic approach to safety in the light of foreseeable risks.
- College rules, which have been drawn up, seek to eliminate or significantly reduce anticipated risks and these rules are known to all pupils. Pupils are made aware of these rules during form time and are regularly cross-referenced in assemblies and classroom discussions.
- That staff are aware of their supervisory responsibilities, both in lessons and when pupils are out of class, and that staff are appropriately trained.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.
- Where there has been an accident / incident which had not been foreseen, the risk of repetition is considered.

NB: Safer recruitment procedures are integral to all aspects of this supervision of Prep pupils policy.

**Procedures\* Please see Appendix 2 for procedures in place under Covid-19 constraints**

### **Pupils' arrival and departure**

Pupils may arrive at school from 7.45 am and must go to the Playground or, if wet, the Gym Pupils should line their bags up in their classes. All pupils are signed in by a member of staff on duty. Pupils, who arrive by coach, are escorted by a member of staff to the gym or the Prep playground

The bell is rung at 8.30 am and pupils should collect their bags and line up quietly before entering the cloakrooms. Staff assigned to the cloakroom should encourage the girls to get ready for the school day quickly and quietly.

At the end of the school day, pupils should be collected by a known adult, unless they are in After School Supervision, After School Care, Study or a club, activity or function. Pupils, who leave by coach are taken to the coach, by a member of staff, at the correct time. Teachers, who are teaching a specific class at the end of a school day, should accompany pupils to oversee dismissal. This applies to all pupils from Kindergarten through to Prep V. Prep VI are permitted to leave classrooms by themselves. They are not allowed to leave the school by themselves unless we have received a written request from their parents or carers. If a parent catches a teacher for a quick conversation, the teacher must ensure all pupils in his/her care have been dismissed properly as the priority.

In addition to extra-curricular clubs, the following after school provisions are provided by the Prep Department:-

- EYFS and Pre-Prep – After School Care from 3.15pm to 6 pm
- KS2 – After School Supervision from 3.30pm to 4.30pm
- KS2 – Study from 4pm to 5pm
- KS2 – After School Care from 5pm – 6pm

Registers are taken for all after school provision.

The registers for after school provision are taken by the Form Tutor / adult in charge of registering a form in the morning and given to the Prep administration team. The adult in charge should record the after school provision requirements using Early Supervision, After School Club before 4pm and After School Club After 4pm for EYFS and Pre-Prep. In the case of KS2, the adult in charge should

record the after school provision using Supervision, Tea, Study, Extra-curricular Clubs (named) and After School Care in the appropriate order of events. It must be clear who is going where and when.

Pupils in Study and After School Care (Study 4.00 -5.00 pm for Key Stage 2) and After School Care (3.15 – 6.00 for Kindergarten, Early Years Foundation Stage, Prep I and II) have a sandwich before they start after school activities, are provided by the College.

Pupils in After School Supervision are allowed to bring a healthy snack in to eat.

Study is run by a teaching assistant. The pupils complete their homework in the IT suite. At 5.00pm, the pupils are taken downstairs to the foyer and this is where parents should collect from. They should be signed out by the member of staff in charge. If pupils are not collected at 5.00 pm, they are taken to After School Care and the Study register is handed over at this point.

If a child is not collected from Prep, please refer to the Non-Collection of a Child in Prep Procedure (Appendix 1).

In all aspects of, before school, after school care, supervision and study, due regard to inspection guidelines for suitably qualified staff and ratios are adhered to. Supervision of pupils is organised via the duty rotas.

### **Supervision during break-times:**

During morning and afternoon breaks, HoP and DHoP are to ensure there are sufficient members of staff on duty to comply with pupil ratios and EYFS requirements and that appropriate first aid provision is in place. Staff should check that pupils are not in cloakrooms. Prep VI Playground Squad should assist staff.

Pupils are not allowed to remain inside at break-times unless they have permission from a member of staff.

Healthy snacks may be eaten.

In the event of 'wet play', all KS2 pupils go to their classroom and all EYFS and Pre-Prep pupils go to the Prep Hall where they will be supervised by staff.

### **Supervision at Lunchtimes**

Pupils should enter the dining hall calmly. Pupils should wait for the member of staff on duty to line them up and organise the queue. Pupils should be encouraged to eat a balanced meal and to use appropriate table manners. Pupils sit in classes. The member of staff on duty should say Grace with the pupils. Pupils should finish their lunch by 12.30pm (unless involved in a prior lunchtime activity) and the staff, who are on duty, accompany the pupils, in an orderly manner, outside to play.

- In the playground, the appropriate supervision ratios and regard to the health and safety of the pupils will apply. (see break-times).
- Staff should be mindful of when to let the pupils play on the grass. They should note the weather conditions and use of the area for sport, by Senior School pupils. If the grass is muddy or senior school pupils are using the area, Prep pupils should remain in the playground.

At the end of break-times and lunchtimes, the member of staff on duty has a responsibility to ensure the pupils are calm and quiet before entering the school building.

In the event of 'wet play' break-time guidance applies.

### **Supervision during PE and Games, Drama or Music /other curriculum areas**

We recognise that staff may need to initiate physical contact with pupils. For example, demonstrating a javelin throw in PE. Physical contact should only take place when it is in relation to a particular activity. It should take place in an open and safe environment. The extent of the contact should be made clear and undertaken with the permission of the pupil.

- Contact should be relevant to age / understanding and adults remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Keeping parents / carers informed of the nature and extent of any physical contact may also prevent allegations of misconduct or abuse arising. (See Staff Code of Conduct).
- Staff should aim to treat pupils with dignity and respect and avoid contact with intimate parts of the body (See Intimate Care Policy).
- Physical intervention to prevent pupils injuring themselves, committing a criminal offence, causing damage to property is permitted (see Child Protection and Safeguarding Policies).
- For music, drama and dance productions, pupils must be supervised by a member of staff. This will be organised on a rota basis.

Registers are taken by those leading activities and clubs and monitored by the Head of Prep. These registers can be used to gain a holistic overview of a pupil's activities and interests.

### **Changing**

Pupils are entitled to privacy when changing. Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including changing, toileting and showering. However, in PE lessons and other occasions when the pupils are changing, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and to ensure that bullying and teasing does not occur. This supervision needs to be appropriate to the needs and age of young people concerned. Staff are advised:

- Male staff must not enter an area where girls are changing unless it is an emergency. For example, a fire when it is necessary to enter in order to prevent injury.
- To avoid any physical contact with pupils in a state of undress.
- To avoid any visually intrusive behaviour.
- Where there are changing rooms, announce intention of entering (where older pupils are changing by themselves).
- Avoid remaining in the room unless pupil needs require it.
- Staff should never change or use the toilet in the same place as pupils.

### **Educational Visits**

Staff responsible for organising educational visits should be familiar with the Department for Education's advice on Health and Safety available at:

Staff should adhere to the procedures detailed in the Educational Visits policy. In general, staff should

- Always ensure the level of supervision reflects the purpose, nature and location of the visit
- Undertake risk assessments.
- Have parental consent.
- Ensure behaviour remains professional at all times.
- Never share a bed with a child /pupil.
- Never share bedrooms unless it involves a dormitory situation and the arrangements have been discussed previously with the Headmistress, parents and pupils.
- Refer to local and national guidance for Educational visits (both to the UK and abroad).

Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit where informal dress and a more relaxed discipline exists. Staff need to remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school or setting activities include overnight stays, careful consideration needs to be given to the sleeping arrangements. Pupils, adults and parents should be informed of these prior to the start of the trip. Careful attention to staff / pupil ratios and appropriate female supervision of Prep pupils needs to be applied.

### **Unwell Pupils**

If a pupil has to be sent home because they are unwell, they will have to be collected by their parent, carer or guardian. In the unlikely event of a student needing to go to hospital in an emergency, a member of staff will accompany the pupil until the parent, carer or guardian assumes responsibility.

A number of the Prep Department staff are qualified First Aider and the majority are trained in Paediatric First Aid. They are able to give emergency First Aid. First aid kits are kept in designated places (Upper Prep building) and are maintained by a member of staff.

Prep pupils, who are unwell and are waiting to go home, should wait in the foyer with a member of staff, who will oversee them. For children who need to be near a sink or toilet or need to lie down, the designated area is the Medical Room in the Upper Prep Building.

### **One to One Situations**

Staff working in one to one situations with pupils at the College, including visiting staff from external organisations can be more vulnerable to allegations and complaints.

Staff should ensure that in one to one situations:

- There is visual access and / or an open door.
- Avoid use of 'engaged' or equivalent signs where possible.
- Always report a situation where a pupil becomes distressed or angry to a senior colleague.
- Consider the needs and circumstances of the pupil involved.
- Avoid meetings with pupils in remote or secluded areas of the school.

## **Transporting Pupils**

Please refer to the Educational Visits and Minibus Policies.

## **Early Years Foundation Stage**

This policy for the younger pupils refers to Safeguarding and welfare requirements' of the 'Statutory Framework for the Early Years Foundation Stage' 2021. Staff in Early Years Foundation Stage should refer to the College's Safeguarding Policy including EYFS, Safer Recruitment policy and Intimate Care Policy. Staff in Early Years Foundation Stage should be familiar with the statutory guidance regarding the safeguarding and welfare of Early Years Foundation Stage pupils

We advise Early Years Foundation Stage staff to be aware of:

- Child Protection
- Suitable People
- Disqualification
- Staff taking medication
- Staff qualifications, training, support and skills
- Key Persons
- Staff: child ratios
- Early Years Providers relating to our age groups and independent schools
- Before/after school care and holiday provision
- Health and Medicines
- Food and Drink
- Accident and Injury
- Managing Behaviour
- Safety and Suitability of premises, environment and equipment
- Smoking
- Risk assessment
- Outings
- Special Educational Needs and Disability
- Information and records
- Complaints
- Criteria for effective PFA training

## **Boarders**

Boarders in the Prep Department. will follow the guidelines in the Senior School's Supervision of Pupils Policy. The Head of Prep and the Deputy Head of Prep will ensure that any boarders in the Prep Department receive adequate supervision on a daily basis.

## Supporting Documentation

Keeping Children Safe in Education 2021

Staff Code of Conduct

Child Protection and Safeguarding Policies

Intimate Care Policy

Guidance for safer working practice for those working with pupils and young people in education settings - Safer Recruitment Consortium

DfE Statutory Framework for the early years foundation stage

Gov.UK Health and Safety Advice in Schools

CPSU Child Protection in Sport Unit

Procedure for non-collection of a child

(Current documents available on 'My Concern')

Reviewed By	J Sample
Effective From	November 2021
Next Review Due	November 2022

## Appendix 1

### Non-collection of a child {from Prep Procedure}

#### Non-Collection of a Child:

We take our responsibility for the safety of our pupils seriously. Parents are asked to ensure that they (or a nominated adult) collect their children at the relevant time. If, in an emergency, parents/carers are unavoidably delayed, they should contact the College as early as possible. In the event of a child not being collected at the end of her school day (or after any additional clubs/activities), the procedures below will be followed. These procedures apply to all pupils in the Prep, including those in the EYFS.

#### Pre-Prep and Prep

While waiting to be collected, Kindergarten children attending the morning session will join the afternoon session. Children attending the Pre-Prep full-time or in the afternoon will join our After School Care facility. The child will be supervised by members of staff who will offer as much support and reassurance as necessary.

If a parent is more than 5 minutes late in collecting their child, a member of staff will try to ascertain the reason, including checking the home/school communication book and e-mail correspondence for any information about changes to the normal collection routine. If no information is available, the procedures below will be followed:

#### Procedures

The child will remain under staff supervision in the designated After School Care facility. If the reason for the delay is unknown, a member of staff will call all of the parent's contact details. Messages will be left on any answer-phone, requesting a prompt reply.

If this is unsuccessful, the adults named as 'SOS Contacts' on the child's Confidential Family Information form will be contacted; their details are stored with the child's information in ISAMS. All reasonable attempts will be made to contact the parents and nominated SOS contacts.

If no contact has been made 30 minutes after our After School Care ends, the member of staff running the After School Care will alert the Head of Prep/Deputy Head of Prep and hand the child over into the care of the Boarding House who may act on the advice of the Herts Emergency Duty Team on **0300 123 4043** and report to the Headmistress.

Please could After School Care staff ensure Boarding House staff have any relevant information of the child e.g. medical needs.

## **Appendix 2**

### **Prep Procedures under Covid-19 constraints**

#### **Pupil's arrival**

Children can arrive at school from 7:45am but only via the Spring Road Pedestrian Gate access point. They will go through a hand sanitiser station before entering the building. There will be a temperature check in the Prep Foyer. A member of staff will be on duty to oversee this. Before school care will take place either outside on the playground or in the Gym. The parents/children will exit the Prep Foyer at the car park side and after dropping off their children the parents with the staff on morning duty will exit the school by walking up past the Swimming Pool, turning right and going out of the exit onto Spring Road

Children arriving by minibus or coach will be met on Broadway by a member of staff and brought across to the Prep Foyer to undergo their temperature check.

If parents do not require an early drop off (before 8:15am) then the parents/children should arrive at the following times: 8:15am EYFS/KS1                      8:25am KS2                      8:35am KG  
If a family has children in both age ranges then they can choose to arrive at any of these times.

If a child has a high temperature then they will be retested by the College Nurse and if they still have a high temperature, at this point, the child must be taken home by the parents.

#### **Break time/lunch time supervision details including a wet weather plan**

All of the children will be required to wash their hands or apply hand sanitiser at the start of break. The teacher with the children for Period 2 must ensure that this is done at the end of the lesson.

For a normal dry outdoor break the KS1 and KS2 children will play on the fields/tennis courts/playground. The area will be divided up into two distinct areas to accommodate the two bubbles. Each one of these two bubbles will have a duty member of staff who will supervise the children. The fixed outdoor play and climbing equipment will not be used. Each bubble will be allowed to play with a set of outdoor play equipment which will not be shared between the two bubbles. The children will be asked to bring in a pair of Wellington boots to keep in school, in order for the children to use the fields even when the ground is wet or muddy. Duty staff have walkie-talkies to help with communication between each other.

The KG and Reception children will continue to play in the outdoor area attached to the Kindergarten where they will be supervised by a third member of staff on duty.

In the event of a wet break, the KS1 girls will go to their own classrooms in the Lower Prep Building where one of the staff on break duty will supervise the children. The EYFS children will be supervised in the KG or Reception classroom by another member of staff who is on

duty. The KS2 girls will go into the four upstairs classrooms in the Upper Prep Building and be supervised by the final member of staff who is on duty. If another staff member is required, at any point, then the duty staff can ask the Prep Receptionist or the Head of Prep's PA to send someone. There are walkie talkies to help with this. JSA or JD will be on standby as well.

All of the children will be required to wash their hands or apply hand sanitiser at the end of break, using the hand sanitising stations which are located outside. The staff collecting the children will be responsible for this happening. If it is a wet break then a similar process will take place but within the appropriate indoor space before the girls leave for their next lesson.

### **Supervision at Lunch times**

The KG/EYFS and KS1 children will start their lunch break at 11:45am and enter the Broadway building by the Sixth Form Café and walk down the corridor to use the Dining Room door which is opposite the Main Broadway Reception. The children will sit at the tables which are at this end of the Dining room. The children will sit side by side along one side of the table and face towards the JCR end of the Dining Room. The KG/EYFS/KS1 children will exit the Dining room by the same door they entered and follow the one-way system to exit the Broadway building by the Gents toilet and make their way back to the Prep area. Staff will guide the children at all times. Every day staff are allocated on duty to help with the EYFS/KS1 children at lunch time.

The KS2 children will start their lunch break at 11:50am and enter the Dining Room via the middle door which is opposite the serving counters. The children will sit at the tables at the JCR end of the Dining room or in the JCR itself. The children will all sit side by side, using just one side of the table and all face in the same direction. The KS2 girls will exit the Dining room by either using the fire exit doors at the Theatre end of the room or by going through the JCR. They will then make their way back to the Prep area. Staff on duty will supervise the KS2 children in the Dining room and when they go outside.

All of the children will be required to wash or sanitise their hands before having lunch.

### **ASC Supervision arrangements**

The KG/EYFS/KS1 ASC will take place in the Kindergarten classroom and outdoor area. The children will be supervised by the ASC team of staff. There are two ASC staff to 6:00pm daily.

The KS2 children will continue to be supervised in the Prep Hall from 3:30-4:30pm or in the IT room from 4:00-5:00pm. If an additional space is required for KS2 Study, due to high numbers, then one of the downstairs KS2 classrooms will be used. There are Chromebooks which can be used, if required. Any children staying at school after 5:00pm will join the ASC children in the Kindergarten/Reception classrooms/outdoor area. There are two members of staff on Supervision duty in the Prep Hall up until 4:30pm. One member of staff supervises the Study session from 4:00-5:00pm.

## **Pupil's departure**

Kindergarten and Reception (EYFS) children are to be picked up from the wooden gate of the KG outdoor area. Parents should use the Spring Road pedestrian entrance. Teaching staff will supervise and handover the children.

For normal pick up at the end of the day for the KS1/KS2 children the parents should make their way to the Prep playground area and wait over by the fixed play equipment away from the Prep building itself. They can enter the College either through the Spring Road pedestrian entrance or via the Broadway entrance. The teaching staff will bring the children out to be picked up. For KS1 this will be 3:15pm. For KS2 this will be 3:30pm.

If a parent is picking up a KS2 child from after school supervision between 3:30-4:30pm they should come to the outside ramp area by the Prep Foyer by either using the Spring Road or Broadway entrances. The Supervision staff will supervise and handover the children.

Children going home by minibus or coach will be taken to the appropriate vehicle by one of the supervision staff.

If a parent is picking up a KS2 child from Study then they should come to the outside ramp area by the Prep Foyer for 5:00pm. They should wait outside if they arrive early. The member of staff on Study duty will hand over the children to the parents. Any children who are not picked up at this point will be taken to join ASC in the Kindergarten/Reception area where the ASC staff will continue to supervise the children until their parents arrive.

If a parent is picking up a KG/EYFS/KS1/KS2 from ASC in the Kindergarten/Reception area they should enter via the Spring Road pedestrian entrance and ring the bell that is located on the gate to the outdoor garden area, which will alert the ASC staff. The parent should then wait in this outdoor area. A member of the ASC staff will then organise for the appropriate child to gather up their belongings and leave with the parent.