Policy 1.12

Kitebrook Preparatory School Supervision Policy

(Including boarding, day and EYFS pupils)

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Kitebrook Preparatory School Policy 1.12 School Supervision Policy.

1. Aims of the Kitebrook school with regard to supervision:

1.1The teacher has a duty of care to the children, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively, the Head has certain responsibilities.

1.2 These include:

- Formulating the overall aims and objectives of the school and policies
- Ensuring that teachers at the school receive the information they need.
- Ensuring the maintenance of good order and discipline at all times during the school day (including playtimes).
- Making arrangements for the security and effective supervision of pupils.

2. Negligence

2.1 If a claim of negligence is brought against a member of staff, it is important to be able to show that a structured supervision plan exists and that adequate care was being exercised at the time of the incident. **High standards of supervision must be maintained at all times**.

2.2 *Any injury to a pupil would not in itself be grounds for a successful action against a member of staff or the school*. It is necessary to show that there has been negligence by the school, which has resulted in the injury sustained by the pupil. The Trustees of The Radley Schools Group are responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapsce in the standard of appropriate care, the member of staff could incur some legal liability.

3. Supervision of pupils in out-of school care:

3.1 Where provision is solely before/after-school care for children, the following staff to child ratios are in place: 1:10 for children in Reception, 1:30 for children from Year 1 to Year 8 and where Preschool children attend, 1:8 ratios will be applied. Daily registers are taken for before and after school care to ensure ratios and ages of children are monitored and where needed, staff members are added to the duty rota to ensure the safety and welfare of the children.

4. Supervision Before School

4.1 All Pupils arriving early are supervised by staff in their respective classrooms from 08.00 unless they are booked in for breakfast with the boarders. All Class teachers and tutors are in their classrooms from 08.00 each morning and registers are taken at the normal registration time for their section of the school.

5. Supervision after School

5.1 Kitebrook offers a Late Stay provision, one for the EYFS pupils run by Kitebrook Staff and for Years 1-4 run by Just Camps. Pupils are either in after-school activities, Late Stay or boarding.

15:30-16:30 - Free of charge Late Stay
16:30-17:30 - Charged Late Stay

5.2 Kitebrook offers an Extended Day opportunity from 17:30-18:15, where tea is provided, supervised by our boarding staff.

5.3 Any child not collected and without information from the parent/carer or the emergency contact person will remain with a member of staff.

6. The Start of the School Day

6.1 The school day starts from 08.00, Tutor time between 8:00-8:30 am, lessons begin at 8:30 am.

6.2 Children arriving at school by car may be dropped off at the front of the school in the designated zone, where members of staff on duty receive them and direct them to their classrooms.

7. Absence

7.1 The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. Parents complete the relevant form on the Parent Portal to register a pupil's absence. The school will contact parents when children are absent from school without prior notification. For organised planned absence – e.g., family events, etc., a request must be made by the parent directly to the Head.

8. Lesson Time

8.1 Children should be under supervision at all times during the school day. Pupils in Years 7 & 8 are allowed to be briefly unsupervised providing a member of staff knows where they are. Teachers should not leave a class unsupervised at any time unless there is an emergency. From time to time, it may be desirable for children to be allowed to exercise some personal responsibility.

9. Leaving the School Site

9.1 Children should not be allowed off-site during school hours unless there is clear evidence of a request, in writing, from the parents or guardian, and they leave the school site with a nominated responsible adult.

10. Illness

10.1 When children are taken ill during the school day, a member of staff will contact the parents or guardian, whether at home or at work. Information about contacts is kept on ISAMS and in the school office.

11. Visitors

11.1 All visitors to the school are expected to sign in and out at the main office and wear a visitor's badge. All staff should check any person without a badge on the premises and report any concerns to the office. Visitors to Kitebrook are supervised at all times.

12. New Members of Staff

12.1 New members of staff are supervised at all times until the Radley Schools Group is in receipt of their full DBS. In the interim period, a full risk assessment is undertaken to cover individual members of staff.

13. Supervision at Playtime

13.1 A duty rota for break time supervision is available on the Staff Intranet page.
In order to provide appropriate supervision at adequate levels, risk assessments are undertaken taking into account the geography of the site and the number of pupils playing in various areas.

13.2 Duty staff should actively patrol the area they are responsible for and be vigilant for pupils' activity to detect, so far as possible, any individual or group action which might:

- Be considered intimidating
- Give rise to injury
- Cause damage

13.3 All children requiring first aid will be accompanied to the medical room.

14. Bad Weather

14.1 Whenever possible, breaks must be outdoors; however, there will be times when bad weather will prevent this. Staff will decide whether outside conditions merit a break being declared indoors. Indoor breaks are conducted in classrooms in the Pre-Prep and Middle School. Senior School pupils go to Tutor rooms where they are supervised by Prefects while duty staff rotate.