

## Supervision of Pupils Policy

### Applies to:

- the whole school including the EYFS along with all activities provided by the school, including those outside of the normal school hours;
- all staff (teaching and support), the Directors and volunteers working in the school.

### Related documents:

- Behaviour Policy
- Educational Visits and Off-site Activities Policy
- Online Safety Policy
- Acceptable Use of IT Policy and Agreement
- Safeguarding Policy


### Availability

This Policy is made available to parents, staff and pupils in the following ways: via the school website, and on request a copy may be obtained from the School Office.

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



Fraser Halliwell  
Head  
August 2023



Dr Colin Diggory  
Chairman of the Board of Directors

## **1 Duties and Responsibilities**

- 1.1 Teachers have both a statutory and contractual obligation to maintain good order and discipline among pupils and to safeguard their health and safety whenever they are authorised to be on school premises or engaged in authorised activities elsewhere. Thus, the teacher has a responsibility to minimise the risk of injury and to promote good standards of behaviour and good attitudes and relationships amongst pupils.
- 1.2 The Head, Head of Prep and Senior Deputy have responsibility for the internal organisation, management and control of the school and for the deployment and management of teaching and support staff. Thus, the Head, Head of Prep and Senior Deputy must make appropriate arrangements to maintain reasonable supervision of all children on school premises or engaged in authorised activities.

## **2 Management of supervision**

### **2.1 Supervision before school:**

- Pre-Prep: 7.30 – 8.20am Morning Wrap care: This is a pre-booked service which is held in the Prep School Wrap Care room and staffed by an appropriate number of staff according to specific EYFS ratios.
- Years 3-13: 7.45 – 8.20am Breakfast Club. A drop in club supervised by members of Prep and Senior School staff on a rota.

Prep Morning Courtyard 8.00-8.20am: The Prep Courtyard is open for children to come into school from 8.00am. It is staffed on a rota by two members of staff each day. The bell is rung at 8.20am when the children will line up and be taken to their classroom by their Class Teacher.

### **Supervision during the school day:**

- Prep Morning Break 10.40-11am: Pre Prep children have their break in the Courtyard or the Pre Prep Garden and Prep children have their break on the tennis courts or grass in between the tennis courts and the astroturf. There is a rota of staff to cover this break time.
- Pre Prep Lunchtime Break 12.30-1.00pm: Pre Prep children have their break at Beech Walk or in the Pre Prep Garden. There is a rota of staff to cover this break time.
- Prep Lunchtime Break Years 3, 4, 5 & 6 1.00-1.30pm: Children have their break at Beech Walk. There is a rota of staff to cover this break time.
- Pre Prep Afternoon Break: 2.15-2.30pm: This is an optional break time for children in Pre Prep which is supervised by the individual Class Teacher or Teaching Assistant on days when they feel it would be beneficial to the children.
- If the weather is wet, Pre Prep and Prep School children have their breaks in their classrooms and there is a separate rota to cover this supervision when needed.
- Senior School Morning Break 11.10 – 11.30am: The pupils have their break outside, in the school grounds within bounds. They may use the Tuck Shop (Dining Hall) or the Library within the building. Staff are stationed on duty around the school according to the duty rota.
- Senior School Lunchtime 1.10-2.20pm: The pupils have their lunch in the Dining Hall following the lunch rota. Having eaten, they spend their time in the school grounds within bounds. They may use the Library within the building. Staff are stationed on duty around the school according to the duty rota. Pupils may also attend clubs during lunchtimes. These take place during either the first or second half of lunch at designated locations both in and outside the building.
- If the weather is wet, Senior School pupils have their breaks in their form rooms overseen by their form tutors.

### **Supervision after school:**

- Prep Children remain with their class teacher who dismisses them from the Courtyard directly to their parent or carer at the end of the day.
- Prep Homework club operates from 3.45-5.00pm in the Prep Computer Room for any child who is

signed up to attend. This is staffed by a rota of staff.

- **Prep School Late Room 3.30-4.00pm:** This is a pre-booked service for children in Years 1-6 which is held in a Pre Prep classroom on rotation and staffed by a Prep School Teaching Assistant. This is for pupils with a sibling in the older year groups only so that all siblings can be collected at the same time, reducing congestion in the car park and waiting times for parents. This service is not available to pupils who are in the EYFS age range. Parents needing childcare after 3.30pm for children in Pre School or Reception must book them into After School Wrap Care.
- **After School Wrap Care 3.30-6.00pm:** This is a pre-booked service which is held in the Prep School Wrap Care room and staffed by an appropriate number of staff according to specific EYFS ratios. It is open to all Prep and Senior School children. Prep Children will be taken to Wrap Care by their class teacher and Senior School children will make their own way to Wrap Care at the end of the day from the Senior School. Children will be dismissed from Wrap Care by being handed directly to their parents in the Courtyard.
- Any child who is due to attend an after-school club will be named in the register for that club. Registers are taken at the start of all after school clubs and any absences are followed up with the Prep Office immediately.
- Senior School Homework Club operates from 4.00-5.30pm in the Library, overseen by the Director of Reading and Literature.
- From 4pm, if Senior School pupils are not engaged in clubs or fixtures, they are expected to walk unsupervised to the school car park for collection by parents/carers. If parents/carers are late or do not turn up to collect, pupils are expected to return to Senior Reception and inform Reception staff that they have not been collected.

- 2.2 In determining the arrangements for supervision, the Head, Head of Prep and Senior Deputy ensure that supervisors are aware of the extent of their duties and both supervisors and pupils are aware of the areas on the school premises to which students have access. Parents are informed of the general supervision arrangements made by the school for the periods before and after school sessions and, for those parents who convey their children to school, information is provided about setting down and collecting points.
- 2.3 The Head, Head of Prep School, Senior Deputy or a nominated Senior Member of Staff must be on the site and accessible to staff undertaking supervision during the lunchtime break.
- 2.4 The Leadership Team will determine the appropriate staffing ratios for all parts of the school day and all aspects of the school: the overarching aim will be to ensure the safety of the pupils in our care.
- 2.5 The Prep School Leadership Team, taking full account of the guidance provided by those responsible for EYFS, will determine the appropriate staffing levels for the Pre Prep including for care before and after school.

### **3 Extra-curricular duties**

Teachers engaging in extra-curricular activities with pupils accept the full duty of care for them during the time of the activity including preparation and clearing up and, where appropriate, for the safe and orderly dismissal of pupils from the school premises.

### **4 School trips and visits**

The risk assessments carried out for all off-site trips and visits will determine how many responsible adults must accompany the trip or visit. Details are set out in the Educational Trips & Offsite Activities Policy.

### **5 Remote Teaching and Learning**

- 5.1 In the event of school closure due to epidemic, extreme weather, power-loss, etc., the school will endeavour to deliver timetabled academic lessons, pastoral support, counselling and co-curricular provision to pupils remotely, using a number of secure online platforms and delivery methods. For individual pupils who have been given authorised absence by the school but are able to continue with their education, it is expected that they will access the work delivered in the lessons, but they will not receive formal, remote teaching.

- 5.2 Expectations of pupil behaviour in the online environment are the same as in school (see the school's Behaviour Policy, Online Safety Policy and Acceptable Use of IT Policy and Agreement).

## **6 Liability for children outside school premises**

- 6.1 The standard of care which a teacher is expected to show is such care towards a child under his/her charge as would be exercised by a parent.
- 6.2 In the case of young children, Radnor House Sevenoaks will continue to exercise a proper and reasonable measure of supervision until parents or carers come to fetch the children. However, if it is the parents' wish that the children be allowed to return home on their own, the school cannot be responsible beyond supervision of the departure from school.
- 6.3 A distinction is to be drawn between the duty of care owed to young children of such an age that they may be presumed to be unable to take any care for their own safety and the duty owed to older children whom a prudent parent would allow to go unaccompanied.
- 6.4 The school is situated in a rural environment and the school's leadership will take particular account of the risks involved. For example, while pupils may be collected from the Recreation Ground after a football match with permission from the staff, they will not be permitted to leave school via the Recreation Ground at the end of the day.

## **7 Collection of Pupils in the Prep School (including EYFS)**

- 7.1 If someone other than a parent/carer is designated to collect a child at the end of a session, the parent/carer must inform the teacher in charge and the Prep School Office. Permission must be given in person or from a listed email address. It is preferable that the parent/carer introduces the person designated to collect to the teacher and the Prep School Receptionists. The person designated to collect will be provided with a password as detailed below.
- 7.2 Passwords for Collection in the Prep School (including EYFS) - If, due to unforeseen circumstances, a parent/carer is unable to pick up their child at the end of a session and consequently it is necessary for another adult to do so, it is our policy that the adult parties concerned agree a random password (e.g. *flower*) and then the parent/carer communicates it by phone to the school. The person collecting the child must then share the chosen password with the staff before the child is released into their care. In this way the school can ensure that the child is in safe hands at all times. The person designated to collect may also be required to bring a form of identification.

## **8 Failure by parent/carer to collect at the appointed time**

- 8.1 The times for collection during a standard school day are as follows:
- Prep-Prep: 12.30pm at the end of the morning session, 3.30pm at the end of the afternoon session and then between 3.30pm – 6.00pm for After School Wrap care
  - Prep: 3.45 pm
  - Senior School: 4.00pm
  - Co-Curricular Clubs, varying between 3.45pm – 5.30pm
  - Years 3-6 Homework Club: 5.00pm
  - Years 7-13 Homework Club: 5.30pm
  - After School Care: 6.00pm
- 8.2 If, due to unforeseen circumstances, a parent/carer is unable to pick up their child at the appointed time, the school will endeavour to contact the designated person/s listed on the New Entrant Joining Details Form submitted by parent/carers on registration. This information is stored on the school's SIMS database.
- 8.3 Pupil data sheets are issued annually for contact update/checking by parent/carers. In addition, parent/carers are encouraged to notify the Office at any time of any change to their contact details etc.

- 8.4 In the event that a child is not collected by an authorised adult we will ensure that the child receives a high standard of care in order to cause as little distress as possible. Where a parent is unable to collect their child, alternative arrangements must be made by the parent.
- 9 If a child is not collected on time:**
- 9.1 After 20 minutes the Supervisor/member of staff will contact the parent/carer. Should this fail, the pupil's emergency contact numbers (held on SIMS) will be tried. Under no circumstances are staff to go and look for the parents/carer outside school grounds, nor do they take the child home with them.
- 9.2 If pupils are not collected from a club on time and the office is closed, the pupil (dependent on age) will be taken to the Prep or Senior School Homework Club or After School Care Provision. Parents will be charged for this. If a pupil is not collected by the time that After School Care Provision is due to close at 6.00pm, a further charge for late collection will be administered.
- 9.3 After 30 minutes - If staff have been unable to make contact with parents/carer or emergency contacts then a member of the school Leadership Team will be contacted.
- 9.4 After 60 minutes, if we have not been able to contact parents/carer, then Social Services may be contacted for guidance.
- 9.5 The Local Safeguarding Multi-agency Partnership for Radnor House Sevenoaks is Kent (KSCMP).  
<https://www.kelsi.org.uk/child-protection-and-safeguarding>  
Between the hours of 9am and 5pm phone Kent Children Integrated Front Door: 03000 411111.  
After 5pm phone: 03000 419191
- 9.6 The Head of Prep School/Head/Senior Deputy must be contacted before phoning Social Services.
- 9.7 During this time, the child will be safely cared for by a member of staff and the member of staff will continue to attempt to contact the parents/carers and emergency contact numbers leaving an appropriate message.
- 9.8 A full report of the incident must be recorded on MyConcern.

## Appendix A – Exemplar Duty Rota 2023

These are the current duty arrangements relating to the supervision of pupils during the school day in the Prep School:

|               | <b>Prep - Time and location of duty</b> |
|---------------|---|
| 7.30-8.20     | Pre Prep Breakfast Club                 |
| 7.45 - 8.00   | Breakfast Club                          |
| 8:00 - 8.20   | Courtyard Duty                          |
| 10:40 - 11:00 | Morning Break Pre-Prep Garden           |
| 10:40 - 11:00 | Y3-6 Morning Break Netball              |
| 12:30-1:00    | R-2 Pre-Prep Garden and Beech Walk      |
| 12.30-1.00    | Dining Hall Duty Yr 3, 4, 5 &6          |
| 1.00-1.30     | Beech Walk Yr 3, 4, 5 & 6               |
| 2:15-2:30     | Afternoon Break courtyard               |
| 3.30 - 4.00   | End of the Day Gate Duty                |
| 3:55          | Bus duty                                |

These are the current duty arrangements relating to the supervision of pupils during the school day in the Senior School:

|                                  |                         |   |
|----------------------------------|-------------------------|---|
| 8.00 – 8.15                      | Breakfast               | Take over from the Prep School teacher at 8am. Get pupils to clear up after themselves. Make sure the room is emptied by 8.15, moving the pupils to their tutor rooms.  |
| 8.10 – 8.20                      | Chivvyng                | Move the pupils on from the Locker Area to Period 1.  |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Beech Walk              | Keep an eye on pupils at Beech Walk (the area by the playground). Pupils are not allowed in the play area. They can go down the Beech Walk on the left-hand side of the 'mound', but no further than the imaginary line of the bamboo. Clear the area by 11:23am/2:13pm.  |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Top Lawn                | Keep an eye on pupils on the Top Lawn (outside the café and library). Pupils are not allowed beyond the bamboo. Clear the area by 11:23am/2:13pm.   |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Lawn/Tennis Courts      | Keep an eye on pupils on the Tennis Courts (outside STEM) and the grass area by the car park. Pupils are not allowed on the AstroTurf. Clear the area by 11:23am/2:13pm.  |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Lower Lawn              | Keep an eye on pupils on the Lower Lawn (outside Swimming Pool/PAT). Clear the area by 11:23am/2:13pm.  |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Internal Patrol         | Walk the corridors of the school, checking on the Library, café and classrooms, sending pupils outside as much as possible. Chivvy to class at 11:23am/2:13pm.  |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Minibus Area / Driveway | <b>Morning Break</b> - Keep an eye on pupils outside the locker area, making sure they pick up any rubbish and put it in the bins.<br><b>Lunch</b> – Get the pupils to line up for lunch, keeping order and making sure the pupils are coming in at the right time. Clear the area by 11:23am/2:13pm.   |
| 10.50 – 11.10am                  | Dining Hall - Tuckshop  | One staff member to stand by the double doors at the entrance, controlling entry, making sure the queues are orderly; one staff member to keep an eye on the pupils in the Dining Hall, getting them to clear up after themselves. Clear the area by 11:23am, making sure the pupils leave it in a tidy and orderly state.  |
| 1.10 – 2.20pm                    | Senior Lunch            | Let the staff member on the outside duty know that you are ready for the pupils to come in. Control pupils' entry, directing them to the appropriate queues (both have the same food). Keep an eye on behaviour and make sure that pupils clear up after themselves. Make sure that pupils take a tray when getting their food. The staff member on second lunch should clear the area by 2:13pm. |
|                                  | HoH Conversations       | Conversations/Reflections will be run by Heads of House on specific days in designated rooms.   |
| 4-4.15pm                         | Car Park                | Say good-bye to the pupils as they leave, making sure they do so in a safe fashion.   |
| 4-4.15pm (or until buses depart) | Buses                   | Make sure that everyone is there, and that everyone is leaving in a safe orderly fashion. Buses depart from the Staff Car Park.   |