



## **Supervision Policy**

This document applies to all parts of The Pilgrims' School,  
including parents and pupils in the Early Years Foundation Stage

Responsibility of: The Second Master and approved by the Head  
Reviewed: March 2024  
Next Review Date: March 2026  
Approved by Governors: March 2024

## **This policy applies all pupils in the School, including in the EYFS**

### **Aims and Objectives**

This document should be read in conjunction with the School's Safeguarding and Child Protection Policy, Anti-Bullying Policy and Pupil Behaviour Policy. The Pilgrims' School is committed to safeguarding and promoting the welfare of pupils in its care. The Governing Body and the Headmaster are required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the School is a safe place for pupils and staff. All members of staff at The Pilgrims' School have a duty of care to all pupils and this responsibility includes the maintenance of good order and supervision throughout the day. Professional judgement is required to account for the age of the pupils and the nature of the activity they are engaged in when supervision is occurring.

### **Effective supervision**

It is widely recognised that each staff member prides themselves on their ability to manage those pupils who are under their control within the classroom. It is also true that many of the behavioural problems which emerge in the School are those which occur during the boys' 'free' time at breaks and other times.

It is important that supervisory duties are taken seriously. The control of large groups of pupils whilst on supervision comes naturally to many teachers, but for others it can be more difficult to achieve. Therefore, the following guidelines are important principles by which to act when carrying out duties. They also encourage a uniformity of approach and therefore a consistency of practice across what is a large staff team. Staff are to understand that they are 'on duty' and required to monitor behaviour and attitudes whenever they are involved in school-related activities. Specific guidance is provided to staff on the effective execution of duties through a separate guidance document.

### **Effective supervision** involves

- punctuality
- constantly moving around the area to be supervised, promoting vigilance and allowing for dynamic risk assessment
- following the procedures outlined below for specific duties
- immediately investigating situations which may be a cause for concern
- communicating concerns to other staff at the point of hand-over
- ensuring that registers and head counts are taken at the start and end of journeys off site with pupils, including to/from Wolvesey and New Piece playing fields, and, depending on the nature of the activity or the journey, at other regular intervals
- taking particular care over the handovers for Choristers and Quiristers
- noting and implementing relevant risk assessments for activities and trips
- being particularly aware of and visiting those areas where the risk of bullying may be higher (e.g. out of obvious line of sight).

Whilst there is room for an individual approach, it must largely remain within the principles set out so there is no confusion where pupils are concerned.

## **Nature and Organisation**

In order to underpin the system promoting good behaviour and to ensure the smooth operation of other necessary aspects of school life, members of staff must each undertake their share of supervisory duties. All duties are published in advance, allowing staff to make changes by mutually agreed arrangements with the person who creates the duty rota (normally the Second Master and Head of Pre-Prep).

Unforeseen absence (rather than known absence, e.g. attendance at a course) is covered by a member of the staff through the School's cover system as directed by the Second Master or within the Pre-Prep department as directed by the Head of Pre-Prep.

## **The specific supervision responsibilities are defined below:**

### **Registration**

Junior and Senior pupils are registered electronically at 0820 by their tutor, and at lunch by the member of staff on lunch duty. Pre-Prep pupils are registered electronically at 0830 and the start of the afternoon by their teacher. Pupils are registered for After School Care or commoner activities. Registration is then checked by the School Administrator who follows up any absences that are not accounted for. The boarders are also registered at supper.

### **Cover duties**

If a member of staff is absent for a short time due to illness or normal work-related activity, this is covered internally by another member of staff during their non-contact period. During periods of higher need, or if absence is longer term, the School employs cover teachers from local supply agencies to cover duties.

### **Daily supervision**

This is needed to cover morning arrival, assembly, breaks, lunchtime and sign-out at evening departure. The daily pattern of duties is established at the beginning of the year and, where possible, takes into consideration the workload of staff on any given day. Supervision should not interfere with adequate non-contact time during the day.

### **Staff duties**

In addition to their teaching commitment in the classroom, all members of staff are required to perform a number of supervisory duties around the School. This is to ensure that the general behaviour of pupils around the School is maintained at an acceptable level.

### **General supervision**

Regular staff duties give an impression to the pupils of a reassuring, vigilant and consistent staff presence throughout the day, but particularly during assembly, snacks break, lunch, sit-down, sign-out and prep. Boys are sensitive to effective supervision of this kind and the resulting good order is reflected in class. To arrive promptly for a lesson is to reduce the risk of the possibility of poor behaviour, including possible bullying type behaviour. All supervisory duties are important obligations requiring punctuality and proper attendance, and they should be carried out to the same high standard and level of professionalism that is applied to teaching tasks.

**Duty**

While on duty, members of staff are responsible for the order, safety and discipline of pupils. If the member of staff designated to be on duty is, for very urgent reasons, unable to fulfil this obligation, he or she must inform the Second Master or Head of Pre-Prep immediately.

**Handover of Choristers and Quiristers**

This is coordinated with member of staff with the Cathedral and Winchester College respectively.

Boys are routinely collected from Pilgrims' site by the relevant member of staff (usually the Choirmaster or a Chaperone), although there are times when a Pilgrims' member of staff will deliver them to their responsibilities. When boys return after early evening events such as Chapel, it is Pilgrims' responsibility to ensure that the boys are 'signed in' to school.

## **Duties during the school day**

<b>Event</b>	<b>Who is responsible</b>
Breakfast Club in the Pre-Prep	the Pre-Prep Staff on duty
Breakfast	the boarding staff
Arrival of day boys from 0755	the duty staff
Registration and form period	the form teacher or tutor
Assembly	the duty staff
Snacks break	the duty staff
Wet snacks break	the duty staff and Year 8
Lunch	duty staff
Sit down	duty staff
Changing for games	duty staff/games staff
Afternoon break	duty staff
Sign out	duty staff
Commoners time	takers
After School Care in the Pre-Prep	the Pre-Prep staff on duty
Supper	duty staff
Prep	duty staff
Post prep	the boarding staff

### **Procedure for wet breaks**

If the duty member of staff, or a member of the School's Senior Leadership Team, calls a wet break, the pupils are to report to their form rooms and are supervised by Year 8 Prefects and duty staff. In the Pre-Prep, the pupils will return to the Pre-Prep Hall and Year 2 classroom, where they will be supervised by the members of staff on duty. Further details are provided to staff regularly.

### **Procedure if a Pre-Prep boy is not collected at 1545 or 1630**

If a Pre-Prep pupil is not collected at 1545 at the end of the school day or 1630 at the end of the first After School Club session, he joins the After School Club/Supper Club whilst the Class Teacher or After School Club Co-ordinator checks emails/phone messages/makes a phone call to parents. Further details can be found in Appendix 1.

### **Procedure if a Prep School boy is not collected at 1700**

If a pupil who was due to be, is not collected at 1700, he reports to the Briggs Library where he is supervised until 1800 or when his parent arrives to collect him. He then joins the boarders at supper until he is collected. A phone call home is made by the member of staff on duty.

### **Procedure if a boy is not collected at 1800 from Supper Club in the Pre-Prep**

If a pupil is not collected at 1800 he will join the boarders at tea until he is collected. A phone call home is made by the member of staff on duty. Further details can be found in Appendix 1.

### **Procedure for taking the boys to and from Wolvesey and New Piece playing fields for Games**

Adequate supervision moving to/from the Games field requires staff members to have the boys who are under their supervision within their collective line of sight at all times. When leaving and returning to school for games, registers and head counts are taken. A specific Games Risk Assessment covers the details of this responsibility.

## **Supervision in Minibuses**

It is usual practice at Pilgrims' to have two adults in a minibus when travelling with the pupils.

Exceptions are as follows:

- A maximum of **16** may be carried in the environs of Winchester.
- A maximum of **16** may be carried if two minibuses are in convoy.

An individual risk assessment may be undertaken for certain exceptions, and in those cases the distance of travel, age of the pupils etc will be taken into account.

Any deviation from the above must be agreed with the Headmaster.

Adults employed specifically as minibus drivers are carefully briefed on safeguarding and with whom to communicate regarding any problems or concerns that may arise from the behaviour of pupils on the School's minibuses.

## **Missing Child Procedure**

### **Prevention**

Every effort is made to ensure the safety of the pupils whilst they are in the School's care. To help prevent a child going missing, all children are registered twice a day, at the start of the school day and at lunch. In the Pre-Prep registration takes place at 1310, after lunch time.

For school trips off the premises, it is the responsibility of the staff taking the trip to ensure that a regular register is taken and head count made at the beginning and end, and at regular intervals in between. How often this is done will depend on the nature of the trip, the mode of transport used, the location of the trip and any factors taken into account by dynamic risk assessment. Note must be taken of relevant risk assessments for school trips and **all** staff accompanying a trip bear responsibility for these being implemented.

Pupils are supervised at all times, whether in the classrooms before school starts, during break time, mealtimes, PE or Games lessons, when a pupil is signed off Games and during activities which take place on site but after school hours.

### **Action**

If a pupil is suspected to be missing from the School's premises, the following actions apply:

1. In the Pre-Prep, an adult from each classroom will check the Pre-Prep building, playground, Learning Support classroom in Winton and the Reception garden;
2. A check is made with the Front Office to see whether the pupil has another commitment e.g. music lesson, play rehearsal, school trip, external appointment, etc, or is in the hub
3. An email is sent round the staff to see if anyone knows of a reason for their being somewhere different. It is acknowledged that this is unlikely to be seen by all staff within a short timescale. Next steps proceed immediately.
4. Fellow pupils are asked whether they have seen the missing child

5. A member of the school's SLT is informed
6. Available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the grounds. This search should take no longer than 20 minutes.
7. If the child is not found, a fire drill is held to determine whether they are on site.
8. If the pupil remains unaccounted for at this point, contact should then be made with the police, and then the parents, by the senior member of staff (unless there are reasons connected with the child's welfare which indicate that this should not be done)
9. The School will then act in accordance with police advice.
10. Once a missing pupil has been located, this will be communicated to all staff. A record of the incident, and of any action taken, should be made as soon after the incident as practicable.

## **Appendix 1 The Pre-Prep and EYFS Years Specific Measures**

The same underlying principles of supervision as in the Main School are followed in the Pre-Prep and the EYFS; however, supervision of younger boys is inevitably more rigorous.

No boy` should ever be un-supervised as each class is under the control of the Class Teacher assisted by a full-time Teaching Assistant.

EYFS staff must sign in each day to say they are fit for work.

The Pre-Prep has a weekly duty rota ensuring that there are always two members of staff on duty at morning and lunchtime play. The ratio of staff to boy as required by the EYFS is therefore accounted for.

At the end of the day there will always be two members of staff supervising the boys until 1800, when the department closes.

### **Procedure for a child not collected at the appointed time**

#### **Prevention:**

We make every effort to ensure the safety of the children in our care. At the start of a term, parents are asked to complete a form instructing us who, should it not be one of the parents, will be responsible for the collection of their child at the end of each day.

Each afternoon a 'collection at the end of the day' board is issued to each teacher which lists the names of the children in each class and who is to collect them.

Each child is handed over to the collecting adult outside the front door to the department.

#### **Action:**

Should a child not be collected at the appointed time:

- The answerphones and emails will be checked for messages
- The parents will be rung
- Staff will receive instructions from the parents as to what has happened and what actions they are to take in order to retrieve their child
- The child will join After School club until he is collected
- If the non-collection happens at 1800, the child will be taken to join boarders' supper until collection

### **Arrangements for the supervision of EYFS pupils throughout the school day.**

There are up to 16 boys in the EYFS (Reception) class. They are supervised by their classroom teachers, and their Teaching Assistant, during all teaching times. The maximum ratio is 1:8

Forest School - This is led by a Forest School trained member of staff within the Pre-Prep. There are a minimum of three members of staff which include a teacher, a Teaching Assistant and a GAP Assistant, involved in each session.

For off-site trips, including Games on Wolvesey Field, Forest School, swimming, going to the cathedral and others, the ratio of adults to boys for any group which contains EYFS (Reception) aged boys is 1:8 + 1.

For PE sessions on site, the children are taught by a member of the PE staff and accompanied by their TA and/or a GAP assistant (1:8)

French is taught by the Head of French and accompanied by the Class Teacher (1:8)

Music is taught by a member of the Music Department and accompanied by a TA (1:8)

Morning play - 2 staff on duty (1:26)

Lunchtime play - 2 staff on duty (1:26)

At playtimes there is always a member of staff who has a **Paediatric First Aid** Qualification on duty.

All classrooms open onto the playground and the staffroom looks onto it as well. Therefore, all staff are easily located in case of an emergency.

### **After School Care**

After School Care takes place in the Pre-Prep from 1545-1800 Monday to Friday during term time, to support parents in the Pre-Prep who are unable to collect their child at the end of a normal day. There is no charge until 1630. After this time, care is charged from 1630-1800 each day. This includes a cooked supper, served in the Dining Room. Staff also endeavour to read with these boys after tea in order to support the parents as much as possible. As above, if parents are delayed for any reason and are unable to collect at 1800, the boys will be taken to the Dining Room with the boarders and wait to be collected.

There is a specific member of staff in charge of the After School Club, supported by a member of the Pre-Prep team on a rotational basis. They sign the boys in and sign them out using a 'collection at the end of the day' board, which they are given prior to 1545. The ratios will never exceed 1:26.