



Supervision Policy

Person responsible	Deputy Head & DSL
Last update	May 2023
Frequency of Review	Biennial
Date of last review by Governors	November 2023
Date of next review by Governors	November 2025

Introduction

This policy applies to all children, including those in EYFS, and should be read in conjunction with the Child Missing Education and Attendance Policy

The safety and welfare of the children, regardless of their age, ability, aptitude and any special educational needs they may have is the prime responsibility of the School and all at Bute House Preparatory School should do their utmost to ensure this. Making sure that all children are supervised during activities, in order to keep them safe, is a vital role of the staff at the School.

This policy sets out our supervision arrangements. Information about supervision may also be found in the Staff Information Guide.

1. Wraparound Care

1.1. The school provides, for an extra fee, breakfast and after-school clubs to look after pupils before and after-school.

1.2. Breakfast Club:

1.2.1. This supervised club runs from 7am until 8.15am. At 8.15am, the girls join others arriving on the playground.

1.2.2. The club is run by a member of Bute House staff, with an assistant joining on days where the numbers determine this is required (this number will be at the discretion of SLT, depending on the age range of pupils booked in).

1.2.3. There will be no more than 24 children attending Breakfast Club each morning.

1.2.4. As with all elements of wraparound care, girls attending must be pre-booked into this club.

1.2.5. On days when swim squad members join breakfast club after their session, a member of staff will help to supervise.

1.3. After-School Care

1.3.1. This supervised club runs from the end of the timetabled day for each Key Stage, until 6pm.

1.3.2. The club is run by a member of Bute House staff, with an assistant joining on days where the numbers determine this is required (this number will be at the discretion of SLT, depending on the age range of pupils booked in).

2. Before-School Care

2.1. Children are not supervised until 8.15am, when the front doors are opened.

2.2. Girls proceed to the playground, where they are supervised by two members of staff.

2.3. A member of the EYFS staff will be in the classroom immediately adjacent to, and with sight of the playground, from 8.15am.

2.4. 8.15 - 8.30am: Two members of staff will supervise pupils on the playground, unless it

- is raining or icy, in which case they go to the Hall. One of these staff members will have Qualified Teacher Status, and will be responsible for supervision of EYFS pupils, who will remain under the sail area of the playground.
- 2.5. The bell is rung at 8.28am.
 - 2.6. Girls line up in silence in their classes.
 - 2.7. Form teachers (or twins) collect Lower School classes from the playground. To encourage and develop independence, Middle and Upper School classes are sent to their classrooms by the staff on duty.
 - 2.8. No girl may go upstairs earlier, unless she has been given specific permission.
 - 2.9. Staff on duty remain outside until all classes have left the playground.

3. Break-time Supervision

- 3.1. The safety of the children outside is the priority and is the responsibility of staff on duty.
- 3.2. All children must respond immediately if they are asked to do something by a member of staff. If they do not, staff must seek assistance from another member of staff, Form Teacher, Phase Leader, or from the School Leadership Team.
- 3.3. Staff on duty ensure that they can see, between them, the entire playground area. The following rules apply whilst in a supervisory role on the playground:
 - 3.3.1. Do not carry hot drinks.
 - 3.3.2. Do not use personal mobile phones in the playground. Lunchtime Supervisors have a school mobile phone outside with them, if assistance is required.
 - 3.3.3. Supervisors patrol the area and it is requested that they **do not** stand in pairs, or a group, and chat as this detracts from the ability to supervise effectively.
 - 3.3.4. Staff on duty need to be vigilant at all times and ready to intervene to prevent any situation escalating.
 - 3.3.5. The climbing equipment needs staff to be particularly vigilant. All girls should be reminded that they are not to use climbing equipment, or the slide if it has been raining and the equipment is wet.
 - 3.3.6. Lunchtime Supervisors should take the name of any child whose behaviour causes concern and inform their Form Teacher, who will then take appropriate action.
 - 3.3.7. Lunchtime Supervisors are aware of the Positive Behaviour Policy and are expected to use the strategies outlined in this policy to help a child who is upset, or to manage any friendship issues which may arise.

4. Wet Breaks

- 4.1. In bad or uncertain weather, the members of staff on duty that day will decide just before break time as to whether it is to be an indoor or outdoor break. A message is

sent round to every classroom.

- 4.2. **For Lower School and Middle School breaks**, adults should position themselves:
 - 4.2.1. One at top of Lower School corridor (or in 3G), one outside the area between the Year 1 and 2 classrooms, and one on the first-floor corridor between the three Year 4 classrooms.
 - 4.2.2. A qualified member of teaching staff must be in the vicinity of the Reception (EYFS) classroom.
- 4.3. For **Upper School breaks**: One person should patrol the middle corridor with another the top corridor.

5. Arrangements for EYFS Supervision

- 5.1. Pupils in Reception class have a morning break at 10:00am until 10:30am. During this time, there is always a qualified teacher on duty. This member of staff is only responsible for EYFS children, in a clearly designated area of the playground only for children in Reception class.
- 5.2. At lunchtime, the girls in Reception go onto the playground once they have been dismissed from the lunch hall at 12:30pm. During this time (from 12:30pm until 1:00pm) there is always a qualified member of staff on duty.
- 5.3. This duty rota can be found within the Reception classroom.
- 5.4. In the event of the named member of staff that day being absent, the Deputy Head will be informed and alternative arrangements will be made and all relevant staff will be informed.
- 5.5. During the afternoon break from 2:00pm until 2:30pm, the same procedure as that at lunchtime will apply.

6. Late-Duty (SLT or Member of the Leadership Team) Supervision Procedures

- 6.1. At 3.45pm: If a child has not been collected within 15 minutes of their dismissal time, the staff member dismissing the class, should contact the parents or carers. A member of staff (usually a member of SLT or a Phase Leader) will be on duty to supervise the child following this.
- 6.2. At 4pm: All children who have not been collected will be supervised by the member of staff on duty until 4.30pm, at which point the member of SLT on late duty will take over. The School Office should be advised of their location.
- 6.3. When a parent arrives late for collection, after 4pm, they will be asked to sign the Late Collection Register. The Register is discussed at the Pastoral Leadership Team Meeting and any patterns will be flagged up, and a member of SLT will contact the parents.
- 6.4. Persistent lateness will result in a letter from the Deputy Head.
- 6.5. **A member of SLT is always on site until all children attending after school clubs have been collected.**