

# Supervision Policy

---



**Westbury House School**

February 2024

## Contents

1	Aims .....	3
2	Scope and application.....	3
3	Regulatory framework .....	3
4	Publication and availability .....	4
5	Definitions.....	4
6	Responsibility statement and allocation of tasks .....	5
7	Supervision.....	5
8	Security .....	6
9	Ratios .....	7
10	Risk assessments.....	9
11	Supervision arrangements during the school day .....	9
12	Supervision arrangements for day pupils before and after school .....	10
13	Missing pupil procedures.....	11
14	Educational visits .....	11
15	School arranged transport.....	11
16	Training .....	12
17	Record keeping .....	12
18	Version control.....	12

## 1 Aims

- 1.1 This is the supervision policy for pupils of Westbury House School
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to ensure the proper and effective supervision of pupils through appropriate deployment of School staff
  - 1.2.2 to ensure that the School meets its duty to supervise pupils to the required standard of a reasonably careful or prudent parent
  - 1.2.3 to ensure that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level
  - 1.2.4 to promote a culture of safety, equality and protection
  - 1.2.5 to actively promote the well-being of pupils and ensure their health, safety and welfare.

## 2 Scope and application

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).
- 2.2 This policy applies at all times when a pupil is:
  - 2.2.1 in or at School
  - 2.2.2 travelling on Authorised Journeys
  - 2.2.3 on School-organised trips.

## 3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014
  - 3.1.2 Statutory framework for the Early Years Foundation Stage (DfE, December 2023)
  - 3.1.3 Education and Skills Act 2008
  - 3.1.4 Childcare Act 2006
  - 3.1.5 Equality Act 2010 and
  - 3.1.6 Data Protection Act 2018 and General Data Protection Regulation (GDPR).
- 3.2 The following School policies, procedures and resource materials are relevant to this policy:
  - 3.2.1 First Aid policy
  - 3.2.2 Educational visits (RA) policy
  - 3.2.3 Health and Safety policy
  - 3.2.4 Safeguarding and child protection policy

## 4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Secretary during the School day.
- 4.4 This policy can be made available in large print if required.

## 5 **Definitions**

- 5.1 Where the following words or phrases are used in this policy:
  - 5.1.1 References to **working days** mean Monday to Friday when the School is open during term time. The dates of terms are published on the School's website.
  - 5.1.2 **Authorised Journey** means transport arrangements made by or on behalf of the School for the purpose of transporting pupils to and from School or on educational visits or trips. It does not include private arrangements between parents or pupils.
  - 5.1.3 **Employee** means anyone who works under a contract of employment at the School.
  - 5.1.4 **External Provider** means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.
  - 5.1.5 **Instructor** in relation to the Early Years Foundation Stage means a person at the School who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (1) special qualifications or experience or both are required for such instruction; and (2) the Proprietor is satisfied as to the qualifications or experience (or both) of the person providing the education.
  - 5.1.6 **Ratio** means the number of Supervisors to pupils.
  - 5.1.7 **Supervisor** means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: Teachers, teaching assistants, lunchtime supervisors, dinner ladies, temporary or agency workers, peripatetic tutors, Instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18 (including prefects or senior pupils) or gap students.
  - 5.1.8 **Supervision** means the effective arrangements for the management and care of pupils whilst under the care of the School, whether on the School premises or otherwise.
  - 5.1.9 **Teacher** means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.
  - 5.1.10 **Transport Provider** means a bus, coach, taxi company or other external transport provider which has been authorised for use by the School.
  - 5.1.11 **Visiting Pupil** means a pupil who is not enrolled as a pupil of the School, but who is on the School premises. It does not include circumstances where the School has let

the premises to another organisation and that organisation has assumed responsibility for the Supervision of the pupils whilst using the School premises.

## 6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least termly
Monitoring the implementation of the policy including relevant risk assessments and any action taken in response to those risk assessments	SLT	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SLT	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	School Secretary	As required, and at least termly

6.3 The Head has formal oversight of arrangements for the supervision of pupils, including ensuring that:

6.3.1 there are suitable arrangements for the proper and effective Supervision of pupils at all times whilst they are under the care of the School

6.3.2 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the School's Supervision arrangements generally

6.3.3 Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively

6.3.4 Supervision arrangements are properly risk assessed in accordance with the School's health and safety and risk assessment for pupil welfare policies.

## 7 Supervision

7.1 All Supervisors should be aware of and abide by the School's Supervision procedures.

- 7.2 Pupils must follow the instructions of Supervisors at all times.
- 7.3 The School will ensure that pupils are aware of the Supervision arrangements at all times and, in particular, that pupils know:
  - 7.3.1 who is responsible for their Supervision
  - 7.3.2 who to contact in an emergency
  - 7.3.3 what to do in an emergency.
- 7.4 Supervision may be close or remote: in some instances the School may not require pupils to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should have the means to call for back-up help as required.

## 8 **Security**

- 8.1 The School will take all reasonable steps to ensure that there are suitable arrangements in place for the Supervision of anyone who is not an Employee or Supervisor and who may come into contact with pupils whilst they are on School premises or under the care of the School.
- 8.2 The School has a policy of restricting access to the premises in order to ensure the safety and security of Employees, pupils and other authorised visitors to the School.
- 8.3 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.
- 8.4 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

## 8.5 **Visitors**

- 8.5.1 All visitors to the School must report to Reception upon arrival and must wear the badge with which they are then issued.
- 8.5.2 Any person without a badge on the School site will be asked to accompany a member of staff to Reception or will be asked to leave the site.
- 8.5.3 Any refusal to adhere to the terms of this policy will be reported immediately to the Head or to the police in an emergency.

## 8.6 **Contractors**

- 8.6.1 All contractors who work at the School will be risk assessed in accordance with the School's safer recruitment procedures and appropriate measures put in place to safeguard pupils.
- 8.6.2 All contractors are required to comply with the appropriate provisions of the School's policy on the use of contractors (found in the Safer Recruitment Policy) and safeguarding and child protection policy and procedures, including the requirement to report any safeguarding concerns to the DSL.

- 8.6.3 The School will ensure that there are suitable arrangements for the proper management of contractors at all times whilst on the Premises.
- 8.6.4 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor.
- 8.6.5 Any refusal to adhere to the terms of this Policy will be reported immediately to the ILG, the Parent Company.

## 8.7 Visiting Pupils

- 8.7.1 Visiting Pupils who are on the School premises will be regarded as temporary pupils for the purpose of this policy and the School will liaise with the Visiting Pupil's staff to ensure that they will be adequately supervised at all times when on School premises.
- 8.7.2 If Visiting Pupils are accompanied by their own staff, those staff may be taken into account in the Supervision Ratios.

## 9 Ratios

- 9.1 The School will ensure that there is an adequate Ratio whilst pupils are under the School's care.
- 9.2 All Ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time (except for pupils aged under five where it is determined by statute and summarised below).
- 9.3 Where a Supervisor is also a parent of a pupil at the School, they should not usually count in the Ratio.
- 9.4 Supervisors remain in overall charge of pupils.
- 9.5 There will be adequate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of pupils within classrooms or reorganising activities.
- 9.6 Where possible, there should be provision within the Ratio for sufficient Supervisors, in the event of an emergency or incident, to:
  - 9.6.1 deal with any emergency or incident
  - 9.6.2 seek emergency and / or medical assistance and / or administer first aid
  - 9.6.3 supervise the remainder of the pupils.
- 9.7 Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.
- 9.8 **Nursery and reception classes**
  - 9.8.1 **Children aged under two**
    - (a) there must be one member of staff to every three children and

- (b) at least one member of staff must hold a full and relevant level 3 qualification and must be suitably experienced in working with children under two and
- (c) at least half of all other staff must hold a full and relevant level 2 qualification and
- (d) at least half of all staff must have received training that specifically addresses the care of babies

#### 9.8.2 Children aged two

- (a) there must be at least one member of staff to every five children; and
- (b) at least one member of staff must hold a full and relevant level 3 qualification and
- (c) at least half of all other staff must hold a full and relevant level 2 qualification.

#### 9.8.3 Children aged three and over

- (a) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an Instructor or another full and relevant level 6 qualification (or overseas equivalent) is working directly with the children:
  - (i) for classes where the majority of the children will reach the age of five or older within the school year, there must be at least one member of staff to every 30 children
  - (ii) for all other classes, there must be at least one member of staff for every 13 children
  - (iii) at least one other member of staff must hold the full and relevant level 3 qualification.
- (b) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no Instructor and no suitably qualified overseas trained teacher working directly with children:
  - (i) there must be at least one member of staff for every eight children; and
  - (ii) at least one member of staff must hold the full and relevant level 3 qualification and
  - (iii) at least half of all other staff must hold a full and relevant level 2 qualification.

- 9.8.4 There must be at least one Supervisor with a valid paediatric first aid certificate on the premises at all times when pupils are present or on any other School arranged visit or activity.



## 10 Risk assessments

- 10.1 This policy should be read in conjunction with the School's risk assessment procedures. Supervision arrangements and Ratios will be considered as part of the overall risk assessment process.
- 10.2 The Head has overall responsibility for risk ensuring that the School's risk assessments adequately cover the required Supervision arrangements and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 10.3 The relevant Supervision arrangements are likely to be a key factor in many School activities and the responsibility to carry out the necessary risk assessment will be delegated to those Employees who have been properly trained in, and tasked with, carrying out the particular risk assessment in relation to the relevant School activity or arrangement.
- 10.4 Factors which they may consider include:
  - 10.4.1 the sex, age, abilities, behaviour and any special needs or disabilities of pupils
  - 10.4.2 the nature of the activities in which they are engaged
  - 10.4.3 the location, environment and conditions in which the activity will take place
  - 10.4.4 the number, competencies and qualifications of available Supervisors
  - 10.4.5 the availability of first aid cover
  - 10.4.6 contingency arrangements for staff absences and illness
  - 10.4.7 contingency arrangements for other incidents or emergencies
  - 10.4.8 travel, transport and accommodation arrangements.

## 11 Supervision arrangements during the school day

- 11.1 During the school day, pupils will not be allowed off-site unless they are on a School arranged educational visit or trip or unless the School has received a written request from the pupil's parent(s) or guardian(s).
- 11.2 During the School day, staff are deployed as follows:
  - 11.2.1 the Head or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School
  - 11.2.2 all lessons will be supervised either by the relevant Teacher, supported by classroom assistant(s), or other Supervisor(s) (as determined by the risk assessment)
  - 11.2.3 in the Early Years Foundation Stage pupils will be supervised in accordance with paragraph 9.8 above.
- 11.3 **Break times and lunchtime**
  - 11.3.1 The School will ensure that there is an adequate number of Supervisors on duty to supervise pupils during break times (both indoors and outdoors), including Supervisors who will be specifically responsible for Supervision in the playground and the dining room with reference to the appropriate rotas.

11.3.2 Pupils in Years 1 to 6 are not permitted to leave the School premises during break time or lunch time.

#### 11.4 PE

11.4.1 PE is supervised by the class Teacher or PE Teacher, with enhanced Supervision when necessary, e.g. when swimming.

11.4.2 When pupils are changing or showering, staff should be sensitive to pupils' need for privacy, while balancing health and safety requirements.

#### 11.5 Medical Room

11.5.1 The Lead First Aider and/or School Secretary is responsible for ensuring that pupils are adequately supervised whilst they are patients in, or attending the Medical room (designated medical area)

### 12 Supervision arrangements for day pupils before and after school

12.1 Pupils in the Upper School are allowed on the School site from 8.15 am and they should remain in the Playground under supervisor.

12.2 At the end of the school day, arrangements should be made to collect day pupils by 3.30 pm (unless this is not possible, e.g., in the event of a late return from an educational visit).

12.3 All pupils will be appropriately supervised when on the School premises and when entering or leaving them during these times.

12.4 Pupils will not be supervised on the School premises outside of these times, except with prior agreement between the parent(s) and the School, or if the pupils are attending School for pre-arranged extra-curricular clubs and / or are on educational visits.

12.5 EYFS pupils are allowed on the School site between the hours of 8am and 6pm. All EYFS pupils will only be released into the care of parents / guardians of those who have been notified to the School by parents and will not be permitted to leave the premises unsupervised.

#### 12.6 Out of school care and extra-curricular clubs

##### 12.6.1 Activities arranged by the School

Where the School arranges out of school care and extra-curricular clubs and activities to include breakfast clubs / after school clubs / holiday play schemes this policy will apply , except in respect of EYFS pupils in which case the following ratios will apply:

- (a) pupils of reception age or older at least 1:30
- (b) where there are pupils of nursery school age at least 1:8 with at least one member of staff who holds a relevant level 3 qualification and half of all other staff with a relevant level 2 qualification.

The School's safeguarding and child protection policy and procedures and the School's risk assessment for out of hours/out of term safeguarding arrangements will apply to all such activities which are arranged by the School.

### 12.6.2 **Activities facilitated but not arranged by the School**

The School is not responsible for checking the adequacy of Supervision arrangements for extra-curricular clubs and activities where the parents contract directly with a tutor or organiser and which take place outside School hours (such as music or sports tuition). It is the parent(s) and / or tutor or organiser's responsibility to ensure that there are adequate arrangements in place for the Supervision of the pupil during the session and when the pupil is travelling to and from the session.

## 13 **Missing pupil procedures**

- 13.1 Where a pupil is believed to be missing, the member of staff in charge should follow the procedures set out in the School's missing pupil policy.

## 14 **Educational visits**

- 14.1 Details of the procedures and recommended Ratios for educational visits, school trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips and host families are contained in the School's educational visits policy, which should be read in conjunction with this policy.
- 14.2 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.
- 14.3 The School will ensure that arrangements in respect of Supervision and the responsibilities for pupils are clarified in advance with External Providers, and that it is made clear from the outset whose instructions pupils should follow at all times.

## 15 **School arranged transport**

- 15.1 The School will make adequate arrangements for the safety and Supervision of pupils on all Authorised Journeys.
- 15.2 The exact nature of the arrangements for the safety and Supervision of pupils on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies (such as the educational visits policy).
- 15.3 Only Transport Providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on Authorised Journeys.
- 15.4 As part of the School's vetting and approval procedure, the School will ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place and that they have undergone suitable child protection checks in accordance with the School's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.
- 15.5 The School does not arrange buses and coaches to and from School.

## 16 Training

- 16.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 16.2 The level and frequency of training depends on role of the individual member of staff.
- 16.3 The School maintains written records of all staff training.

## 17 Record keeping

- 17.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 17.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's [• data protection policy and information security policy].

## 18 Version control

Date of adoption of this policy	November 2020
Date of last review of this policy	February 2024
Date for next review of this policy	Spring 2026
Policy owner (SMT)	Head
Policy owner (Proprietor)	Proprietor