



# Supervision Policy

## Preparatory School

### RATIONALE

It is the policy at Clifton College Preparatory School to offer the very highest levels of supervision to the pupils at all times. This area of School life is particularly important owing to the nature and geographical complexity of the campus. As a part of every member of staff's duty of care, the safe and effective supervision of pupils remains the personal responsibility of the individual. Staff are also aware that, even when not technically on duty they retain a supervisory role aimed at the wellbeing of the pupils.

The School has a responsibility to ensure that the pupils are free from avoidable harm. As such, risk assessments are regularly carried out on various aspects of campus security and action taken when necessary. Regular reminders to pupils of the importance of vigilance in and around the campus – delivered through the Houses, at School Assembly and as a part of the PSHE syllabus.

### LINKS WITH OTHER POLICIES

- Attendance and Missing Pupils Policy
- Parties Policy
- Risk assessments for key areas deemed to present higher levels of supervisory risk (e.g. Design Technology/Science School/Swimming Pool)
- Educational Visits Policy

### FOR PUPILS IN NURSERY TO YEAR 3

The purpose of this policy is to set out guidelines for break time supervision. It should be read in conjunction with the Behaviour Policy, and information in the Staff Handbook.

At the Pre-Prep we believe that personal and social education is one of the most important components of the curriculum. It extends across all times of day and in all places, and as such break times are a very important part of the day for everyone in School and we therefore aim to:

- ensure that breaktime routines run smoothly
- ensure that children are happy
- ensure that children are secure and safe
- ensure staff understand the procedures to enable them to create a happy, harmonious and purposeful environment for children to spend their leisure time

### General Points

The children's safety and well-being during lesson time is the responsibility of the class or subject teacher. The children's safety and well-being at breaktimes depends on the vigilance of the teaching assistants (TAs) and duty staff working as a team. All staff should



be aware of the Safeguarding and Protecting Children Policy. Accidents should be dealt with, with regard to the agreed procedures as set down in the College's Health and Safety Policy.

All staff should ensure that children move around the School campus carefully and with consideration. This includes The Nursery, Butcombe and Sharps', the Bretton Memorial Hall, the playground, the sport centre, Chapel, the Redgrave Theatre and any other areas of the College they visit. It also includes the areas directly outside the School campus, e.g. the grass verges and pavements around School, and all facilities at Beggar's Bush, notably the Forest School areas.

All staff should make sure that children are appropriately dressed for the weather conditions before sending the children out to the playground. If the children are wearing coats, the class teacher must ensure that they are fastened before they come to the playground.

## **Organisation**

### *Morning Break*

Morning break is at 10.15am – 10.40am Reception, Year 1, 2 and 3.

4 members of staff are on duty at every breaktime, and a qualified first aider will be on site.

Children are given a healthy snack and carton of milk (supplied by the School) or water before going to the playground for morning break. The bell signifying the end of break will be rung by the duty teacher at 10.40am Staff should meet their classes in the playground at 10.40am and escort them in for a prompt start.

### *Lunch Break*

Lunch break is from 12 noon to 1.10pm (see Staff Handbook for breakdown of times). While maintaining bubbles at present, members of staff are eating with their classes, then a duty rota follows for the break after lunch in the playground.

There is one sitting for lunch, with children arriving at staggered intervals after 11:45am.

A member of staff, normally the class teacher, will supervise the children as they choose their lunch, and will make sure each child eats sufficient food before allowing them to leave the table. Close supervision and sensible behaviour is essential as children walk over to lunch.

In the Dining Hall, the following general rules apply, in addition to the Golden Rules which apply at all times:

- Pupils select and carry their meals to the table on a tray.
- There is no running or noisy behaviour.
- When the pupils finish their meal, they put up their hands and ask politely to leave the table – e.g. "please may I leave the table and thank you for my lunch".



- Pupils carry their empty trays to the trolley provided before going into the playground.

Once in the playground, the children should not go on the climbing apparatus until all four adults are on duty in the playground.

A member of staff on duty will check the gates are securely shut.

The bell for tidying away the apparatus is rung at around 12.50pm. Another bell to signify the end of lunch break is rung by the teacher on duty once the equipment is tidied away at 12.55pm. Staff meet their classes in the playground at 12.55pm and escort them in for a prompt 1.00pm start.

### *Afternoon Break*

Afternoon break is from 2.30pm until 2.45pm. Three members of staff (one teacher and two TAs) plus the School Matron are on duty at every afternoon break time.

### *Wet Breaks*

Normal duty rotas continue when there is a wet play time, although staff need to be flexible and prepared to step in to ensure appropriate cover on each floor.

- Children should have a Wet Play Doodle book for drawings etc. Alternatively, scrap paper should be readily available for drawings children might want to take home.
- Children may use games etc. from the Wet Play Box provided in the classroom.
- Children may use scissors and glue during wet breaktimes only at the discretion of the class teacher.
- Children should not run about or shout, and should follow the Golden Rules.

## **In the Playground**

Teaching Assistants should regularly survey the whole area and avoid paying attention to a small group for too long. Staff should be strategically placed in different locations to supervise effectively.

- Children should be encouraged to play suitable games together.
- Potentially dangerous games or activities should be discouraged and the danger pointed out. The game may continue if children see the need and act to modify their behaviour. There should be no fighting games.
- Staff on duty should never leave the area they are supervising without informing another adult.
- No child may be taken from the playground without the teacher on duty having been informed that this will happen, and who is going to collect (e.g. music teacher, parent). If the teacher has not been informed, advice must be sought from the class teacher, the secretary or a senior member of staff before the child is allowed to go.
- Bullying will not be tolerated (see Anti-bullying Policy).



- Children are expected to be polite and encouraged to show respect to each other and adults at all times. We acknowledge that at the Pre-Prep age, a great deal of personal development takes place, and children may not intrinsically know how to handle situations. All staff should model the correct behaviour at all times so children can learn from them as role models, and explain to children 'who get it wrong' what they have done that is ill-mannered, and allow them the opportunity to correct it.
- Children are encouraged to run around, but they must be aware of safety: they should not be allowed to charge around so fast that they become a danger to themselves and others.
- Fighting, kicking, tripping each other up, hitting, punching, pinching, scratching, spitting, biting etc. will not be tolerated.
- Play fighting must be stopped.
- Name calling must be taken seriously and appropriate action taken.
- During cold weather all children should be dressed appropriately and MUST have their coats fastened before entering the playground.
- Children should always enter and leave the playground in a quiet, orderly manner.
- At all times staff must listen to children and intervene where appropriate. Sometimes it may be necessary to observe the child or group of children to find out what the problem is.
- At all times, staff should move around the playground and be vigilant so that they are in a position to intervene e.g. by slowing a child down, to prevent an accident. Be aware of the hidden corners of the playground. Staff must avoid the temptation to huddle and chat.
- At all times, the safety of the children should be considered and anything that causes concern should be reported to the Head of the Pre-Prep or Assistant Head.
- Children should be encouraged to 'find a friend' if they have no-one to play with, by using the 'Friendship Stop' and by asking an adult to help.
- Small apparatus may be provided for the children to use throughout the year, but children will need to be taught how to use some of it, and how to care for it (e.g. skipping ropes only for skipping, not tug-of-war, or horses' reins).
- Never pick up a child as part of a game (see the Safeguarding and Protecting Children policy).
- Any rude or disruptive behaviour should be reported to the class teacher at the end of playtime.
- If a child is ill, or has been involved in an accident, they should be carefully supervised. Never carry a child who may have an injury that might be worsened by being moved. All matters should be reported to the School Matron and Class Teacher. All injuries should be recorded in the accident book and serious injuries reported to the Head of the Pre-Prep or Assistant Head, and the child's parents. A Clifton College Accident Report Form must be completed, and head injuries should be reported to parents using the Head Bump form. Staff should also complete an Accident Report Form if there has been a 'near miss' so that remedial action can be taken to prevent such an accident happening in future.
- If a serious injury occurs in the playground (e.g. possible broken bone, significant bleeding), the School nurse or other first aider will assume responsibility for the child. She/he will direct one member of staff to call for an ambulance, and another member of staff to keep the children well away from the incident. A third member



of staff should alert the Head of the Pre-Prep, Operations Director and other senior management, and encourage any available staff to come to the playground to aide supervision.

## **Breaktime Supervisors**

Guidelines for good relationships:

### **TREAT ALL CHILDREN FAIRLY AND EQUALLY**

It is all too easy to jump to wrong conclusions about a situation. The children must be given an opportunity to explain their behaviour. Don't act on hearsay: only act on what you are sure you saw.

### **BE FRIENDLY AND APPROACHABLE**

Children need to see you as someone who is approachable and ready to listen to them. A cold or distant manner will stop them from approaching you.

### **GIVE GENTLE REMINDERS**

Children often simply forget some rules e.g. running in the corridor. A gentle reminder is often all that is needed to correct this.

### **STAY CALM**

Try to stay calm at all times. This will help you to remain in authority and be effective.

### **SMILE**

Try to remember to smile at the children, they will then see you as someone warm and friendly.

### **TRY TO CHAT**

Be willing to chat to the children about their news, interests and activities.

### **GIVE PRAISE**

Praise is more effective than criticism so try and use praise frequently.

### **GIVE INCENTIVES**

Use 'marbles in the jar' as per the Behaviour Policy, and any special stickers or other incentives. Put entries in the 'Green Book' to be shared in Celebration Assembly.

### **BE FAIR**

Be fair with punishment - if you don't spot the trouble don't rely on the word of other children - take time to talk it through.

### **BE POLITE**

Set a good example to the children by speaking politely to them.

### **AVOID GETTING INTO A CONFRONTATION**



Don't argue with a child, this undermines your authority. Repeat your request calmly, then use your sanctions system. Remove the child from the view of other children, so he/she does not get an audience.

#### HELP A CHILD 'BACK OUT' OF AN AWKWARD SITUATION

If a child is deliberately rude, ask them to repeat what they said. This allows the child to retract the statement and apologise. Accept any apology graciously and don't continue to scold.

#### DON'T PHYSICALLY HANDLE A CHILD

Refer to the Safeguarding and Protecting Children Policy and the Positive Handling Policy for guidance on physical contact.

#### DON'T SHOUT

Avoid shouting at all times. If the noise level is high, ask the staff if there are other ways you can obtain silence. Don't shout in anger.

#### DON'T USE SARCASM

Don't belittle the children by using sarcasm - this leads to resentment.

#### DON'T USE LABELS

Don't give the children negative labels such as 'naughty', 'rude' or 'stupid'. Tell the child their behaviour is unacceptable, but remember labels 'stick'.

#### WATCH OUT FOR LONERS

Watch out for lonely or isolated children. Talk to them and try and involve them with other children.

### **FOR PUPILS IN YEAR 4 TO 8**

During 'House Time', pupils are supervised by House Staff; these will include the HoM, duty member of staff and a Graduate Assistant. Each House publishes a staff duty rota, which is displayed in the House, filed by the Deputy Head (Pastoral) and copied to the School office. 'House Time' includes:

- 8am – 8.45am during which the pupils are registered in the House.
- 10.35am – 11.00am Morning Break. (Pupils in the Pre Playground, the main Pre Building, or on Whatley are also under the supervision of the Break Duty Staff.
- 12.10 – 1.20pm Lunch Break. Pupils in Years 4 and 5 and 6 are supervised in House or on Whatley by the duty staff or Graduate Assistants until they go to the BMH to eat at 12.30.
- Years 7 and 8 are under the supervision of subject teachers (who have taught lesson 5) until handed over to House Staff in the Dining Halls. Thereafter, they are the responsibility of House Staff for the remainder of the lunch, or until they go to the Pre Playground and are under Break Duty Staff supervision. Please note that it is accepted that pupils in Year 7 and 8 are expected to make their own way back from lunch sensibly and quickly, but never individually.
- 2.40pm – 2.55pm Afternoon break – as Morning Break, above.



- 4.00pm – 6.00pm After School Activities, Tea and Prep. Pupils choosing to spend this time in the House are under the supervision of the House Staff. Those attending an Activity are supervised by the member of staff in charge of the activity (Please see activity lists for names of staff and pupils involved). Pupils leaving the House for an activity ‘sign out’ with the member of staff on duty, as do pupils leaving to go home. Pupils in Years 4, 5 and 6 will be supervised to and from the Dining Halls and whilst eating tea. Please note that it is accepted that pupils in Year 7 and 8 are expected to make their own way back from tea sensibly and quickly, but never individually.
- Please see individual House Handbooks for specific details regarding House Supervision.

During ‘Academic Time’ the pupils are supervised by the relevant teaching staff. (For details of personnel and timings, please refer to the School Timetable.) Staff register classes at the beginning of each lesson and report missing pupils to the School Office. A register must be taken and recorded on SIMS for P.1 and P.6. The secretary will follow up the query and report back to the member of staff. If necessary, the secretary will implement the College’s Missing Pupil Policy. ‘Academic Time’ includes:

- During Lesson time, when the pupils remain the responsibility of the member of staff teaching the lesson.
- During Coach House Lessons, when the pupils remain the responsibility of the member of staff teaching the lesson.
- During individual music lessons, when pupils remain the responsibility of the member of the Visiting Music Staff teaching the lesson.
- Pupils in Year 4 are collected from the classroom for individual Music and Coach House lessons.
- During Games Sessions (Monday, Wednesday and Saturday morning for Upper Pre pupils and Wednesday, Friday and Saturday morning for Lower Pre pupils), when the pupils are supervised by the team coach(es). Coaches register the children at the beginning of the session and report missing pupils to the School Office, as above. Their responsibility for the pupils remains until the end of the session and includes periods of time during which the pupils are in transit, whether on foot, by mini-bus or by coach. Supervision of pupils on away matches remains the responsibility of the team coach, but arrangements are sometimes made in liaison with staff from the host school.
- During PE lessons, when the pupils are supervised by the PE Staff with the assistance, on occasions, of a GAP. (Please note that the GAP is never given sole responsibility for pupils). The pupils are registered at the beginning of each lesson and missing pupils are reported to the School Office. Their responsibility includes periods during which the pupils are using the changing rooms.
- During academic or cultural visits, when the member of staff with overall responsibility for the organisation of the visit will ensure that there are sufficient supervisory staff to comply with the requirements of the College Educational Visits Policy. He/she will also ensure that all supervisory staff are fully acquainted with the policy and any associated Risk Assessments, whether generic or specific.
- For visits which involve an overnight stay of one night or more, the member of staff with overall responsibility for the organisation of the visit will ensure that there are



sufficient supervisory staff to comply with the requirements of the College Educational Visits Policy. He/she will also ensure that all supervisory staff are fully acquainted with the Policy and any associated Risk Assessments, whether generic or specific.

- For overseas visits, the member of staff with overall responsibility for the organisation of the visit will ensure that there are sufficient supervisory staff to comply with the requirements of the College's Educational Visits Policy. He/she will also ensure that all supervisory staff are fully acquainted with the policy and any associated Risk Assessments, whether generic or specific. (Please note that there are variations with regard to specific supervisory requirements depending on the nature and duration of the visit. Visits involving 'high-risk' activities, such as skiing or water-sports, for example, are subject to more stringent staff/pupil ratios. Visits on which there is a child with special medical requirements will also be subject to more stringent ratios. (For details, please refer to the College Educational Visits Policy.)

### **Supervision of pupils on days which fall outside of the normal daily routine**

On certain days, it will be necessary to review normal supervision provision, in order to make sure that levels of supervision are adequately suited to the 'type' of activity being pursued. Current normally expected supervision ratios in the Pre (given as 'maximum'):

- Class lesson: 1:21
- House time: Lunch: 2:79 (more normally 2:50)
- Break Time: 4:350 (extremely unlikely that all pupils will be 'outside' at one time – but possible)
- Off Campus Activities: Refer to Educational Visits Policy

On school days which fall 'outside' normal daily routine, special supervision provision will be made. This will involve occasions such as:

- Year 8 Leavers' Concert - preparation days; Main School Concert day; Redgrave Theatre Show preparation week; Events in the Hall (special registration may be required); Bus and Coach journeys; Year 8 end-of-year activities week; Sports Day; 'High Days' – Royal Wedding Celebrations, and similar; Outings and Trips.

On such days special supervision measures will include:

- Compilation and distribution of clear and specific staff supervision rotas/timetables. These will be drawn up by staff running the activities and agreed by SLT (for cover/organisational purposes) and signed off by the Deputy Head (Pastoral).
- Staff required to supervise will be supplied, a week in advance of the event, with clear and specific instructions of time, place and role and a register of those children for whom they have responsibility.
- It will be made clear to staff that they are **not** to adopt an 'am I needed' approach on such occasions and that the children under their care will be their sole responsibility for the duration of the allotted period. They will be reminded of the



need to be 'extra vigilant' on such occasions, as the children are likely to demonstrate behaviours outside the norms; such as 'mismanaging risk' and 'stretching the boundaries'.

- The Deputy Head (Pastoral) will take overall responsibility for the implementation of these measures.

### **Supervision Guidelines for Prep School Staff**

Safe and effective supervision is a vital aspect of our duty of care towards all pupils. The expectations of supervision in the classroom and in Houses is clearly and explicitly outlined and well-understood and managed by staff. These situations are bound by excellent staff-pupil ratios, normally not exceeding 2:50, and as such are easily and effectively controlled, with clear and achievable aims. However, on occasions when we are responsible for the supervision of far larger numbers of pupils, we must be aware of the added responsibility and should adhere closely to the following guidelines, in order to ensure that we are demonstrating the very highest levels of best working practice at all times. Evidence confirms that almost all serious behavioural incidents occur during times when supervision levels are low, when pupils are in areas which are unsupervised, or when supervisory responsibility is ambiguous.

Occasions during which we are likely to be supervising large numbers of pupils, or when supervisory responsibility could be ambiguous, will involve:

- Break times; morning, lunch and afternoon
- Transit between lessons, and pupils arriving at BSK and on the stairs of BSK, when the pupils are often not under the supervision of any one specific member of staff, or arrive ahead of the designated member of staff
- Congregating before Games sessions
- Travelling on buses to and from BB/fixtures
- Break time - Library use (ICT Suites are not permitted to be used unsupervised)
- Changing room time
- Houses on minimal Matron-only cover, for example when duty staff are still at Games
- During visits and outings, where staff-pupil ratios can, on occasion, be lower than usual, especially whilst pupils are relaxing or having 'time out'
- Events in the Hall, such as Author Visits and Christmas Fair etc
- Choir rehearsals
- Play rehearsals and Redgrave Rehearsal Weeks
- Parties/Discos, etc

#### *Break time supervision*

- Staff on break duty must ensure that they arrive in the designated area on time and should remain on duty until the last pupil has left the play area
- Break duty staff must remain mobile throughout the duty period and play a proactive role in ensuring that rules are followed and high levels of behaviour, cooperation and pupil safety are maintained at all times



- Pupils who do not adhere to rules, or who misbehave or demonstrate a lack of cooperation, should be given appropriate sanction as a deterrent
- Serious playground incidents and accidents involving injury must be reported by the member of staff on duty. Incident/accident forms are available on the Resource Centre.
- Incidents of unkindness, including the exclusion of individuals by others, must be followed up with the relevant staff by the member of staff on duty
- If the member of staff on duty is in need of additional adult assistance, a pupil should be sent to the Office or the Common Room to convey the message, rather than the member of staff on duty leaving the area unsupervised
- Staff who identify unsupervised pupils during break times must report this to the Office, or the Common Room and assume responsibility for the pupils until such time that adequate alternative supervision is arranged. As it is not always easy to find cover when a member of staff is missing from a duty, it may be necessary, on occasion, for pupils to be sent back to Houses to avoid non-supervision.

### *Supervision at other times*

- All staff must assume collective responsibility for the supervision of pupils moving between lessons and between different parts of the campus. Although this is a situation about which it is difficult to be specific, it relies on both common sense and the understanding that our duty of care towards the pupils extends beyond our specifically designated duty and teaching times. Please note that pupils in Years 4, 5 and 6 must be accompanied by a designated member of staff at all times when in transit in public areas outside the School grounds
- At any other times, when specific supervision responsibility can, on occasion, be ambiguous, all staff should, again, assume collective responsibility and be proactive in dealing with potential problems
- Staff responsible for Games groups/teams must aim to be present at the agreed assembly point prior to the arrival of the pupils at the beginning of each session
- Staff responsible for supervision on Games buses must position themselves throughout the vehicle and not sit merely at the front
- Matrons/PE Staff must ensure adequate and effective supervision of pupils using changing areas (Please refer to the Safeguarding Policy for details)
- HoMs must endeavour to provide adequate staff cover in Houses on Match/Games days, by timetabling non-games staff to assist the Matron, until the duty member of staff has returned to the House
- Staff responsible for supervision on visits and outings must refer to the Educational Visits Policy for details
- Staff responsible for supervision on occasions which fall outside the normal School routine, such as presentations in the Hall, rehearsals involving large numbers of pupils, Redgrave Rehearsal Weeks and parties/discos, must refer to the final section of the Supervision Policy for details