Document Control	
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Person Responsible:	**Senior Leadership Team**

Supervision of Pupils

Policy statement

Rowan Preparatory School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite or wrap around care
- Supervision of pupils in remote locations is secure and is in line with the guidelines set out in the United Learning Health and Safety Policy document
- Wherever possible additional staff accompany residential trips to facilitate cover for any staff illness
- 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
- No senior pupils have supervisory responsibility for other pupils
- Mandatory staffing ratios for EYFS provision are enforced.

Rowan Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Rowan Preparatory School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy applies to all members of our school community, including those in our EYFS setting. This document is available on our website and on request form the school office, in line with our Provision of Information Policy, and should be read in conjunction with the policies and documents for Attendance; First Aid; Risk; Educational Visits and Activities Off Site; Missing & Uncollected Pupils.

Procedures

To ensure pupils' personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Adults who have not been DBS checked (volunteers working less than three days per month) have no unsupervised access to pupils.

- All pupils are supervised by adults at all times.
- Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Where an activity is off site at remote locations – e.g. Sports, outdoor learning, staff always carry a mobile phone to be able to contact the school
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Sport procedures and Risk Assessment documentation.

Security

- Systems are in place for the safe arrival and departure of pupils and ensuring registers are accurately maintained.
- The times of the pupils' arrivals and departures at Rowan Brae are recorded in line with EYFS requirements.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the appropriate school site's Visitor Book or on the staff time sheet.
- Systems are in place to prevent unauthorised access to our premises.
- Systems are in place to prevent children from leaving our premises unnoticed
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team.

Staffing Ratios

- In classes Reception upwards (majority of children are 5+ within the school year) – ratio of 1:30
- In other EYFS classes (children 3+) – ratio of 1:13 where a person with QTS, EYFDS professional status or another full and relevant level 6 qualification + at least one other member of staff with a full and relevant level 3 qualification
- In EYFS settings (children 3+) where a person with QTS, EYFS professional status or another full and relevant level 6 qualification is NOT working directly with children – ratio of 1:8 plus at least one member of staff with a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification
- In EYFS settings (children aged 2) - ratio of 1:5, where at least one member of staff must hold an appropriate level 3 qualification and at least half of the other members of staff must hold a relevant level 2 qualification
- In out of school care settings (preschool/reception)– ratio of 1:8 + at least one member of staff must hold a full and relevant level 3 qualification with half of other members of staff with a full and relevant level 2 qualification
- All activities are supervised and there are at least two members of staff on duty at break times and lunchtimes.

This document is reviewed annually by the Senior Leadership Team or as events or legislation change requires.