

# Queen's College, London

## Queen's College Preparatory School (including Early Years Foundation Stage)

### *Supervision Policy*



*Due for review during  
Michaelmas Term 2023*

## Supervision Policy

Queen's College, London comprises of Queen's College ("the College"), operating at 43-49 Harley Street, [for pupils aged 11 to 18 years] and Queen's College Preparatory School ("the Preparatory School") operating at 59-61 Portland Place [for pupils aged 4-11], collectively referred to in this policy as the School unless otherwise stated.

### Introduction

The School regards the appropriate supervision of its pupils to be of paramount importance in line with our aims to provide a supportive and friendly environment. Pupils are under the responsibility of an identified member of staff at all times during the school day, either through timetabled lessons, supervised private study in one of the libraries or through break or lunch duties.

The School seeks to ensure that pupils are properly supervised at all times. If pupils are within the School boundaries, staff may sometimes make the false assumption that they are completely safe. There may be occasions when this is not the case. Thus it is vital that all staff, whether teaching or non-teaching, remain alert to the safety and security of the pupils (and each other) at all times. This policy explains the supervision procedures in place at the School for pupils as well as indicating where more detailed sources of information can be found.

The School is committed to ensuring that pupils are safe in school and by extension, on school activities or visits. To this end the School aims to ensure the following:

- Pupil supervision and security shall always form part of any Risk Assessment carried out for an activity or visit;
- Supervision of pupils takes into account the age, maturity, needs and number of pupils, as well as the location and type of activities in which they are engaged;
- Staff ratios for supervision are carefully considered at all times that pupils are involved in school activities on the school premises, or attending trips or educational visits off site;
- The staff to pupil ratio will become closer the younger the pupil, the greater their needs, or the more complex or hazardous the activity;
- Ratios will be determined by an appropriate risk assessment and any appropriate guidance applicable at the time, except for pupils aged under five where it is determined by statute;
- Supervision of pupils in remote locations is secure – staff such as PE staff and or trip leaders are equipped with mobile phones.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.

- Prefects and senior pupils will not usually count in the ratio, but may assist supervising staff in the College in their supervisory duties. Where prefects or senior pupils assist supervising staff, the School will ensure that they themselves are regularly supervised and directed in their duties and there are adequate measures in place to ensure that they are reliable, in order to deter possible abuse of the role by them. Supervising staff remain in overall charge of pupils and will be readily available to prefects and senior pupils at all times.
- There will be adequate back-up arrangements in place to provide cover in the event of a supervising staff's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable supervisors, regrouping of pupils within classrooms or reorganising activities.

Where possible, there will be provision within the ratio for sufficient supervising staff, in the event of an emergency or incident, to:

- deal with any emergency or incident;
- seek emergency and / or medical assistance and / or administer first aid;
- supervise the remainder of the pupils.

## **The Preparatory School**

### **Site Safety**

One of the most important factors in ensuring the safety of our children and staff is the security of the School building. Access to the Preparatory School building is controlled via four points.

The main entrance (front door to No 61) is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked either from the School Office or the Headmistress' Office, the switch inside the door (which is used by staff as they need to leave the building) or the keypad which has a four digit code for staff to gain access to the building. The main entrance is monitored by a CCTV camera, which can be seen from the School Office and the Headmistress' Office, and is used to identify people entering and exiting the site. There is a second set of glass doors that also has a keypad to enter a four digit code to get through.

The second door (front door to No 59) is locked from the inside for the duration of the school day. It is opened only to allow pupils to enter and leave with their class, when the door is opened and supervised by a member of staff until the final pupil has left.

The third and fourth access points are the two doors to the basement. Both doors are key operated from the outside and are push-bar operated from the inside. These doors are unlocked while pupils enter and exit the school and when staff are in the Dining Room as it is a fire exit. The door is locked once the last member of staff has left the Dining Room. Any access through this door will be seen by the members of the kitchen team.

## **Staff Supervision Ratios**

### **Reception Classes**

In Reception the pupils are usually within sight of a member of staff and always within sight or hearing. The minimum staffing ratio is 1:30 when the Reception classes are with their Form Teachers, who are both fully qualified teachers. In the absence of a qualified teacher, the staffing ratio is at least 1:8 and at least one member of staff must hold a full and relevant level 3 qualification.

### **Children in Forms I to VI**

Adequate supervision of pupils in Forms I to VI is maintained at all times with recognition that children will grow in responsibility, particularly as they move around the School in the Prep Years. Risk assessments (including 'dynamic' assessments of risk, where professionals exercise their own judgement) are carried out as appropriate.

## **Supervision Before the Start of the School Day**

The school provides a 'Breakfast club' every morning which runs from 07.30 -08.15 and is supervised by a member of staff. The pupils are dropped to the basement entrance and registered by the member of staff on duty. They are then supervised and sent to their classrooms at 08.15.

The School notifies all parents of the timings of the school day, which begins with a staggered start from 08.15 - 08.35.

As pupils arrive, they are met individually by a member of the Senior Leadership Team staff at the door each morning. The pupils are expected to go straight to their Form Rooms and may be accompanied by their parent/carer. Form Teachers and Teaching Assistants supervise the pupils from 08.15.

## **Supervision During the School Day**

### **Registration**

Form Teachers electronically register the pupils at 08.35, when the door to the school

is closed. Pupils arriving after 08.35 'sign in' at the School Office, and the electronic registers are updated and printed by the School Secretary. Pupils are also electronically registered at the start of the first afternoon lesson by the member of staff in charge.

### **Supervision during lessons**

The pupils are under the supervision and care of the teacher of each lesson. From time to time it may be desirable that pupils are allowed to exercise some personal responsibility e.g. use of the library, attending an individual music lesson, carrying out a survey or investigation. Nevertheless, each teacher has responsibility to ensure the safety and good conduct of all pupils under his or her care and should be always aware of the whereabouts of each child.

### **Supervision between lessons**

Children in Reception, Year 1 and Year 2 are always closely supervised as they move between lessons (e.g. travelling to and from Music, ICT, etc.). In Years 3 to 6, the degree of supervision reduces as children are expected to grow in independence in preparation for Senior School.

### **Supervision during break**

Generous levels of supervision of all pupils outside lesson times are fundamental to our duty of care. In the Early Years, ratios are maintained according to the recommended guidelines from DfE, usually exceeding these. Staff ratios and training for the supervision of other age groups have been carefully considered.

Duty staff should begin supervision promptly and should only leave the area for which they are responsible in exceptional circumstances.

Morning break takes place in designated areas which can be either the pupils' own Form Room or spaces that have been identified as suitable for their age and number. Staff are allocated to each area as appropriate. Morning break is 20 minutes.

### **Lunch Time**

Members of staff are responsible for the order, safety and behaviour of the pupils during lunch.

Pupils in Reception, Years 1 and 2 arrive for lunch at 11.40 and leave the dining area at 12.10. The ratio of qualified staff is followed in line with EYFS requirements and children are given appropriate assistance as needed to help them eat their food.

Pupils in Years 3 to 6 arrive for lunch at 12.20 and leave the dining area at 13.10. A team of 4 staff supervise.

## Regular Off-Site Activities

### **PE, Games and Sports Fixtures**

Pupils take part in many off-site activities, including PE and Games lessons and sports fixtures.

When Reception children attend off-site activities the required EYFS ratios are met, and usually exceeded and staff ratios are carefully considered and appropriate for other year groups. During PE and Games lessons, and during sports fixtures, the member of staff leading the team / lesson is responsible for the supervision of the children in her or his care.

### **The Garden**

Pupils from Reception through to Year 6 visit the Garden throughout the week, weather permitting. It is a short distance from school and is a gated and secure play area. The pupils are counted prior to leaving the school and again prior to leaving the garden, and once more on return to school. Each Form is 'signed out' and 'signed in' using the sign in sheet provided by the office.

Supervision is appropriate for the age (and statutory requirements in the case of EYFS children) and number of pupils. For EYFS children the supervising ratio is at least 1:30. To ensure the pupils' safety, members of staff follow the control measures listed in the generic risk assessment for walking in the locality.

### **Inclement Weather**

Senior Leadership will decide whether or not the weather conditions allow for the pupils to visit the Garden. In the case of bad weather, children will be supervised indoors by a combination of duty staff, class teachers and teaching assistants, who supervise the pupils while they are engaged in play activities. In the EYFS appropriate supervision ratios are maintained within the classrooms during bad weather as at all times.

## End of School

The school day ends with a staggered finish (from 15.00 to 16.00 ), except on Fridays when all pupils finish at 15.00. At the end of the school day the pupils are brought to the front doors by their Form Teacher and/or classroom assistant. Staff pass the pupils to their parent/carer once visual contact has been made between the adults.

Parents are expected to inform the school concerning changes to the collection of their child such as new nanny or au pair. Parents/guardians of EYFS children provide a list of who is authorised to collect their children.

Pupils in Year 6 may leave school unaccompanied on receipt of written permission from the pupil's parents, at the discretion of the Headmistress.

## **After School Activities**

From Monday to Thursday there are after school activities for the pupils to attend. Throughout the time of the activity the pupils are supervised by one or two members of staff, depending upon the nature of the activity and the age and number of pupils attending. Once the activity is finished the pupils are taken by the member of staff responsible for the activity to the designated front door and handed over to their parent/carer once visual contact has been made between the adults.

## **Uncollected Children**

Uncollected children are taken to the library or, in the case of Reception pupils, to their classroom. Procedures set out in the 'Uncollected Children' Policy are followed.

## **Twilight Club**

Twilight Club runs from 16.00 to 18.00 on Mondays to Thursdays and is supervised by a member of staff. Procedures are set out in the Uncollected Children policy.

## **Supervision on School Trips**

For full details regarding supervision, planning and leading a school trip, please consult the Educational Visits Policy.

## **Lost Child Procedure**

Please consult the 'Lost Child' Policy for the procedures followed.

## **Senior Leadership Team (SLT)**

One member of SLT will be present in the school until 18.00. This will be done on a Rota as follows:

**Mondays: Deputy Head (Pastoral)**

**Tuesdays: Head of Prep/Pre-Prep alternate**

**Wednesdays: Deputy Head (Academic)**

**Thursdays: Headmistress**

## The College

Pupils are supervised during the school day as follows:

- The school is open for pupils from 07.30. Pupils must log their arrival on the EduReg system using their ID card. There is a staff presence in the Front Office from 07.30 and the Principal is also usually in the College from this time.
- At 08.40 pupils are registered and supervised by their form tutors, whether in form rooms or, on occasion, in the hall if attending assembly ('Prayers'). They are registered again in lessons at 13:35, except in the case of I Seniors on Wednesday afternoons, when they have their work experience and voluntary work activities, while Seniors without lessons at that time are registered by a member of staff outside the Director of the Senior College's office.
- During the school day children are supervised by their respective teachers or when staff are absent, by a suitable alternative member of staff.
- If a pupil leaves the building without staff supervision during the school day, for example to attend a medical appointment or at lunchtime (as members of the Sixth Form are permitted to, see below), they cease to be under the formal supervision of the College at the point at which they leave the building.
- There is a supervision duty system operating every break and lunchtime with staff having responsibility for key areas in the school.
- After the end of the school day at 16.05 pupils are expected to leave the College. However, pupils may stay in the College until 17.30: Years 7–11 must go to the Blue Library where they will be supervised by a designated member of staff.
- Pupils may stay beyond 17.30 for a supervised activity or late return from an educational trip. In those circumstances they are supervised by the member of staff responsible for the activity or trip. A register for such activities is kept and the member of staff ensures that all pupils leave the premises at the end of the activity.
- Over the weekends the College is closed to pupils unless they are taking part in an activity organised by a member of staff, in which case they are supervised throughout by that staff member.

### **Recording Absence**

- The whereabouts of pupils at any time is known by their timetables, which are easily accessible on SchoolBase. Pupils who are not attending lessons, because they are on



a school trip or in an activity such as an individual lesson, or who are absent from the College, are recorded by the Front Office staff.

- Class lists are checked by teaching staff at the beginning of each lesson. If a pupil is missing they are checked against the absence list. Should any pupil be absent from the lesson and not on the absence list, the Front Office is notified in order to investigate their whereabouts. The Missing Pupils Procedure is followed if necessary
- Members of the Sixth Form may leave the site between 11.55 am and 1.35 pm. In these cases they sign out using the EduReg system, and sign back in again in the same way on their return, except on Wednesday afternoons, when they undertake voluntary work or work experience placements outside the College. They cease to be under the supervision of the College at the point at which they leave the building.
- Pupils in Year 13 may go home before the end of the school day if they have no lessons in the afternoon. In this situation, they 'swipe out', as do all other pupils at the end of the school day.
- The responsibility to ensure that pupils attend College regularly is that of the parents and guardians. Except in cases of illness or other unforeseen absence, permission for absence should be sought well advance as follows:
  - i. for periods of a day or more, directly from the Principal
  - ii. for periods of less than a full day, from the relevant Head of Section
- In cases of illness or other unforeseen absence, parents will normally inform the Front Office by email by 08.15, giving an explanation of the reason for absence.
- Any unexplained absences will be followed up by phone or e-mail by the Front Office.
- Pupils arriving after morning registration must 'swipe in' using their ID card.
- Repeated failure to attend registration on time, or failure to sign in on arrival, will be treated as a disciplinary offence.

**Exceptional Circumstances: As a school we will strive to maintain the staff ratios stated within this policy, however there may exceptional circumstances where a dynamic assessment must be made to ensure the safety of one or more pupils. In these rare occasions the safety of the pupil/pupils must be prioritised by the member of staff.**

