



PREP SUPERVISION POLICY, INCLUDING EARLY YEARS

This policy applies across the Prep School, including Early Years. It should be read in conjunction with Code of Conduct, Medical and First Aid, Missing Child, and Trips policies.

St. Columba's College is conducted in the educational tradition of the Brothers of the Sacred Heart. We advocate a discipline that is respectful of the dignity of the individual, is consistent and fair, and is based on a relationship of mutual trust and cooperation. We develop a concern for an orderly environment that goes hand-in-hand with friendly discipline and itself will predispose young people to respect authority, their fellow students, and themselves.

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Section 1 Effective Supervision

Staff take pride in their ability to manage the pupils under their control in the classroom. The majority of behavioural problems at the College occur in 'free' time for pupils at break and lunchtimes so it is important that supervisory duties are taken seriously. Controlling large groups of pupils is natural to many teachers but more difficult for others. The following guidelines give important principles and consistent practice. Staff are effectively on duty whenever they are involved in school related activities and required to monitor behaviour and attitudes. When formally 'on duty', the following specific timescales and responsibilities apply.

Effective supervision involves:

- punctuality,
- constantly moving around the area to be supervised,
- following the direction given for specific duties (see below),
- engaging pupils in brief conversations,
- encountering groups which may be regarded as intimidating,
- immediately investigating situations which may be a cause for concern,
- communicating concerns to other staff at the point of handover.

Whilst there is room for the individual approach, it must largely remain within the principles set out in this document so there is then no confusion for pupils.

Supervision relates to all times when staff are in contact with pupils. This incorporates a multiplicity of times and events when staff are in situ inside the school, on duties, on trips etc. It also includes remote supervision, when pupils are given regulated 'free time' and staff may not be directly present.

The College operates on the principle that staff are constantly vigilant of pupil behaviour and take steps to respond to any incident requiring adult intervention and redress. However, pupils do not need to be supervised at all times whilst in school precisely because they also need to learn to take responsibility when not directly under staff supervision and the school operates on a degree of trust that behaviour will be acceptable.

Staff seek to support one another where circumstances might require additional physical presence, for instance in an emergency. Guidance on supervision can be found in other documents where specific circumstances require further clarification. Where events such as travel to the Abbey require the movement of the whole school or large groups, further specific guidance is provided to staff. Where necessary, specific responsibilities are assigned to staff by the organiser.

In day-to-day supervision, staff seek to apply the Code of Conduct regarding pupil behaviour, support the ethos of the College which demands the highest standard of behaviour and relationships between human beings as demanded in the philosophy of Courage, Courtesy and Compassion.

As role models, staff on duty must uphold the dress code, must not eat or drink, and must effectively provide the lead for pupil behaviour.

Indoor Supervision

- Whenever possible staff greet pupils at the door of classrooms and are mindful of pupil movement in corridors and on stairs.
- Pupils are not left unattended by staff.
- All activities are supervised.

Prep Prefects & Monitors

Prep Six pupils are trained to fulfil the different duties required to assist in the daily management of the school. This includes understanding the purpose of the duty, its practical implications, and how to manage and respond to the pupils. Nonetheless, these pupils are deployed in a capacity of assistance to staff and staff are to take the lead role in any matters which arise.

Section 2 Duties: Nature and Organisation

In order to underpin the disciplinary system and to ensure the smooth operation of other necessary aspects of College life, the staff, including members of the Leadership Team, agree to undertake their share of supervisory duties.

All rotas are published in advance allowing staff to make changes by personal, mutually agreed arrangements with other staff members. Staff should inform the Prep Leadership Team of managed changes to the duty rotas. Unforeseen absence (rather than known absence e.g. attendance at a course) is included on the cover board and covered by a member of the Prep staff.

The specific responsibilities of the supervision duties are defined below.

Cover Duties

Absent staff are covered by an internally managed system of allocating non-contact periods to account for short term absence through illness or other normal work-related activities. Cover periods are shown on SIMS homepage, posted in the Prep staffroom, and emailed to staff involved, providing as much advance notice as possible.

Daily Supervision Rota

The rota covers school arrival, breaks, lunchtime and departure and is established at the beginning of the year. Where possible it takes into consideration the workload of staff on any given day so that they can undertake the supervision and have adequate non-contact time during the day.

Staff Duties

In addition to their responsibilities within the classroom, all staff are required to perform a number of supervisory duties around the school. The purpose of the supervision is to ensure that the general behaviour of pupils around the school is maintained at an acceptable level. Remember staff are always on duty during the school day and this should apply to their own behaviour and appearance.

General Supervision

One reason for staff duties is to give an impression of a determined and regular staff presence throughout the day but particularly during times outside of lessons. Pupil's sense effective supervision of this kind and the resulting good order is reflected in class. Supervisory duties are important obligations, and they should be carried out with the same high professional attitude to attendance and punctuality that is applied to teaching tasks. When in supervision of pupils, it is imperative that the teachers not get into prolonged conversation among themselves, as children need total undivided attention.

Duty

Being on duty takes precedence over all other commitments. While on duty, staff are responsible for the order of the pupils and for their safety and discipline. If the member of staff designated to be on duty is, for very urgent reasons, unable to fulfil this obligation, they must inform a member of PLT. A member of staff who wishes to change a duty must first obtain the agreement of the Deputy Head of Prep (Pastoral). The duty rota may not otherwise be altered.

Playground Duty

Please be punctual. There are to be always a minimum of two teachers (Upper Prep) and three teachers (Lower Prep) on duty. Staff should focus upon their assigned area of the playground but also monitor the playground in general. When supervising the playground, teachers must not stand together or in a position where they cannot easily see all children. They should move around the playground and pay particular attention to areas not in full view. During Lower Prep play, the named member of staff must carry a first aid kit and there is a person with an up-to-date paediatric first aid certificate on duty.

Procedure for morning break

On the whistle pupils stand still and are quiet. A member of staff on duty then blows the whistle for a second time and instruct the pupils to line up year by class on the lower playground. Staff collect children from the playground and return to class via either the external doors or playground door. One member of staff on duty should enter the building last and ensure that the playground door is closed.

Procedure for Lower Prep lunchtime

All Lower Prep pupils are escorted to the dining room. EYFS pupils are served at their specified tables with school staff supporting. Prep One & Two pupils move through the till system with staff supervision to support. All supporting staff have completed food handling training. Pupils wear lanyards as a reminder to dietary requirements. All Lower Prep pupils are escorted to the Prep playground together where three new members of staff take over supervision.

Procedure for Upper Prep lunchtime

All Upper Prep pupils are sent the dining room from the Prep playground. One member of staff remains on the playground to supervise whilst a second member of staff escorts groups into the dining room to ensure a controlled flow of pupils. A third member of staff remains in the dining room throughout to check and dismiss pupils back to the playground. Pupils wear lanyards as a reminder to dietary requirements. Midway through lunch, three new staff members take over playground supervision.

Procedure for Wet Play

The Duty teachers are to consult the Key Stage Lead or PLT, who will decide if pupils are to remain indoors in which case, they are to remain in the form rooms. Duty staff allocate their classroom areas and move between them, whilst supported by Prefects who are spread out amongst the rooms. Where possible, tutors are also present in rooms. During lunch, pupils are called to the dining room from their tutor room.

Before School Supervision

Registration commences at 8:20am before the first lesson at 8:30am. Supervised care begins at 8am following drop off procedures for each year group. Lower Prep pupils are escorted to their classroom by parents/carers and are supervised by tutors. Upper Prep are supervised by duty staff on the playground who begin lining up procedures at 8:15am. Tutors collect their class from the playground and escort them to tutor rooms. The staff on duty close the playground door at 8:20am and moves to the Prep office to assist with any late arrivals.

Breakfast Club

Breakfast club is available from 7:30am and is booked on the SOCS system. Miss Watts leads breakfast club, supported by a trained Sixth Form pupil. Pupils are escorted to their supervised areas at 8:15am. Breakfast is organised by the canteen staff in line with all dietary requirements. A member of PLT is on site before 7:30am and is available to support or cover breakfast club as required.

After School Supervision

Lower Prep pupils are supervised in their classrooms until they are collected or move to pre-arranged clubs. Upper Prep pupils are supervised on the Prep playground until collected. Prep Six have the option of collection from Westminster Lodge. Upper Prep pupils with written parental permission, have the option of walking home. Coach pupils meet in the Prep office and are escorted to coaches. Any pupils who have not been collected within 15 minutes are taken to the Prep office so that parents can be contacted. Pupils may be added to After School Care with parent permission and if space allows, otherwise they remain in the Prep office.

After School Care runs from the end of the school day until 5:30pm. Parents can sign up for one or two sessions on the SOCS system. Pupils can attend an activity/club, then join After School Care or they can attend from the end of the school day. The second session begins at 4:30pm. If a large number of pupils have signed up, then the member of PLT will join and support. Upper Prep is led by Mrs Baldwin and Mrs Lancaster. Pupils complete home learning and private reading before a chance to play other games. Lower Prep is led by Mrs Noone and is an opportunity for play using resources in the classroom. The canteen provides snacks and pupils may bring snacks from home in line with the schools' allergy and healthy eating guidelines. After School Care ends at 5.30pm. If a pupil is not collected from school at the designated time, the office will contact home and the designated member of PLT becomes responsible for this pupil until they are safely collected.

Extra-Curricular Activities

The Prep School provides a wide range of after school activities. Each 0.5+ member of staff is expected to provide an hour-long activity session once a week throughout the school year. The timetable of after school activities is managed and organised by the Extra-Curricular Co Ordinator. All club information is shared with parents and allocation of places confirmed before the start of each new term. A waiting list identifies any pupil who has unsuccessfully applied for a place in order to be given priority in the future. These activities run during lunch time and between 3:15pm and 4:30pm at which time the pupils are collected by their parents from the Prep One classroom (Lower Prep) or Prep playground (Upper Prep). All club registers are completed on the SOCS system to be checked live by the Prep office. The lead teacher is responsible for all the pupils in their group and supervises pupils until they are collected or join After School Care. If parents are over 15 minutes late to collect, the lead teacher may bring any remaining pupils to the Prep office so that their parents are contacted.

Fixtures

All team sheets and fixture information are posted on the School Sport website in advance. Where possible, updates are also posted on Prep Sport social media whilst on fixtures. It is the responsibility of staff taking fixtures to ensure the children in their care are dismissed to the care of their parent/guardian. If they are late for any reason before 5.30pm then After School Care procedures will be followed. Where a fixture arrives after 5:30pm then the teachers in charge must attempt to contact the parents and remain with the pupil until they are safely handed over to an approved adult. If unable to contact parents, then a member of PLT should be informed.

Swimming Procedures

Pupils are accompanied to the pool by the specified teachers, who are spread amongst the group. Before entering the changing room, teachers must put on blue over shoes and pupils must remove their shoes. Children are to be accompanied to the changing room by both teachers and are supervised whilst changing in an unobtrusive, sensitive and age-appropriate manner to balance control and privacy. Where possible, pupils will be supervised by staff of the same gender. Children are allocated a changing area away from members of the public and separated by gender where possible. Pupils 8+ years must be provided with separate changing areas for boys and girls. Children are to be encouraged to use the toilet before entering the pool. Children not swimming will stay with teachers on the poolside although parents are also encouraged to collect pupils if they are unable to swim. Once children are in the pool, teachers are to supervise from the poolside. When children exit the pool, all teachers must be in the changing room area to supervise them. The return to school is to take the same format.

Section 3 Educational Visits

Throughout the school year various trips and outings are organised. These are seen as a very important aspect of the pupil's development. The school tries to ensure that each pupil participates in at least one educational trip per term. These trips should be carefully planned by the teachers in each year group to ensure that there is a fair balance between the subject areas and that cross curricular links are taken into account.

Permission request and organisation of trips takes place through Evolve to ensure each step of the process is properly completed. The Deputy Head and Head of Prep check each step, including all risk assessments before allowing trips to proceed. This is an essential requirement with respect to health and safety.

Suggested Ratios

For visits to local historical sites and museums and local walks, DfES guidance suggests the ratio in normal circumstances would be:

- 1 adult for every 6 pupils (years 1 – 3), under five's reception classes must have a higher ratio
- 1 adult for every 10-15 pupils (years 4 –6)
- Any trip involving Reception must have a member of staff with an up-to-date paediatric first aid certificate.

These ratios are for guidance only; a higher ratio may be appropriate for a higher risk activity.

- There must be sufficient supervisors to cope with an emergency.
- Non-teaching staff or volunteer parents may be used where a higher ratio is required. These people should be carefully selected and known to the school and pupils.
- Parents are informed of the level of supervision when asked to give permission for their child to attend.

Never allow unsupervised access to children to anyone who has not been CRB checked.

Head Counts

Whatever the nature or length of a visit there should always be regular head counts, particularly before leaving any venue. When in larger groups, pupils will be allocated a specific adult to allow for effective supervision.

A supervisor must carry a list of all pupils and adults on the visit, at all times. The DfES suggests, that particularly with pupils in years R – 3, pupils should be easily identifiable, especially in densely populated areas i.e. T-shirts, uniform etc. Pupils should not wear name badges as this makes them vulnerable to strangers pretending to know them. Badges displaying the school name and its emergency contact number can be useful.

Section 4 Holiday Camps

Holiday camps are based on the school site but includes some off-site activities for Upper Prep and Senior age groups. Every camp is organised and overseen by the EECA Lead teacher. All logistics, costing, supervision, and risk assessments are completed in advance and agreed with the Deputy Head of Prep. Activity specific risk assessments include guidance for effective supervision. All information is provided to parents in advance and sign up completed on School Gateway before the start of camp, including any use of wrap around care provision. Any late requests to join are made to the lead teacher and will only be agreed if prearranged supervision allows. If a child is not collected as arranged, then school end of day procedures would be followed by the lead teacher and a member of PLT made aware.

Section 5 Early Years

Name	Days	Qualification
Mrs Paula Baldwin	M – F	Level 2
Mrs Natasha Baker	M – F	Level 6
Mrs Charlotte Batten	M - W, F	Level 6
Br Larry Beaunoyer	M – F	Level 2
Mr Kevin Boland	M – F	Level 6
Mrs Cancelliere Nash	M – Tu	Level 2
Mrs Sarah Edun	M – F	Level 3
Mr Matthew Finn	M – F	Level 6
Mrs Elizabeth Freedman	Th	Level 6
Mrs Heidi Keating	M – F	Level 6
Mr James Lemmon	M – F	Level 2
Mrs Hannah Lorman	M – F	Level 6
Mr Tilk Malhotra	M – F	Level 6
Mrs Mary Masters	M – F	Level 3
Miss Charlotte Maton	M – F	Level 6
Mr Richard McCann	M – F	Level 6
Mrs Liza McLeod	M – W	Level 6
Mrs Geraldine Muncer	M – F	Level 6
Mrs Nicole Murru	M – F	Level 3
Mrs Anita Mustafa	M, Tu, Th, F	Level 2
Mrs Lillian Noone	M – F	Level 2
Mrs Carrie Pope	M – F	Level 3
Mrs Heather Stott	M – F	Level 6
Mr Mark Turpin	M – F	Level 6
Miss Laura Walsh	M – F	Level 6
Miss Amy Watts	M – F	Level 3

Ratios

1:8 whilst supervised by staff without Qualified Teacher Status. At least one member of staff must hold a Level 3 qualification and at least half other staff must hold a full and relevant Level 2 qualification

1:30 whilst supervised by staff with Qualified Teacher Status.