

SUPERVISION POLICY

Whole School & EYFS



ALDERLEY EDGE
SCHOOL FOR GIRLS

Reviewed: September 2023 (CW)
Governor Review: October 2023

Rationale:

At AESG, we provide a clear set of rules to ensure that all out pupils from 2 to 18 are supervised in an appropriate manner, whilst at school, when representing school at formal events and whilst on school visits. This enables us to provide, as far as is reasonably practicable, a safe environment for the pupils in our school. Part of creating that safe environment is the level of supervision that we provide during the school day.

School policies/ documentation linked to this policy are:

- Child Protection and Safeguarding
- Excursions and Trips
- Staff Code of Conduct
- Crisis Policy
- Health and Safety
- Fire Risk Prevention

Aims of the Policy

The aims of this policy are:

- to provide information on what parents can expect from us in terms of supervision during and outside of school hours
- to stipulate what we expect from parents and children to help us to supervise children appropriately

Responsibilities

The Deputy Head of the Senior School, in conjunction with the Deputy Head of the Prep School and Head of Early Years, will:

- Ensure adequate staff are available to meet the supervision requirements
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance
- Continue to develop a culture of safety throughout the school
Ensure that this policy is communicated to parents/carers
- Review and evaluate supervision procedures in line with relevant guidelines and best practice.

Staff should:

- Support the implementation of this policy.
- Reinforce a 'safe play' message across the whole school community
- Ensure that appropriate supervision ratios are adhered to in all risk assessment planning for trips and excursions

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- Report any supervision concerns to the Deputy Head of the Prep School or Deputy Head of the Senior School.
- Access support / advice from SLT duty staff who are on duty from 8 – 5:45pm each day

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available
- Inform the School of any changes to the arrangements for the collection of their child.

Supervision Arrangements Before School: EYFS

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- Nursery and Pre-school pupils are met outside the Prep School entrance from 8.15 am each morning by members of staff.
- Children in Nursey, Pre-School and Reception can arrive at school between 7.30am and 8am if they are attending 'Morning @ The Edge'. Parents will bring their children to the Millennium Hall outside door, where they will be met by staff and the pupils are taken to the Nursery room.

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Prep School (Years 1-6)

Breakfast Club

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- Girls in Years 1-6 are allowed access to School between 7.30am and 8am if they are attending 'Morning @ The Edge'.
- Girls attending 'Morning @ The Edge' will be met at the doors of the Millennium Hall from the Turning Circle by staff.
- The girls are then taken to their classrooms for 8.25am. The Prep School Secretary will man the intercom system on the Prep School gate from 8.00am.
- 'Morning @ The Edge' is staffed accordingly by Teaching Assistants.
- Supervision of girls aged 2 is 1:4 and then 1:8 for 3 and 4 year olds.

All Other Arrivals

- The Deputy Head of the Prep School and the Headmistress welcome the girls to school from 8am and ensure their safe entry to School from 8.20am. After this time the Prep School Secretary will fulfil this role.
- Children must not be left unattended; parents/carers must either take their children to 'Morning @ The Edge' or drop them off at the Turning Circle from 8am where they will wait with the Deputy Head of the Prep School, the Headmistress and a member of the site team before being sent into school at 8.20am.

Senior School

- The School gates will be opened at 7.30am and are then locked at 9.15am. After this time, access to the school is by using the intercom system. The girls may enter the school building from 7:30am and wait in the Homework Club room (LL3). From 8am, they are expected to go to their

- lockers, prepare their resources for lessons and wait in their Form Room for the registration bell at 8:35am.
- If pupils come into school for music lessons, for example, they must sign in at Reception.
- The Reception Team are on duty from 8am. SLT and other staff are in the building from 7:15am.

Break Times:

EYFS

- Children in Nursery and Pre-School are supervised throughout the day according to the ratios specified in the Statutory Framework for Early Years Foundation Stage (2020). Outdoor provision is an inclusive part of the daily routine and staffed as specified above.
- Children in Reception have use of their own outdoor area as an inclusive part of their daily routine. They are supervised by the Reception class teacher and/or the Teaching assistant

Prep School

- Children can only go onto the playground when there is a member of staff present
- Two members of staff are on duty at all times
- If girls are not to go out into the playground because they are completing a task or they have medical reason for doing so, the class teacher will provide appropriate supervision by a member of staff.
- During the informal afternoon break for KS1 children, supervision will be in place from the class teachers and teaching assistants (TA).

Senior School

- Girls may go to the Hub for break or stay in their Form Rooms. Staff are assigned duties and will be walking the corridors and, in the Hub, to check on them. In an emergency, pupils should report to Reception.

Lunchtimes:

EYFS

- Children in Nursery and Pre-school remain under the supervision of the Nursery and Pre-School staff throughout the day.
- Children in Reception class, and Years 1 and 2 are accompanied and supervised in dining room by the Reception Class teacher or other member of staff. The children then join the rest of the Prep School in the Prep playground

Prep School

- The playground is supervised on a rota basis by teaching staff and teaching assistants.
- There are always two members of staff on duty.
- Should any minor injuries occur, the staff on duty can deal with this using the First Aid kit available. Alternatively, they can be sent, with an accompanying child, to Prep Reception.
- All staff are trained in basic First Aid to deal with minor injuries etc. All staff working in EYFS are Paediatric First Aid trained. The Prep School Secretary has a First Aid at Work qualification.

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- Should additional support be required to assist with a particular incident or with a particular child, a member of staff may be required to send a child to Prep Reception with the red emergency card kept in the First Aid box. The School Nurse is also on duty and can be contacted in case of an emergency.

Senior School

- Staff are on duty during the lunch hour. One member of staff is in the Hub and the other, plus Sixth Formers can walk around the site to check on pupils. They report any issues to the staff on duty or Receptionist.
- Each club has a member of staff running it ensuring supervision at all times.
- If girls wish to rehearse e.g. Dance, they must do so with permission by the relevant member of staff and s/he must be working close to their rehearsal room.
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Supervision of Play Equipment:

Whilst we ensure a close level of supervision during breaks for play, adults may not always be positioned close to the equipment. However, they will always intervene should they see any of the following:

- Girls behaving in a way that puts them or another child at risk of harm
- Girls pushing or pulling other children
- Girls climbing on equipment or in areas not designed for that purpose
- Girls lifting other children
- Girls causing damage to the equipment.
- When the equipment is particularly wet (and therefore slippery), we will inform the girls that they are not able to access it.

In the Senior School, at the start of each term, girls are reminded about their responsibility for Health and Safety. This is to ensure that any concerns are reported to staff quickly and the school can respond appropriately.

In addition, if they see unacceptable behaviour on play equipment or during break/lunch, they can report it to their Form Tutor, Head of Year or via SHARP (online reporting page).

After School:

EYFS

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- Nursery, Pre-School and Reception girls are collected by their parents at 3.15pm from the blue gates outside the Prep School Reception Area. Children will not be released to a person and/or carer that has not been identified on the 'Collection Arrangements' form that is completed on joining. Any alterations to collection arrangements should be notified in advance together with a means of checking the identity of that person. Nursery and Pre-School parents have a pre-determined password that has been given to the setting.

Prep School

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- The school gates are unlocked from 3.00-6.00pm.
- Reception, Year 1 and Year 2, if not involved in an after-school activity, are taken out to the Turning Circle by their class teachers and handed over to their parents/carers at 3.15pm.
- Years 3-6, if not involved in an after-school activity, are escorted to the Turning Circle by their class teachers and released to their parents/carer at 3.30pm once they have been sighted.
Children will not be released to a person that they or the school does not know and parents/carers must decide with the school if they wish their children to be collected by another person. Staff ensure that children leave the playground safely and escort any uncollected children back into school where parents/carers will be contacted.
- Some girls may use the school buses and they will be escorted to their bus by a member of staff.
- Girls in Year 6 are permitted to walk to the Turning Circle or home alone provided they have been given written permission from the parents which is approved by the Head of the Prep School.
- A Sisters' Club is operated in the Garden Room for those girls with siblings in the Senior School. Girls are looked after by a member of staff until their older sibling collects them at the end of the seniors' school day, i.e. 3.45pm.

Senior School

- The school gates are unlocked from 3.00-6.00pm.
- The girls in Years 7 – 11 collect their phones from the PA Hall and then may depart the school grounds from 3:45pm
- A member of SLT/ Year Team staff is on duty every evening to see pupils off site. Homework Club runs from 3:45pm – 5:45pm and the girls can attend any day, without booking, until their parent collects them.
- All girls are expected to wait inside the school grounds until their parent collects them.
- SLT on duty can support Homework Club staff where a parent is late to collect their daughter.

On occasions when girls finish later than 3.30pm:

Prep School

Following after school clubs, returning from sports fixtures or class trips returning later than 3.30pm, girls will be dismissed from either outside main reception or from the Turning Circle.

Staff will ensure that the children are only released to a known, appropriate person unless they have permission to walk home alone or the school has been notified by the parent/carer of a change of arrangement.

If any girls are not collected they will go to Fun@The Edge and their parents notified. Parents/Carers should be aware that the School will not provide supervision for children in the playground areas outside of these times. The girls will be the responsibility of their parent/carer at all other times other than those stated in this policy.

Fun@TheEdge runs from 3.15pm to 5.45pm. It is staffed by three members of staff. A member of SLT is on duty every evening to see pupils off site.

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Missing parent/ carers

In the event of a pupil not being collected from school, the member of staff on duty is expected to ring Mrs C Wood (Deputy and DSL) or Mr T Marchington (Deputy) or Mrs N Smillie (Head and Deputy DSL). All staff have access to the 'Emergency Contacts' pages in case of a problem.

This should take place once they have contacted the first point of contact on the pupil's iSAMS page, as well as subsequent contacts e.g. grandparent/ family friend that has permission to collect.

If another adult is to collect a pupil, the school must have verbal or written agreement of this.

Supervision for PE activities on/ off site

- **Prep School:**

- On-site activities:

- Onsite Physical Education activities within the prep school is 1:25.

- Offsite activities:

- Offsite Physical Education activities for years 4 and below, such as away fixtures, is 1:15 (unless a prior amendment is agreed with Headmistress or SLT).

- Due to the close proximity of Ryley's Courts to the school site, the staff to student ratio when offsite is 1:20.

- **Senior School:**

- On-site activities:

- On-site Physical Education activities within the Senior School is 1:25.

- Offsite activities:

- Offsite Physical Education activities for years 7 and above is 1:22.

- Where possible, the PE department will endeavour to take two adults where possible on away fixtures, considering skill of

- staffing and any additional needs or medical concerns of our students.

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- Then within the risk assessment section below (writing highlighted in yellow for the offsite activities), please could it state:

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- 1 adult to every 22 pupils for year 7 onwards.

- 1 adult to every 15 students for Prep School.

- 1 adult to every 20 students in Prep School if walking to Ryley's Courts.

- For all of the above, staff members must carry their phone or mobile from reception to contact SLT or reception if required.

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The school has produced risk assessments to demonstrate how we ensure that the activities we have in place are considered in context (see appendices).

RISK ASSESSMENT – SUPERVISION

Risk assessment - topic/area covered	
Location(s):	Various across the school grounds and outside of school
Department/staff:	All
Tasks/activities:	Teaching and learning
Other information:	To cover activities that enable girls to receive a varied curriculum. This is a broad risk assessment to remind staff and pupils of the need to meet the school supervision ratios to reduce the risks of accidents whilst carrying out lesson activities outside their classroom.

Risk assessment sign off					
Prepared by:	C Wood	Signature:	C Wood	Date:	1.9.2023
Reviewed by:		Signature:		Date:	
Staff who use this room, sign below to confirm they have read and understood the risk assessment.					
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				









Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
1	1.9.19	26.6.19	C Wood	<i>See italics</i>
2	1.9.2023	1.9.2023	C Wood	<i>Blue</i>

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium risk: 8-12		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 							
Note. Ideally, you should look to reduce the risks so that the task can be classified as "low risk".								

Personal protective equipment (PPE) assessment

In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Fall arrest
Additional requirements (list here):	None needed							

Note. PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Movement around the school grounds	Staff, pupils, others	Slips, trips and falls; blocked escape routes	3	3	9	<ul style="list-style-type: none"> Classes in the senior school are 1:25 All staff and pupils to follow directions regarding walking on site e.g. use footpaths, watch out for vehicles Staff to patrol area(s) and identify areas they can work in Set meeting time and location once activities completed Agree pupil group numbers <i>SLT on duty every day with other staff on duty during break and lunchtimes</i> 	2	2	4

Activities off school site	All staff	Slips, trips, falls, getting lost	3	3	9	<ul style="list-style-type: none"> • 1 adult to every 15 – 20 pupils in school Year 7 onwards. • School guidelines ensure that the ratio is lower (1:10) • Staff are encouraged to take more adults where possible and to consider skill set e.g. first aid trained • Staff carry Crisis Policy with them on trips, along with trip booklet and emergency contact details for family Dr etc. • Staff carry emergency safeguarding contact details 	2	2	4
Action in the event of fire on site / off site	All staff and visitors	Trapped staff and visitors may suffer from smoke inhalation, burns and possibly death	3	5	15	<ul style="list-style-type: none"> • Action in the event of fire to be communicated to all staff. • Evacuation procedures to be placed around the building at strategic points. • Regular fire alarm checks to be carried out. • Fire drill to be regularly carried out. • Fire extinguishers to be provided and maintained on a contract. • Fire exits to be kept clear of obstructions. • Supervisor to walk around the building on a regular basis to check that fire instructions are being complied with. • <i>All staff to familiarise themselves with the room fire exit sign which shows primary exit route and alternative.</i> 	2	2	4
						<ul style="list-style-type: none"> • Girls to follow standard evacuation procedure if not in the vicinity of their teacher – in school or at another site • Staff carry Crisis Policy on trips 			