



# GUILDFORD HIGH SCHOOL

## 2-5 Supervision Policy

### Policy

Guildford High School is committed to ensuring pupils are safe in school and on school activities or visits. To this end the School ensures the following:

- That decisions about supervision of pupils take into account the age, maturity and number of pupils, the type of activities in which they are engaged and their location, and any special needs of pupils.
- That staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises
- That supervision of pupils in remote locations is safe
- That activities are overseen by a member of staff
- That mandatory staffing ratios for EYFS provision are enforced

This policy applies to all sections of the school, including the EYFS setting. Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document. Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- First Aid Policy
- Educational Visits Policy
- Child Protection Policy
- Behaviour and Discipline Policy
- Pastoral Care Policy
- Missing Pupil Policy
- Safe Collection Policy
- Care and Consideration: anti-bullying policy
- Health & Safety Policy
- Junior School After-School Care procedures

This document is reviewed annually by the Deputy Head (Academic) and by the Head of the Junior School, or as events or legislation change requires. The next scheduled date for review is October 2019.

### Procedure

#### In lessons

In lessons, classes will have a teacher : student ratio of at least 1:26. In practice, many lessons have a smaller ratio than this. In the EYFS setting a mandatory ratio of at least one teacher with Level 3

qualification to 30 pupils; our Reception classes have a maximum number of 18 pupils and are always supervised by a Reception class teacher and the class Teaching Assistant.

#### **Before school:**

The Senior School is open for pupils from 7:30am and pupils are supervised by staff on early morning duty who are first aid trained. Senior School pupils must go to the main reception if they need assistance. All receptionists are first aid trained.

The Junior School is open for both EYFS and Junior School pupils from 7:45am. There are two members of staff on duty in the drop off bay to meet pupils and parents as they arrive by car and supervise pupils into school. Reception, Year 1 and Year 2 pupils arriving at school from 7:45am are supervised by staff in EYFS, Year 1 and Year 2 classrooms; all members of staff have a paediatric first aid certificate. A 1:8 staff pupil ratio is necessary for before school and after school care for the pupils who are under 8 years old. KS2 pupils are supervised in Stocks Hall from 7.45 until 8.15am by a member of staff with a paediatric first aid certificate. From 8:15am Junior School Form Teachers are in their form rooms to meet and supervise their pupils. Registration begins at 8:30am.

#### **Activities:**

For trips and visits staff should consult with the EVC (Will Saunders in the Senior School and Toby Day in the Junior School) when determining staffing ratios for activities following the procedure set out in the Educational Visits Policy. Any on-site activity must also be supervised and staff must carry out a risk assessment for any activity significantly different from normal classroom activities. Any new activities must be discussed with a member of SMT before planning goes ahead. For Key Stage 1 and EYFS trips, a 1:6 pupil teacher ratio is required and for Key Stage 2 trips a 1:12 pupil teacher ratio is required, unless agreed with the Head of Junior School that the nature of the activity requires a different ratio.

#### **During breaks and meal times**

In the Senior School, staff must follow the duties guidelines set out in section 2-4a and the out of hours risk assessment 2-4b. In the Junior School staff must follow the duties prescribed in the duty timetable prepared by the Head of the Junior School, Mike Gibb. Teachers are responsible for ensuring pupils are supervised and secure at all times and that safe, civilised behaviour is consistently observed by all pupils.

#### **Supervision in EYFS**

Each Reception Class has a maximum of 18 children who are supervised by a qualified teacher and assistant in all timetabled lessons and activities. Break-times and lunch times are supervised by two appropriately qualified adults (Level 3 and above). The ratio is therefore 1:18 and well within the mandatory ratios.

#### **After School Care in the Junior School**

All staff who supervise After School Care (based in one of the ground floor Junior School classrooms) have a paediatric first aid qualification. At least one member of staff must have a full and relevant Level 3 Qualification, and the other member of staff must have at least a full and relevant Level 2 Qualification.

#### **Staffing procedures for remote supervision (only applicable in the Senior School)**

Any member of staff supervising pupils remotely, whether in school or on a visit, must have first consulted with a member of the Senior Management Team. Depending on the nature of supervision a risk assessment may have been carried out. Staff must have a mobile phone with them if on a visit and should call the appointed SMT contact in the event of a problem or concern. If the remote supervision is on school premises, the member of staff should ensure that students know where to find them or another member of staff in an emergency. They should also know themselves where to

find the pupils. Senior School pupils walk to the Sports Centre unaccompanied strictly in groups of at least 3. The PE Department is responsible for ensuring that pupils are aware of this rule.

### **Supervision of pupils by older pupils**

Sixth Form pupils are allowed to supervise activities e.g. preparation/rehearsal for internal events such as the fashion show or the pantomime. However, the teacher in charge of the event must ensure staff are on-hand to assist and that the Sixth Form pupils running events have a clear understanding of who to seek out and where they will be.

### **Safety and Security**

Safety and security for pupils and staff are essential. A fob system is used for all main school doors and notices ensuring these are kept closed are in place and must be adhered to. All staff are notified about timings for visitors. All visitors sign in with the Junior School or Senior School receptionist and are given badges which must be returned on leaving. All pupils and staff sign in and sign out during the school day. All playground gates are checked and must be shut. All staff duty groups must be prompt and alert for playground duties. CCTV cameras are in place around the school site. In the Junior School all pupils are in the care of a teacher until collected by their responsible adult at the classroom door, the main school door or after school club venue.

### **Additional Supervision in the Junior School:**

- Walking back and forth from the sports centre requires a minimum of three adults with all year groups. Fewer adults may accompany the older pupils if the Head of Junior School is aware that the adults and the year group involved require less supervision. A register must be taken on leaving the Junior School building and a register or head count taken again on arrival at the sports centre.
- Pupils must be supervised as they enter and leave each classroom or resource room.
- Pupils must be supervised while changing for break time or for PE or swimming. While pupils' privacy is respected during this supervision it is essential that an adult is present at all times.
- On school trips and all outdoor activities, pupils in the Junior School must be in sight of their responsible adult at all times.
- Form teachers and subject teachers should encourage toilet visits and hand washing at the beginning and end of each break but there is **no** restriction on toilet visits during breaks or lessons as drinking water is encouraged. Pupils may not eat on exiting the building for break time until they are in the playground.