



# FOREST SCHOOL

## Supervision Policy

Whole School including EYFS

V2.2

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Owner (Name, Title):	Deputy Head Staffing and Operations, Head of the Preparatory School
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## 1 Introduction

- 1.1 Forest School is committed to keeping safe the pupils in its care. Safeguarding Policies are designed to protect pupils from harm, and our Educational Visits Policy covers our duty of care in any activity away from School when pupils are the School's responsibility.
- 1.2 This Supervision Policy sets out the principles and practices which guide us in the age-appropriate supervision of pupils when on the School site. The School's safeguarding procedures ensure that pupils will in all cases be supervised by an adult on whom the appropriate checks have been conducted, including an enhanced DBS disclosure, and with relevant expertise or experience.
- 1.3 For Preparatory School parents, this policy should be read in conjunction with the Parent Information Handbook for Reception – Y2, or Y3 – Y6 as appropriate.
- 1.4 Where senior pupils have supervisory responsibilities for younger pupils, there will always be a member of staff readily available and in overall charge.
- 1.5 This policy should be read in conjunction with:
  - School Rules
  - Behaviour Policy
  - Safeguarding and Child Protection Policy
  - Missing Child Policy
  - First Aid Policy
  - Complaints Procedure
  - Site Security and Visitor Policy
  - Allergens Management Policy

## 2 General Principles

- 2.1 Forest School accepts responsibility for pupils in its care on the School site, whether during the School Day or at other times during the week when involved in authorised school activities. We want pupils always to feel welcome, at the same time as putting in place

sufficient controls so that the School can exercise its duty of care. This Policy also gives guidance to parents regarding the limits of the School's supervision. We cannot accept responsibility for the supervision of pupils beyond the limits outlined in this document, and in particular before or after the start and end of the regular School Day, other than for pupils involved in authorised School activities.

### 3 The School Day

- 3.1 As part of its responsibility to supervise pupils the School must identify the beginning and end of the period of time designated the School Day. The School day runs from 8.30am to 4pm, Monday to Friday of each week in during term time. Our term dates are on our [website here](#).
- 3.2 The School has extended supervisory responsibility for activities outside of the School Day. This includes, but not limited to: Elite Player Programme, Breakfast Club (Prep School Only), After School clubs and Saturday fixtures. For such activities, the staff in charge of the activity is responsible for ensuring appropriate supervision is in place.
  - 3.1.1 Although there is no direct supervision until 8.30am, there is considerable staff presence in School from 7am daily.
  - 3.1.2 The School reception is staffed from 7am to 6pm daily. From 8am, should a member of the SLT be needed urgently, including the Designated Safeguarding Lead, they can be contacted via reception (6001) or the School Office (4696). Please refer to appendix one for the SLT Duty Rota.
  - 3.1.3 From 7.20am there is always a member of Sylvestrian Leisure Centre staff on site with First-Aid Training, contactable by any member of staff or pupil via 6526.
  - 3.1.4 The Medical Centre is open from 7.30am.
  - 3.1.4. The Martin Centre is available for supervised study from 7.30am daily.

#### 3.2 Start of the School Day

The School gates are opened at 8.00am. Members of the Leadership Team will be positioned by either main white gate from 08.00am – 08.30am to welcome pupils into the school.

- 3.2.1 From 7.30am, Senior School pupils may be on site, but only within an authorised activity where supervision is in place. There is no direct supervision for any pupils who arrive prior to 08.30am. Parents dropping their children off before 8.25am must make a judgement as to whether this is appropriate given the level of supervision available.
- 3.2.2 From 7.30am breakfast is available for pupils in the School Dining Hall. This is unsupervised, however staff are in attendance.
- 3.2.3 In the Senior School, the following locations will be available or locked to the pupils at the times indicated. This is to allow for indirect supervision by teaching staff within controlled areas of the school.

	08.00 – 08.25	16:15pm	17:00pm	18:00pm
Gilderdale	Classrooms locked. Access to Gilderdale Hall and toilets.	Locked	Locked	Locked
Aston	Classrooms locked.	Locked	Locked	Locked
Main Building	Classrooms locked. Access to cloisters and toilets.	Locked	Locked	Locked
Sixth Form	Open	Open	Open	Closed/Locked
MCI-G	Open	Open	Open	Closed/Locked
Dining Hall	Open	Closed	Closed	Closed
Tuck Shop	Closed	Closed	Closed	Closed

3.2.4 Preparatory School pupils may only be on site under the direct supervision of Preparatory School Breakfast Club from 7.30am or in supervised sporting activity. With the exception of pupils in Breakfast Club or a supervised sporting club, the supervision of Preparatory School pupils is only available from 8.00am. Preparatory School pupils should not arrive at School before this time. Any pupil arriving alone before 8.00am will join Breakfast Club for which there is charge. Pupils attending a club before 8.35am will be registered at the club.

3.2.5 All pupils are to be in School by 8.25am, for registration at 8.30am. Pre-Prep registration takes place at 8.35am.

#### **During the School Day**

3.3 From 8.30am, pupils are supervised in every part of the School as appropriate to age and activity. In the EYFS, regulatory staff: pupil ratios are observed. Pupils must be within sight and hearing of staff. Whilst eating, children must be within sight and hearing of a member of staff.

#### **End of the School Day**

- 3.4 The School day finishes at 3.35pm for the Pre-Prep, at 3:50pm for Y3 – Y6 of the Preparatory School and at 4.00pm for all year groups in the Senior School. Apart from Sixth Formers, for whom specific rules apply, and permission is not needed to leave the school site if it is their last commitment of the day.
- 3.5 Any activities taking place after those times are supervised by the member of staff responsible for that activity.
- 3.6 From 4.15pm - 6pm, at the end of each School Day, there is no direct supervision other than of authorised activities. Pupils should only remain on site under the supervision of a member of staff. For those awaiting collection from parents or carers, the ground floor MCI is available for supervised study.
- 3.7 From 4-6pm, a member of the Senior Leadership Team is assigned roaming duty. In case of support being needed, the appropriate SLT member should be the first point of contact through Reception or the School Office.
- 3.8 In the event of a SLT member not being available, please call Reception who will contact another member of SLT.

### **Prep School**

- 3.9 The Pre-Prep playground is supervised until 4.00pm, and the Preparatory School until 4.15pm. After which time pupils may be on site only if involved in After School Clubs or After School Care (Reception to Y6).

### **Senior School**

- 3.10 The School gate is supervised until 4.15pm, after which time pupils may be on site until 6pm, only if involved in an authorised activity or signed into the Martin Centre. Sixth Form pupils may go to the Sixth Form Centre or Martin Centre.
- 3.10 The School buses are supervised by a member of staff from 4pm-4.15pm daily.

### **Beyond the School Day**

- 3.11 Before 7.20am, after 6pm, on weekends, and during holiday time the School is open to pupils involved in authorised activities only if approved by the Bursar, in writing. The teacher/staff member in charge of each activity are responsible for supervising those pupils involved, in areas of the School appropriate to that activity. Any risk assessment requirements must be discussed with the Health and Safety & Compliance Director in advance.
- 3.12 In the case of a Senior School Parents' Meeting starting at 6pm, pupils for whom it is more convenient may wait in School rather than go home. From 4.15pm, unless involved in another approved School activity, they must sign in and wait/study in the Martin Centre, or go to the Sixth Form Centre.

## **4 Out of hours Supervision – Pre-Prep and Preparatory School**

(INCORPORATING THE PREPARATORY SCHOOL'S UNCOLLECTED CHILD POLICY)

### **Breakfast Club for Pre-Prep (PP) and Preparatory School (PS) pupils**

Breakfast Club pupils are collected from the Prep School Black gates at 7.30am and 07.45am where they are signed in at the Dining Hall. The pupils are supervised by the Breakfast Club Supervisor and playground assistants. Breakfast is served from 07.45am and a charge per session will be added to the pupil's school fees. Pupils are escorted to their classroom or PS Playground at 8.15am by the Breakfast Club Supervisor where a member of the Prep School staff will be on duty. EYFS statutory guidelines will be followed in relation to staff: child ratios and at least one paediatric first aider will be available.

Pupils must usually be within sight and hearing of staff and always within sight or hearing. Whilst catering pupils must be within sight and hearing.

### **After School Care Service**

At Forest School we offer a service whereby our staff will take care of pupils after school from 4pm until 6pm. Pupils are supervised by three members of staff from 4pm for Pre-Prep and 4.30pm for Preparatory pupils. The duty rota sheet can be found in the Preparatory School office. Names of regular users are pre-printed on the register sheet and the member of staff on duty will write any other pupils onto the register in pen. Parents can book their child into this service but if they require tea, then this must be booked before 2.30pm. When the pupils arrive, they are given a drink and a snack, provided by the School catering company. The rate applicable at the time can be obtained from the Prep School Office and will be added to the pupil's school fees: EYFS statutory guidelines will be followed in relation to staff: child ratios and at least one paediatric first aider will be available.

Pupils must usually be within sight and hearing of staff and always within sight or hearing.

- 4.1.1 Any pupil not collected by 6pm will be supervised by a member of the Preparatory School Leadership Team who will contact their parent and remain with them in the Preparatory School Library. Parents wishing to contact the school after 4pm can call the Preparatory School office or the Main Reception phone. The member of the Preparatory School Leadership Team on duty, will be based in the Prep School office from 5pm. Any incidents or accidents are recorded and passed onto the parent collecting. If further medical treatment is needed, one member of staff will take the pupil to Nurse or the Sylvestrian Leisure Centre. This applies to all children from EYFS to Year 6. If a pupil is on the register but is not present, the missing child policy will take effect.
- 4.1.2 If there were an emergency such as road closures or an incident on the underground leading to a large number of pupils remaining on the premises after 4.30pm, staff will supervise to maintain appropriate ratios and until all pupils are collected by a parent, carer.
- 4.1.3 After School Care: at 4pm, all Pre-Prep pupils who have not been collected from the playground are taken to the Year 4 classroom by the members of staff on After School Care. The pupils can choose between free play and a craft activity until 5pm when those pupils booked in for tea can have a sandwich, drink, snack and fruit. Pupils, including those who are EYFS, are cared for by either a Qualified Teacher or a member of staff who holds a full and relevant Level 3 qualification in a 1:8 ratio. At 4.30pm all Preparatory pupils who have not been collected are taken to the Year 3 classroom. Pupils are given the opportunity to complete their homework in quiet conditions and are supported, if needed, by a member of staff on duty. The pupils have access to the iPads for research purposes and online

homework e.g. Education City. At 5pm the pupils can continue with their homework or can have free play in the Year 4 classroom when those that have been booked in for tea can have a sandwich, drink, snack and fruit. All sports bags and musical instruments must be kept in the Preparatory School art room.

#### **Pupils in afterschool clubs**

- 4.2 Pupils who have not been collected from an afterschool club are escorted by the member of staff, in charge to the Preparatory School Library and are added to the register.

## **5 Uncollected Child – Pre-Prep and Preparatory School**

- 5.1.1 In the event of a pupil not being collected as anticipated at the end of the School day, parents and staff are aware that their child will be taken to After School Care in the Preparatory School. We will ensure that the pupil receives as high a standard of care to cause as little distress as possible. Their names are written in the register and the Preparatory School Office staff will attempt to contact the parents to discuss collection arrangements and to reassure them that their child is being cared for properly. If we are unable to contact parents, we have an after-School supervision service until 6pm. We will continue to make all reasonable attempts to contact the parents or nominated carers. The pupil will remain in the care of the member of staff on duty until a parent or nominated carer arrives to collect their child. Pupils will not be allowed to go home with someone who is not a nominated carer unless the parent has given permission either in writing or directly by telephone.
- 5.1.2 If a pupil is not collected by 6.30pm the member of Prep School Leadership Team (PSLT) will contact the pupil's emergency number in order to make collection arrangements. At 7pm, if there has been no contact from the parents, the member of PSLT on duty will call the Police, and/or child's local Social Services department. Under no circumstances will staff go to look for the parent, nor must they attempt to take the pupil to their family or home nor indeed home with them. A full written report of the incident will be recorded depending on circumstances.

## **6 Appendix 1**

Senior School SLT Support Rota

		Gate duty 08:00-08:30	12:55-1:25 Roaming	1:25-1:50 Roaming	Gate Duty 16:00 - 16:10
<b>Week A</b>	<b>Monday</b>	JAS/MCH	JAS	WB	JHK
	<b>Tuesday</b>	NSM/SP	NSM	SP	LEL
	<b>Wednesday</b>	KSE/LELS or JTS	KSE	LELS	SP
	<b>Thursday</b>	WB/KW	MEK	JTS	MCH
	<b>Friday</b>	MEK/JHK	MCH	JHK	NSM
<b>Week B</b>	<b>Monday</b>	JAS/MCH	JAS	WB	JTS
	<b>Tuesday</b>	NSM/SP	NSM	SP	JAS
	<b>Wednesday</b>	KSE/LELS OR JTS	KSE	LELS	MEK
	<b>Thursday</b>	WB/KW	MEK	JTS	WB
	<b>Friday</b>	MEK/JHK	MCH	JHK	KSE

Senior Support 4pm-6pm

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>WEEK A</b>	JHK	LELS	SP	MCH	NSM
<b>WEEK B</b>	JAS	JTS	JAS	MEK	KSE

PSLT Support Rota

Mon: Maggie Pickwick  
 Tue: Anna Manlangit  
 Wed: James Clements  
 Thurs: James Sanderson  
 Fri: Sarah Hall