



Supervision Policy

Introduction

- James Allen's Girls' School, including the Prep and Pre-Prep (collectively known as the Junior School), is committed to ensuring that the utmost care is taken to protect the health and safety of all pupils and staff. This policy is applicable to all pupils, including those in the EYFS.
- The Head/Head of the Junior School will be responsible for ensuring that groups are adequately supervised and will consider a range of issues when calculating the appropriate staff/pupil ratio for any activity. The following staff/pupil ratios are intended to provide guidelines to staff taking activities. In certain circumstances it may be considered appropriate to have a higher or lower ratio of staff to pupils. This must be agreed with the Head/Head of the Junior School prior to the activity taking place.
- All adults who have unsupervised access to pupils must have an appropriate criminal records check (Disclosure and Barring Service (DBS)) and all other relevant employment checks. Barred list checks and prohibition checks will be carried out on all adults who have unsupervised access to pupils. We follow the DfE Statutory guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised 2024; Keeping Children Safe in Education 2025 and Working Together to Safeguard Children (2023)

Junior School (Ages 4-11)

- Children in the Junior School (EYFS, Pre-Prep and Prep), because of their age, are supervised by staff at all times including supervision before and after school and during breaks from lessons in line with the DfE pupil/teacher supervision ratios and the nature of the activity. Risk assessments are in place for each curriculum subject, activity and classroom, these are regularly reviewed.
- For children in the EYFS, the key person is the Reception class teacher. This is communicated with parents at the start of the academic year through the Welcome and Curriculum Evening.
- Before and after-school care is supervised by appropriately qualified members of staff. Children must usually be within sight and hearing of staff. Staff/Child ratios for EYFS are within Statutory Framework 2024 guidelines. Arrangements for off-site supervision for trips is detailed in the Health and Safety for Outside Trips Policy. Where pupils cross roads or leave their immediate

site, consideration is always made for their safety, for example, arrangements made for increased supervision and continual assessments carried out.

Before School

- Pupils may attend Breakfast Club from 7.35am in the Dining Hall where they are supervised by suitably qualified and experienced staff. A paediatric first aider is always available. Pre-Prep pupils are then walked back to the Pre-Prep by a suitably qualified member of staff and within appropriate ratios. This route is carefully risk assessed on an ongoing basis.
- Prep pupils may wait in the playground from 8.00 - 8.25am, and are supervised by a member of staff. In wet weather, they may wait in the Prep hall. Pre-Prep pupils arrive with their parents and are met by their class teachers and taken into class.

Break & Lunchtime

- Pupils are supervised by a minimum of two members of staff on the playground. First aid is provided by the Prep office or by the paediatric first aider for the Pre-Prep.

Dining Hall

- From 12.00 - 12.25pm a member of staff is on duty in the dining hall to supervise pupil food choices and behaviour. Pupils are able to walk back to the Prep playground independently to the members of staff on duty.
- For EYFS, pupils are supervised by appropriately qualified adults at all times and are always within sight and hearing of an adult when eating.

Co-Curricular Activities

- Supervision is always in line with DfE requirements and is appropriate to the nature of the activity and is based on a risk assessment e.g. staffing may be increased for sports clubs.

After School Care

- Late Room runs from 3.30 - 4.00pm at the Pre-Prep and until 4.15pm at the Prep and is supervised by two members of staff. In the Pre-Prep there is always a level 3 qualified member of staff responsible for pupils in EYFS along with a paediatric first aider.
- After School care runs from 4.00 - 6.00pm at the Pre-Prep and 4.15 - 6.00pm at the Prep and is supervised by an After-School Care Manager and an After-School Care Supervisor.
- EYFS children have a light tea and play games or do crafts. Staff have food hygiene training.
- A member of the Junior School Leadership Team is on duty every day until the last child has left (usually by 6.00pm).

Senior School (Years 7 - 11)

Before School

- Pupils may enter the school from 7.30am. They may go to form rooms or the Dining Hall.
- One member of staff in the Library
- One member of staff in Main Reception
- One member of staff on inside patrol duty

Rec

- One member of staff on inside patrol duty
- One member of staff on duty inside the Dining Hall
- One member of library staff on duty in the Library
- One member of SSLT on duty
- (Other staff present in the staff common room and various other areas of the school)

Lunchtime

- Two members of staff on duty in Dining Hall (first half) and two members of staff (second half)
- One member of SSLT on duty each half of lunch
- One member of staff on inside patrol
- One member of staff on outside patrol
- One member of library staff on duty in the Library
- One member of staff on duty in the Art Department.
- Sixth Form Prefect support is arranged on a rota basis and Prefects are affiliated to a year group.

Co-curricular activities (taking place within the Senior School)

The level of supervision will vary with the age of the girls and the nature of the activity.

After School

- Pupils in Year 7 – 9 should leave school by 6pm at the latest (unless in a supervised activity).
- Pupils in Years 10 – 13 may work in the Library until 7pm if they wish to use this time for study. They may not be anywhere else other than the Library. All pupils must sign in and out so that their location is known. Pupils in Years 10 – 13 must have left the site by 7pm AT THE LATEST unless taking part in an activity.

There is a Head of Year on duty from 4.00pm to 5.15pm (Tuesday and Thursday), a member of SSLT on duty from 4.00pm to 6.00pm (Mon - Fri) and the School Receptionist is also available.

A member of supervision staff is present in the Library after school from 3.45 – 7pm and will also walk around key areas of the school during 3.45 – 5.30pm period after which they will remain in the Library where all girls should be located unless involved in a supervised activity. All pupils must sign in and out so that their location is known.

Subject Specific Supervision Arrangements (Senior School)

Art

- Lunchtime and after school - Art staff are allocated one lunch duty a week in the department. Pupils can only work if a member of the teaching staff is present. They must sign the daily register situated outside A4 when they arrive and leave; this is to prevent pupils spending the entire lunchtime working without food or rest.
- The technician is available in the Art Studios from 12:50pm – 1:15pm every lunchtime for the distribution and return of materials. A member of the Art Department teaching staff is on duty from 1:15 – 1:50pm.
- The Department operates a weekly rota on four evenings when a member of staff will stay to supervise pupils in Years 7 – 13, until 5:30pm. Pupils should sign in at the Art Office. The member of staff on duty is responsible for ensuring all pupils have signed. Time to pack away properly is essential and should be done on the 5:20pm bell.
- Tools may only be used when staff are present and only after pupils have been shown how to use the tools correctly. Pupils should be made aware that certain activities should be confined to specific studios, which may not be the studio they are taught in; a notice is clearly displayed in each studio.
- Maximum class size is 15 (due to the size of the rooms).

DT

- Pupils must be supervised in the DT rooms. DT club runs at lunchtimes according to need. When pupils are making projects for GCSE / A level, the workshop is open after school at a mutually agreed time. Pupils may (by arrangement with DT teaching staff) come into the workshop in their free study periods.

- Pupils may work in the DT computer rooms out of lesson time if there is a member of staff present.
- Pupils are not allowed to use tools, equipment and machinery they have not been shown how to use or have not demonstrated competency in using.
- No unauthorised or unsupervised person is allowed to use or interfere with workshop equipment. The workshops are locked during breaks and lunchtimes and at such times as they are unoccupied by staff.
- Due to the size of the rooms and availability of equipment, class sizes are limited to 15 pupils.

Drama

- Pupils must wait outside the theatre until their teacher arrives and hang their bags on the hooks provided.
- Pupils must ask permission to use equipment such as ramps, steps and boxes for their lessons. The teacher should supervise the removal of any such equipment from the store, and their use should be assessed as safe.
- Use of the theatre and other spaces should be booked through the Director of Drama. All rehearsals after school will be supervised by a member of the Drama department.
- There will be a member of the department on duty, based in the Drama office, after school.
- Pupils must have permission to work from the lighting bridges and to operate lighting and sound equipment, and will be closely supervised by a member of staff. No one should enter the Sound and Lighting Box without permission.
- Any physical work in the theatre by pupils will be closely supervised by a member of staff.
- A member of staff will be present at all times during a production, before, during and after rehearsals, and before and after a performance.
- There will be adequate staff supervision in the sound and lighting box, and backstage. A qualified first-aider will be present at each public performance.

PE

- Every activity is assessed for risk. Pupils are not permitted to work if there is no teacher present unless pupils have been given prior agreement. Exceptions to this include activities such as:
 - Sixth Form in the fitness gym.
 - Netballers practising shooting at lunchtime.
 - Tennis free play during the summer term.

- Own personal running training.
- Y10+ rehearsing in dance studio.
- (A minimum of 2 girls for each of the above and at least 1 member of the PE department within the vicinity)
- The Fitness gym – Years 10 and 11 are only permitted to use the fitness gym at lunchtime, after school or in lessons when a teacher is present. The 6th form may use the gym without a supervising member of staff providing there are at least two pupils present. All pupils must sign in and out when using the fitness gym.
- Years 7-9: Three or four members of staff are allocated to teach half a year group at the same time. Upon occasion it may be necessary for lessons to be combined. If the ratio involved exceeds 1:30 the teacher involved must discuss the activity to be undertaken with the Senior Deputy Head and obtain permission for the activity to proceed.
- KS4 & 5 Lessons: Dependent on option choices but allocated 1 member of staff to 8-25 pupils.
- During curriculum PE lessons and extra-curricular activities, all girls congregate in their activity area. Girls should not take out or use equipment unless a member of staff is present or they have been given individual permission.
- At times, away fixtures result in returning to school after the late coach has departed. In this case, the member of staff in charge will ensure that the pupils are supervised until they are collected.
- A qualified lifeguard is on duty in the swimming pool, in addition to the teacher, whenever pupils are swimming in lessons or squad training.

Science

- Every activity is assessed for risk. This includes activities carried out by staff and technicians as well as pupils. Laboratory doors are locked on leaving. Pupils are not allowed to enter or work in a science laboratory unless supervised. No practical exercises may be undertaken by pupils unless a suitably qualified member of staff is present.

Trips

- Supervision arrangements are outlined in the policy document Health and Safety on Outside Trips.