

## Supervision

### Policy Statement

Banstead Prep 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. Banstead Prep School seeks to implement this policy through adherence to the procedures set out in the rest of this document. Banstead Prep 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 Management Policy
- Pastoral Care Policy
- Missing Pupil Policy
- Safe Collection Policy
- Care and Consideration: anti-bullying policy
- Health & Safety Policy
- Breakfast Club and After-School Care procedures

**This document is reviewed annually by the SLT, or as events or legislation change requires. The next scheduled date for review is December 2022.**

**BANSTEAD PREPARATORY SCHOOL SUTTON LANE BANSTEAD SM7 3RA  
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Banstead Prep School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB. Tel: 01832 864 444

## Procedure

Staffing ratios in lessons: in lessons, classes will have a teacher: student ratio of 1:20 or less. In practice, many lessons have a smaller ratio than this. In the EYFS setting a mandatory ratio of at least 1 teacher with Level 3 qualification to 30 pupils is the absolute minimum and in fact the ratios are smaller in the Reception classes, where classes of c. 18 pupils are supervised by the Reception class teacher and the Teaching Assistant. For the Nursery a ratio of 1:13 is maintained where a qualified teacher is present and for Level 3 staff 1:8 for children aged 3 and above and 1:4 for 2 year olds.

Staffing ratios before school: The school is open for pupils from 7:30 and pupils are supervised by staff who are first aid trained either in Breakfast Club from 7:30 or staff on early morning duty from 08:00. From 8.00am, four members of staff are on duty in the drop off bay and at the gate to meet pupils and parents and walk the EYFS children to the Early Years playground. EYFS and Year 1 pupils arriving at school from 8.00am are supervised by qualified staff in the Early Years playground, unless it's raining, when they are supervised in a Pre Prep classroom. A member of staff with a valid paediatric first aid certificate is always available. Year 2 and Prep pupils are supervised in the Main Hall from 8.00 until 8.20am. List of children on site are kept from 7:30am. From 8.20am Form Teachers are in their form rooms to meet and supervise their pupils, Registration begins at 8.30am.

Staffing ratios for activities: For trips and visits staff should consult with the EVC 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 SLT before planning goes ahead. Pupil teacher ratios of 1:6 for Reception (greater for nursery), 1:8 for Years 1 and 2 and 1:10 for Years 3 to 6 are required unless agreed with the Headteacher that the nature of the activity requires a different ratio.

Staffing ratios for breaks and meal times: Staff must follow the duties prescribed in the duty timetable prepared by the Deputy Head. Incidents of bullying and poor behaviour can and regrettably do occur when a responsible adult is not visible to the pupils. **Teachers are responsible for ensuring pupils are supervised and secure at all times and that safe, civilised behaviour is consistently observed by all pupils.**

Staffing ratios for out of school care:

After 4pm, staff running extra-curricular clubs are responsible for the children in their care. Staff must be mindful that after this time the site is open to external providers of clubs. All toilet visits during this time should be in pairs and all visitors and club coaches should be wearing visitor's sticker. Staff should adhere to the safe collection of children policy.

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The Educational Visits Policy details supervision of pupils on school trips or visits. Risk Assessments are carried out in line with this policy and take into consideration the age and abilities of pupils. A 1:8 staff pupil ratio is necessary for before school and after school care for the under 8s. For older pupils the ratio can vary according to the nature of the activity. There is a separate procedure and risk assessment for Breakfast Club and After-School Care.

After School Care (based in the wrap around care building) is staffed by at least one member of staff with a paediatric first aid certificate. 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.

Safety and Security: Safety and security for pupils and staff are essential. A key pad entry 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 at the School Office and are given badges/stickers, which must be returned on leaving. All pupils and staff sign in and sign out during the school day (8:30am to 4pm). All playground gates are checked and must be shut. All staff on duty must be prompt and alert for playground duties. The designated first person on duty is responsible to taking a charged walkie talkie into the playground. Pupils are in the care of a teacher until collected by their responsible adult at the school gate or After School Care.

Supervision in EYFS: Each Reception Class has a maximum of 18 children who are supervised by a qualified teacher and qualified assistant in all timetabled lessons and activities. For the Nursery, statutory ratios are adhered to, taking into account children's attendance, age and qualifications of staff. Breaktimes and lunch times are supervised by appropriately qualified adults and mandatory ratios are maintained.

Additional Supervision:

- Walking back and forth from the Sports Ground requires two adults with all year groups. Fewer adults may accompany the older pupils if the Headteacher is aware that the adults and the year group involved require less supervision. A head count must be taken when leaving the school and again before leaving the Ground.
- Pupils must be supervised as they enter and leave each classroom or resource room. Children must wait silently outside classrooms until a teacher is ready to greet them.
- Pupils must be supervised while changing at 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.

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- As for school trips and all outdoor activities, pupils must be in sight of their responsible adult, at all times.
- Teachers should encourage loo visits and hand washing at the beginning and end of each break but there is **no** restriction on loo 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.
- Children must NOT be unsupervised in the building during break and lunchtimes.

Date of next review: December 2022

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