

SUPERVISION POLICY

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1. INTRODUCTION

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils

- throughout the school day
- before and after school (including buses)
- during Manor Fun (holiday activities at The Manor).

Supervision arrangements on School Trips can be found in the Educational Visits Policy (including Health and Safety on Trips). Staff will be reminded to familiarise themselves with both these policies annually at the start of each academic year and will receive guidance and training as appropriate.

2. LEGAL OBLIGATIONS

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The 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. These include:

- formulating the overall aims and objectives of the school and policies for their implementation
- ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively
- ensuring the maintenance of good order and discipline at all times during the school day (including midday breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds

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, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

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 employer is 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 lapse in the standard of appropriate care, the member of staff could incur some legal liability.

3. STAFF INDUCTION

All new members of the teaching staff and volunteers receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given in areas within the building and grounds that should be regularly checked when on duty outside normal lesson times, and is available within this Policy.

An induction pack is provided.

Work Experience Students

- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible. Students under the age of 17 are not expected to attend to personal care duties.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

4. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school.

Joint School Bus Service

Pupils are not supervised by a member of staff when travelling on the school buses operated by the Joint Bus Service, but are expected to behave responsibly. There are monitors on the buses arranged by the senior schools, who are directed by the respective Deputy Heads. These monitors supervise the behaviour of pupils. Children from The Manor are also sat at the front of the bus to be in close vicinity to the bus driver. We would always investigate complaints about poor behaviour. Appropriate numbers of staff are on duty to supervise when the school buses arrive and depart. (See Section 9 "BUS DUTY").

School Minibuses

A supervisor travels with the children on the school minibuses.

5. SUPERVISION RATIOS DURING THE SCHOOL DAY

Above all other considerations the safety and emotional welfare of pupils must be an overriding concern.

The Manor ensures that pupils are properly supervised through the appropriate deployment of school staff. Risk assessments are carried out as appropriate.

In the EYFS we adhere to the standards in the EYFS Statutory Framework September 2021 (as well as the ISI Regulations) as follows:

3.28 In settings on the early years register, the manager must hold an approved level 3 qualification or above and at least half of all other staff must hold at least an approved level 2 qualification. The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must

ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

- 3.29 Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight **and** hearing of staff and always within sight or hearing.
- 3.30 Only those aged 17 or over may be included in ratios if they are suitable, as in paragraphs 3.9 to 3.11 (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.
- 3.31 The ratio and qualification requirements apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.
- 3.31 The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. (The remainder of 3.31 is for childminders and group settings providing overnight care, and therefore is not relevant to The Manor)
- 3.32 (This is for children aged under two, and therefore is not relevant to The Manor)
- 3.33 For children aged two:
- there must be at least one member of staff for every four children;
 - at least one member of staff must hold an approved level 3 qualification; and
 - At least half of all other staff must hold an approved level 2 qualification.
- 3.34 For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children:
- there must be at least one member of staff for every 13 children, and
 - at least one other member of staff must hold an approved level 3 qualification.
- 3.35 For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children:
- there must be at least one member of staff for every eight children;
 - at least one member of staff must hold an approved level 3 qualification;
 - at least one half of all other staff must hold an approved level 2 qualification.

3.36 For children aged three and over in independent schools (including nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;
- for all other classes there must be at least one member of staff for every 13 children
- At least one other member of staff must hold an approved level 3 qualification.

3.37 For children aged three or over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- There must be at least one member of staff for every eight children
- At least one member of staff must hold an approved level 3 qualification
- At least half of all other staff must hold an approved level 2 qualification

(Statutory Framework for the Early Years Foundation Stage, 2021)

Risk assessments are carried out as appropriate. This includes ensuring that at least one member of staff on duty has valid paediatric first aid training.

6. SUPERVISION RATIOS OF MANOR PUPILS IN WRAPAROUND CARE, (BREAKFAST CLUB, EARLY BIRDS, EXTENDED DAY)

Our staffing supervision for Wraparound Care varies according to the ages and number of pupils attending.

For pupils in Pre-Nursery and Nursery the ratio of adults to children is as follows:

For 2 year olds 1:4

For 3-4 year olds 1:8

At least one member of staff holds an approved level 3 qualification and half of all other staff hold a full and relevant level 2 qualification.

For pupils from Reception upwards the staffing ratio and qualification requirements are the same as is necessary for a Reception Class (please refer to the Statutory Framework for the Early Years, March 2017).

For pupils in Years 1 to 6, a risk assessment is carried out so that the staffing ratio is appropriate to circumstance.

7. SUPERVISION ARRANGEMENTS BEFORE THE SCHOOL DAY STARTS

Pupils do not arrive simultaneously on the school premises.

The School writes to all parents stating the time of the start of the school day and indicating the arrangements for the supervision of children who arrive before 8:30am. The school also places

regular reminders in 'Manor Messages', the weekly form of communication between the School and parents/carers.

Start of the Day Years 1 and 2

Children in Years 1 and 2 should be escorted by the adult dropping them off to their first early morning destination. For reasons of safety we ask that children do not enter their classrooms or cloakroom areas within their allocated buildings before 8:30am. If children arrive between 8:00am and 8:30am and are not attending an organised sport or music activity or learning support lesson, they should be taken to Early Birds in the Main Hall. Any children who arrive at school after 8:55am MUST report directly to the Main School office in order to be registered before going to their form room. Any child who arrives at school after 8:55am will be registered as late.

Start of the Day Years 3 to 6

In Years 3 to 6 it is permissible to drop children at the gate by the Head's office or at the gate in the parents' car park at the rear of the site and children are allowed to walk, unsupervised, to their morning destination. For reasons of safety we ask that children do not enter their classrooms or cloakroom areas within their allocated buildings before 8:30am. If children arrive between 8:00am and 8:30am and are not attending an organised sport or music activity or learning support lesson, they should go to Early Birds on the Tennis Courts where they will be supervised until 8:30am. In the event of wet weather, Year 3 will be supervised in the Library, and Years 4 to 6 will be supervised in the Dining Room. Any children who arrive at school after 8:55am MUST report directly to the Main School office in order to be registered before going to their form room. Any child who arrives at school after 8:55am will be registered as late.

Breakfast Club

Breakfast Club is available for children from age 3 up to the end of Year 6. Children are supervised by suitably qualified and experienced members of staff in the Dining Room from 7:30-8:00am. A healthy selection of cereals, pastries, toast, juice and milk is provided. The service is bookable in advance on a termly basis, space permitting. It can also be booked on an ad hoc basis by emailing the Breakfast Club Manager any time up to 8:00pm the day before. All charges are payable termly in arrears. At 8:00am children from Nursery to Year 2 are escorted to Early Birds. At 8:00am children from Years 3 to 6 may walk unsupervised to Early Birds on the Tennis Courts or in the Dining Room.

Early Birds

a) Pre-Nursery, Nursery and Reception

EYFS (Pre-Nursery, Nursery and Reception) children should be escorted by an adult to Early Birds in the Lower School Hall.

Members of staff are on duty in the Lower School Hall from 8:00-8:30am. The numbers of staff may fluctuate depending on the number needed to fulfil the ratio of 1:8 for children up to 7 years of age (and ratio of 1:4 for 2 year olds). A member of the Early Years team will be there to greet children from Early Years and they will act as the Key Person and forward relevant information from the parent/carer to the appropriate member(s) of staff. Older siblings in Years 1 and 2 of Early Years children may attend Early Birds in the Lower School Hall if the parent prefers, in which case they must be signed into a register book. A member of staff escorts these older siblings to their classrooms at 8:30am once the Early Years children are in their classrooms. At 8:30am allocated members of staff are responsible for taking the children in Early Years (Pre-Nursery, Nursery and Reception) to their relevant classrooms where a member of staff will be available to greet them. NO child should be in a classroom before 8:30am without supervision.

b) Years 1-2

Year 1 and 2 children should be escorted by an adult (parent/carer) to Early Birds in the Main Hall. The parent/carer must sign the child in on the register, listing the form and time of arrival. A variety of activities are on offer to children in Early Birds - they may play, read or chat. At 8:30am allocated members of staff are responsible for taking the children in Years 1 and 2 to their relevant classrooms where a member of staff will be available to greet them. No child should be in a classroom before 8:30am without supervision.

c) Years 3-6

Children in Years 3, 4, 5 and 6 should go to the Tennis Courts between 8:00am and 8:30am, where three members of staff are on duty. In the event of wet weather, Year 3 will be supervised in the Library, and Years 4 to 6 will be supervised in the Dining Room. Children in these year groups may walk to Early Birds unsupervised.

The member of staff on duty will ensure that children sign themselves in on arrival. The Deputy Heads and Heads of Section ensure that correct procedures (in terms of ratios, staff qualifications, pupil activities etc) are observed.

At 8:30am, children may walk independently to their form room.

No child should be in a classroom before 8:30am without supervision.

8. SUPERVISION ARRANGEMENTS DURING THE SCHOOL DAY

a) The Start of the School Day

The school day starts at 8:45am. From 8:30am children are welcome in the classroom when a member of staff is present. Children in the Early Years, Years 1 and 2 must be brought to the classroom by an adult.

Children arriving at school by school minibus are escorted into school by the bus supervisors. Children arriving from the Joint Bus Service (JBS) will be met by a member of staff from The Manor at St Helen and St Katharine School, where they are dropped off. Children using the JBS are then escorted back to The Manor by on a shuttle bus, supervised by two members of staff. The member of staff on duty then takes the bus list to the School Secretary who will make a note of any absences. This is then also confirmed with the child's Form Teacher.

Any children arriving at school after 8:55am for any reason must report directly to the school office to be registered before going to their form room. Any children who arrive after 8:55am will be registered as 'Late'.

b) Registration

All pupils must be placed on both the admissions registers and the attendance register which are both legal documents.

When completing the electronic attendance register in PASS/3SYS the Form Teacher must ensure the appropriate code is used to distinguish between authorised and unauthorised absences. Authorised absence is, for example:
sickness, days of religious observance, leave granted by the school, e.g. holidays.

In Reception and Years 1-6, an electronic attendance register is taken every morning between 8:45am and 8:55 am and each afternoon at the following times:

- Reception, Y1 and Y2 – 1:35-1:40pm

- Y3, Y4, Y5 and Y6 – 2:10-2:15pm

If the teacher registering a class is unable to use the electronic register, a hard copy of the register is completed and then sent to the school office where the data will be entered onto the electronic register.

An informal register is also taken at the start of any lesson for which a class or group has had to move to a new location or where a new teacher has taken over.

In Pre-Nursery and Nursery where children are not full-time and sessions vary each day, a hard copy and an electronic copy of the register is taken at the beginning of both the morning and afternoon sessions.

c) Unexplained Absence

Please see the Lost or Uncollected Child Policy and Safeguarding Policy.

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will contact parents when children are absent from school without notification.

d) Lesson Times

Teachers in EYFS and KS1 should not leave a class unsupervised at any time and at KS2 only when there is an extreme emergency. If for any reason a teacher of KS2 needs to leave the classroom for any length of time another appropriate adult should be summoned.

From time to time it may be desirable that children of an appropriate age are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

e) Leaving the School Site

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

f) Visitors (other than parents or carers of children in the school)

All visitors to the school other than parents and prospective parents are required to show photo ID and to sign in and out. Visitors are required to wear a visitor's badge. Visiting speakers are required to read the full policy on 'Visitors and Visiting Speakers' and to sign the agreement at the end of the policy.

If a member of staff is uncertain about the legitimacy of a visitor they should ask if they can be of assistance and ensure the visitor goes to the school office where they will be attended to appropriately.

g) Supervision at Playtime (morning, lunch break, After School Break, Swimming break and any other ad hoc breaks)

This policy needs to be read in close conjunction with the Anti-Bullying Policy in the Staff Handbook.

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. Good levels of supervision of all pupils outside lesson times is fundamental to our belief in our duty of

care. In the Early Years ratios are maintained according to the recommended guidelines from ISI.

Break and lunchtime. The EYFS Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest or sleeping. This is with the proviso that all the relevant staff are in the vicinity and readily available. The school should undertake risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS.

Staff need to be vigilant for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. Staff ratios have been carefully considered and are based on risk assessments.

There must be adequate supervision both indoors (when appropriate) and outdoors through school break times.

Duty rotas for break time supervision are accessible to staff through their Manor Google Drive and will be displayed on boards outside the main staff room and in the Early Years and Years 1&2 Departments.

In order to provide appropriate supervision at adequate levels, risk assessments are undertaken taking into account the geography of the site and the numbers of pupils playing in various areas. It is essential that the duty staff have good lines of vision of the play areas they are responsible for and that, for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis.

- **Responsibilities of Staff on Break Duty**

Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term.

Duty staff should begin supervision promptly and should only leave the area which they are responsible for in exceptional circumstances.

In EYFS areas First Aid kits are accessible at all times. Extra members of staff are available to deal with accidents and toileting. The First Aid kit is found in the cloakroom area and cold compresses are kept in the fridges in the separate EYFS areas. Since the playground area is adjacent to the classrooms, classroom telephones may be used in an emergency. However, for Forest School and swimming when the children will be outside the Reception area, a school mobile phone is taken by a member of staff as well as a First Aid bum-bag.

Staff supervising the play areas for Years 1-6 have access to first aid kits in each of the buildings near the play areas and one outside near the SDT building. The School Nurse or, in her absence, another qualified First Aider, is available to attend to children as appropriate.

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

1. Be considered intimidating (bullying)
2. Give rise to injury
3. Cause damage

Duty staff should ensure pupils use the play equipment safely. All staff and pupils are made aware of the guidelines for playtimes and the safe use of play equipment at the start of the school year. New pupils are instructed in the safe use of play equipment when they join the school by the form teachers. Duty Staff are also aware of individual ISPs and Risk Assessments.

At the end of break time the staff on duty should ensure that the pupils leave the playground and return to classrooms in an orderly fashion. Children in Years 5 and 6 go straight to their next lesson. Children in Years 1-4 line up at the end of break and wait for a member of staff on duty to send them back to their classrooms.

All teaching staff should support the duty staff and leave the staffroom promptly to supervise the children back into class.

- **Bad Weather Arrangements**

Whenever possible breaks must be outdoor. However, there will be times when bad weather will prevent that.

In extreme weather conditions, a member of duty staff will decide whether it should be an indoor break, unless otherwise advised by a member of SLT. In the EYFS supervision ratios are maintained within the classrooms during bad weather. In Years 1 and 2, the duty staff are responsible for supervising the classrooms. For Years 3 to 6 each of the duty staff is responsible for supervising the year group they have been allocated, ensuring that they regularly visit each of the classrooms being used.

- **Dining Room Supervision at Lunchtime**

All of the children eat their lunch in the Dining Room in four lunch sittings. Staff supervise and eat lunch with the children. The school have lunch in the Dining Room in four lunch sittings. Children in Pre-Nursery and Nursery are served at their tables. Reception and Years 1 and 2 children are escorted by staff to the Dining Room and helped with their choice of food at the serving hatch.

In Years 3-6 the member of staff on duty is expected to arrive promptly at the start of the sitting. They supervise queuing, discipline, catering, seating arrangements and other queries. Other members of staff not on 'duty' should help to support the children and sit with them to encourage good manners. It is their responsibility to ensure that the children leave the Dining Room promptly before the next sitting. They will make sure that Grace is said, tables are cleared and that children leave safely and sensibly.

9. MEDICAL SUPPORT

When children are taken ill during the school day, they will be escorted to the Nurse and the school will contact the parents or guardian whether at home or at work. Information about contacts is kept in the School Office, and on PASS, the school's information management system.

Please see First Aid, Health, Illness and Medicine Policy.

10. UNSUPERVISED ACCESS BY PUPILS TO POTENTIALLY DANGEROUS AREAS

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratory, the Food Technology room, the Design Technology room and the Art room. Doors to these areas are kept locked at all times when not in use.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

11. COLLECTION OF PUPILS BY PARENTS AFTER SCHOOL

At the end of the school day parents/guardians need to collect their children from the classroom, Extended Day, Homework Club or from an after-school club. Once the member of staff has handed a child to the parent/guardian, the responsibility for the supervision of that child lies with the parent/guardian.

Pupils in Pre-Nursery, Nursery, and Reception who are not attending Extended Day or an activity after school are collected by their parent/carer from their classroom from 3:30pm, where they will wait with their teacher or classroom assistant. Any pupils not collected by 3:50pm will join the Extended Day group as they register in the Lower School Hall.

Pupils in Year 1 and 2 will have playtime from 3.45-4.15pm and can be collected by parents/carers from the Lower School playground/play equipment area. At 4.30pm the children are taken to the classroom next to the Main Hall and can be collected by parents/carers from this location.

Pupils in Years 3-6 who are not attending Homework Club or an activity after school are collected by their parent/carer from their classroom at 3:55pm.

Any pupils in Years 3-6 who are staying for Homework Club or an activity after school will go to After School Break at 4:00pm. At 4:30pm, Club Leaders collect the children and take them to their activity or Homework Club.

Any pupils in Year 3-6 who are not collected from their classroom block by 4:00pm will also be taken to After School Break until 4:30pm. Any children not collected from there will be taken to Homework Club.

At 5:30pm, any uncollected child will be taken to Extended Day by the member of staff responsible for the club they have attended.

After the end of the school day, all children should be closely supervised on all the school's playground equipment by a parent or guardian.

Parents must inform the School (School Secretary or Form Teacher) of any changes to their usual collection arrangements, naming the individual who will be collecting and noting their relationship to the child. For unexpected changes to collection arrangements on the day itself the parent or guardian must contact the School Office who will then inform the Form Teacher. If a Form Teacher is uncertain about the legitimacy of the person who has arrived to collect a child, the child should join the relevant Homework Club or Extended Day while the Form Teacher or School Secretary contacts the parents to confirm who should be collecting their child that day.

12. BUS DUTY

a) Before School

Two members of staff are on duty at St Helen and St Katharine School where children using the Joint Bus Service (JBS) arrive. The children are accompanied to a shuttle bus which takes them to The Manor. Members of staff on duty have a register to record the children who have arrived by bus which they take to the school office. When arriving at The Manor, the members of staff on duty must ensure that the school gate is closed securely when they leave the area.

b) After School

Two members of staff on duty collect the daily bus list and the school mobile phone (in case of last minute changes of plan for individual pupils) from the School Secretary. The children gather outside the Manor House by the Manor Ted Bench (or by the School Office in the Manor House during wet weather) at 4:00pm. The children are checked on the bus register, escorted to the shuttle bus and accompanied on the shuttle bus to St Helen's by the two members of staff. All children MUST wear a seatbelt on the shuttle bus. The children are directed to the appropriate buses at St. Helen's. Staff should remain at St Helen's until all Manor children have got on to the appropriate bus (which will usually be by 4:30pm). On the rare occasion when a bus is late and the members of staff cannot stay beyond 4:30pm due to other commitments they should ring the school office and a member of staff will come to relieve them. If a bus is running extremely late the children should be brought back to The Manor and put into extended day and the parents rung. This would only happen after a discussion with the member of staff from St. Helen's who is on bus duty.

If there is any doubt about whether a child should travel on or off the bus the school will always retain the child at the school in Homework Club or Extended Day in the interests of the child's safety and the office will inform the parents.

13. MINIBUS DUTY

There are two members of Manor staff on the minibus – the driver and an accompanying adult to supervise the children. The children do not travel in the front seats of the bus with the exception of Year 5 and 6 pupils if the minibus is full. Parents are informed of this possible procedure at the beginning of each academic year. The supervising adult sits in the back of the minibus with the children, unless the bus is full, in which case the adult sits in the front next to the driver.

A mobile phone is kept on the bus with the telephone contacts of all of the minibus users on it. A file with contact details of all of the children in the school is also maintained and taken on each journey in case any other children use the service on an ad hoc basis.

In the morning

The minibus aims to arrive at each bus stop at least 5 minutes before the arranged departure time. A daily register is kept. The member of staff responsible for supervising the children ticks each child's name on the list when they get on the bus and, at the same time, confirms the going home arrangements and makes a note on the list. Before departure the seat belts are checked.

Once at school children in Early Years to Year 2 are taken to Early Birds or classrooms, whichever is appropriate. Children in Years 3-6 go to Early Birds or classrooms. From there they make their way to their cloakroom. When the children arrive in their form rooms they are asked again by their Form Teachers to confirm if they are on or off the minibus at the end of the day. If there are any anomalies a member of the office staff telephones one of the parents to double check.

At the end of the day

At 3:45pm Reception and Years 1 and 2 children are taken to the Dining Room by their Form Teacher, where they wait until met by the member of staff on bus duty.

After saying goodbye to their teacher at 3:55pm the children in Years 3-6 assemble in the Dining Room where the member of staff on minibus duty checks their names on the register and accompanies them to the minibus.

Children are only allowed to get off the minibus at their stop when their parent or designated responsible adult is there to meet them.

If there is no parent/adult to meet a child at their bus stop

In the event that a parent is late arriving at the stop the minibus will wait 5 minutes to give them time to arrive. After this time the accompanying adult will telephone the parent to arrange for them to meet the bus at the next stop or a later stop along the route. If this is not possible, the child will stay on the minibus and return to The Manor and the parents will be contacted to make arrangements to collect their child.

14. EXTENDED DAY, HOMEWORK CLUB AND OTHER CLUBS

Adult/Child Ratios for EYFS Children

For all out of school care and any clubs adult/child ratios for Early Years children are the same as for lesson times.

Nursery to Year 2: Extended Day

Extended Day runs until 6:00pm for children aged 3 years old or above. The staffing ratio is dependent on the number of children attending and we will ensure we maintain the same ratios as during the school day for all age groups, with a minimum of 2 adults.

Each day the Office prepares a list of children expected to be staying for Extended Day. This list is dropped at Extended Day locations.

Extended Day for the EYFS takes place in the Lower School Hall. Children from the EYFS are escorted to the Lower School Hall by a member of staff at 3:50pm. Children may be collected by their responsible adult at any time during Extended Day. The responsible adult collecting each child must sign the register including the time of collection.

Extended day for Years 1 and 2 begins with an after school break located in the Lower School playground. At 4.15pm the Extended Day duty staff take over. At 4.30pm the children and duty staff move to the classroom next to the Main Hall for tea and to begin their Extended Day activities. Children not collected from Y1&2 clubs may join Extended Day from this point as well and must be added to the Extended Day register. Children may be collected by their responsible adult at any time during Extended Day. The responsible adult collecting each child must sign the register including the time of collection. At 5:30pm, any children not collected from Clubs or their activities are escorted to the Lower School Hall where care continues.

At 5:30pm the school's main phone switches to 'Out of Office' mode but callers can access the Extended Day option until 6:00pm.

Year 3 to Year 6: After School Break, Homework Club and Extended Day

After School Break, Homework Club and Extended Day are optional extras.

Any pupils in Years 3-6 who are staying for Homework Club or an activity after school will walk independently to the Dining Room for After School Break, where they are registered by a member of staff before going to the Year 3-6 playground. In the event of bad weather, After School Break will take place in a classroom in the year group's building. At 4:30pm, Club Leaders collect the children and take them to their activity and the member of staff on After School Break Duty will

take the remaining children to Homework Club. Children may be collected by their responsible adult at any time during Homework Club.

At 5:30pm, any children not collected from Homework Club or their activities are escorted to Extended Day and the register is handed over to Extended Day Staff. Extended Day runs until 6:00pm.

After School Clubs

The Head has overall responsibility for clubs which are co-ordinated by the Director of Extra-Curricular Activities, in consultation with the SLT and the Directors of Sport and Music.

A wide range of clubs are organised before school, at lunchtime and after school. Staff and external specialists, which may include some parents or volunteers, run the school clubs. Satisfactory enhanced Disclosure and Barring Service (DBS) checks are obtained for all individuals who are not on the school staff.

Staff ratios and qualifications are adhered to in accordance with the school's internal risk assessments. Risk assessments are conducted and reviewed on an annual basis for each club.

Occasional after school care in the music block is provided for children taking part in concerts or other music events. The Staff involved in looking after the children work in close partnership with Extended Day staff. This facility is free of charge.

Club registers are stored and managed online via SOCS; the school's Extra-Curricular Management System.

It is important that children are marked either present, absent due to illness, or absent for another school commitment such as a sports fixture or trip. This enables billing to be correct. Parents/carers must email the Director of Extra-Curricular Activities to inform in advance of any absence from a club which takes place after school. The register is then marked accordingly so that the Club Leader knows not to expect that child.

The start and finishing times of after school clubs depend on the age of the children (between 3:30pm-5:30pm).

Club leaders register and sign the children out on SOCS upon collection by a parent/carer at the end of the club.

After Clubs any uncollected children are escorted by the Club Leader to Extended Day where the Extended Day Team are able to access the club registers. The Club Leader should ensure a member of staff from Extended Day is available to stay with the child until collection or be prepared to do this themselves.

If a Club Leader has to cancel an after school club in advance, they must take appropriate steps, by liaising with the Director of Extra-Curricular Activities to inform parents so that alternative arrangements can be made for the supervision and collection of the children at the end of the day in question.

In the case of an unexpected cancellation of the club, the club leader or Director of Extra-Curricular Activities should ask the School Secretary to inform the parents and any children who cannot be collected by their parents or guardian at the end of the school day will join Homework Club/Extended Day (depending on the age of the child) free of charge. The Extended Day

Manager must be informed as soon as possible so that they can ensure that appropriate staff ratios are in place to accommodate the extra number of children attending Extended Day.

15. LOST OR UNCOLLECTED CHILDREN

Please see the Lost or Uncollected Child Policy.

16. SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in the Educational Visits Policy.

17. SUPERVISION OF PUPILS INVOLVED IN SCHOOL ACTIVITIES DURING OUT OF SCHOOL HOURS

Arrangements are made to ensure pupils are supervised during play and concert rehearsals and productions, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches and during out of hours coaching sessions.

18. SUPERVISION DURING SCHOOL HOLIDAYS

Mini Manor Fun and Manor Fun is the school holiday camp that runs during the Christmas, Easter and Summer holidays from three days to 4 weeks. We accept children from 2½ years to 11 years from The Manor and siblings of Manor pupils. For Mini Manor Fun, where Early Years staff provide age-appropriate activities for Pre-Nursery, Nursery and Reception children, the same ratios and qualification requirements apply as during the school day. Manor Fun is predominantly staffed by Manor teachers and classroom assistants at a ratio of 1:8. Any other staff need to have undergone suitable and appropriate recruitment checks in line with our Recruitment. Manor Fun starts at 8:00am and runs to 4:00pm. There is also Extended Day until 6:00pm for those parents who require it and a charge is made to parents for their child to attend. There is a wide range of activities that take place. A full medical form is required for each child giving details of permission to administer Calpol. The same arrangements apply as in the Lost or Uncollected Child Policy.

19. ASSOCIATED POLICIES

Please read this policy in conjunction with:

- Safeguarding Policy
- Keeping Children Safe in Education (Sept 2021)
- Anti-Bullying Policy
- Cyber-Bullying Policy
- Behaviour, Discipline and Exclusion policy
- Lost or Uncollected Child Policy
- Drop Off and Collection Policy
- First Aid, Health, Illness and Medicine Policy
- Use of Reasonable Force Policy
- Educational Visits Policy

20. SUPERVISION POLICY: COVID-19 ANNEX

Date policy reviewed:	13 September 2021
Date of next review:	13 September 2022
Person(s) responsible for review:	SLT (VF)

Should The Manor need to move to operating a year group bubble system to ensure social distancing, this addendum of the policy contains details of any changes to usual supervision arrangements. Full details of our response to COVID-19 can be read in The Manor's COVID-19 Risk Assessment, COVID-19 Response Policy and COVID-19 Outbreak Management Plan.

Changes apply to the following sections of the policy:

4. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Joint School Bus Service

This service continues to run. Whilst social distancing applies, children are met at St Helen and St Katharine by staff from The Manor. Once all of the children have arrived at St Helen and St Katharine, staff escort them back to The Manor by foot. Two staff from The Manor supervise this journey although if numbers of children using the service increase, an appropriate number of staff will be allocated accordingly. (See Section 9 "BUS DUTY").

School Minibuses

A supervisor travels with the children on the school minibuses.

5. SUPERVISION RATIOS DURING THE SCHOOL DAY

The Manor ensures that pupils are properly supervised through the appropriate deployment of school staff. Risk assessments are carried out as appropriate. Should The Manor need to operate social distancing arrangements, these will not change any of the staffing ratios from Pre-Nursery to Year 6 during lesson times. During break times, there will be no decrease in ratios of adults to children although in some year groups, an increased number of staff may be allocated to ensure appropriate supervision for each separate year group bubble. (See Section 8 ("SUPERVISION ARRANGEMENTS DURING THE SCHOOL DAY").

6. SUPERVISION RATIOS OF MANOR PUPILS IN WRAPAROUND CARE, (BREAKFAST CLUB, EARLY BIRDS, EXTENDED DAY)

There will be no changes to our ratios of adults to children for Wraparound Care should social distancing measures need to be put in place.

7. SUPERVISION ARRANGEMENTS BEFORE THE SCHOOL DAY STARTS

Should we need to operate a bubble system, the following arrangements will be put in place to supervise the children before the school day starts:

Start of the Day EYFS

Children in the Early Years will be greeted by an adult and shuttled straight to their classrooms where they will be cared for within their bubble.

Start of the Day Years 1 and 2

Children in Years 1 and 2 will be escorted by the adult dropping them off to a designated gate:

Year 1: First Tennis Court Gate (Entrance next to Year 6/Science Block)

Year 2: Second Tennis Court Gate (Entrance at field-side tennis court)

Children may arrive from 8am, where they will be met by a member of staff at the gate. Parents are not permitted on site at this time and children will instead be escorted by a member of staff to Early Birds in the Main Hall. Separate sides of the hall are used to keep the Year 1 and Year 2 bubbles apart. Registers will be completed on the Year group paper registers. At approx 8.25am the children will be taken to their classrooms.

At 8.30 members of staff from the Bubble will go to the gate to collect children arriving at the regular time.

Start of the Day Years 3 to 6

Children in Years 3 to 6 will be escorted by the adult dropping them off to a designated gate:

Year 3: First Tennis Court Gate (Entrance next to Year 6/Science Block)

Year 4: Second Tennis Court Gate (Entrance at field-side tennis court)

Year 5 and 6: Main Car Park Gate (SDT Gate)

Children may arrive from 8am, where they will be met by a member of staff at the gate. Parents are not permitted on site at this time and children will instead be escorted by a member of staff to their designated area.

Children in Year 3 and Year 4 will register and play on either side of the lab-side tennis court, to ensure they are distancing from one another. One member of staff will supervise from the court and another member of staff will move between the Year 3/4 and Year 5/6 courts. At least six additional staff will also be available to support as they escorting children to their designated areas.

Children in Year 5 and Year 6 will register and play on either side of the field-side tennis court, to ensure they are distancing from one another. One member of staff will supervise from the court and another member of staff will move between the Year 3/4 and Year 5/6 courts. At least six additional staff will also be available to support as they escorting children to their designated areas.

Registers will be completed on paper and staff on duty will collect these registers from the SDT block entrance.

At 8:15am, staff on duty will ring a bell. Year 3 and Year 4 will remain on the tennis court and line up, where they will be collected by their Form Teachers. Year 5 and 6 will be dismissed and children will walk independently to their classrooms.

In the event of poor weather conditions, each year group will be supervised in the following areas:

Year 3: Barn

Year 4: Dining Room

Year 5 and Year 6: Sports Hall, with each group socially distanced from each other. Year 5 children will play in SH2 and Year 6 children will play in SH1, and each year group will use the separate designated entry and exit points to the Sports Hall for these areas. In order to avoid the bubbles crossing, Year 5 children will leave their shoes or trainers and their belongings along the far wall of the sports hall closest to the music block, and the Year 6's will leave theirs in the gallery area.

One member of staff will be allocated to each of these areas at these times. All staff will use walkie-talkies to communicate with one another and if required, quick support can be offered from either a member of SLT or one of the six staff escorting children to their designated areas.

Breakfast Club

Breakfast Club will remain available for children from age 3 up to the end of Year 6. Children are supervised by suitably qualified and experienced members of staff in the Dining Room from 7:30-8:00am. A healthy selection of cereals, pastries, toast, juice and milk is provided. The service will remain bookable in advance on a termly basis, space permitting. It can also be booked on an ad hoc basis by emailing the Breakfast Club Manager any time up to 8:00pm the day before. All charges are payable termly in arrears. At 8:00am children from Nursery and Reception are taken to their classrooms where they are met by staff, whilst children in Year 1 and 2 are escorted to their morning drop-off gate. At 8:00am children from Years 3 to 6 may walk unsupervised to their Early Birds morning drop-off area.

8. SUPERVISION ARRANGEMENTS DURING THE SCHOOL DAY

a) The Start of the School Day

See Section 7 ("SUPERVISION ARRANGEMENTS BEFORE THE SCHOOL DAY STARTS").

Children arriving at school by school bus will be greeted by the member of staff on bus duty and their name is ticked off on a register before they make their way to their classroom. The member of staff on duty then takes the bus list to the School Secretary who will make a note of any absences.

Staff will be on duty at the designated year group gates until 8:45am. If parents drop their child off at school after this time, they should contact the school office and a member of staff will come to the gate to meet the child and escort them to their classroom. Any children who arrive after 8:55am will be registered as 'Late'.

b) Registration

The Manor will follow usual registration procedures. For COVID-19 specific registration procedures, please refer to The Manor's COVID-19 Safeguarding Policy Annex.

c) Unexplained Absence

There are no changes to this policy whilst social distancing measures are in place.

d) Lesson Times

There are no changes to this policy whilst social distancing measures are in place.

e) Leaving the School Site

There are no changes to this policy whilst social distancing measures are in place.

f) Visitors (other than parents or carers of children in the school)

There are no changes to the supervision aspects of this policy whilst social distancing measures are in place.

h) Supervision at Playtime (morning, lunch break and any other ad hoc breaks)

In all year groups, a walkie talkie is taken out on duty to communicate with other staff and access quick medical support from the school nurse if required.

EYFS:

Children in the Early Years enjoy playtimes or outside play in their own designated area supervised by their own staff.

Year 1 and 2:

Year 1 and 2 are split for break times to maintain the bubbles. Therefore Year 1 play on the Lower School playground and Year 2 on the front lawn. Two members of staff are assigned to each bubble for all playground duties. This is an increase in supervision in order to ensure two members of staff are available to each bubble in case of emergency or scenario where one adult must attend to a child or particular incident.

Years 3 to 6: Each bubble has the appropriate supervision (3 adults for Y4 due to individual behavioural and social support; 2 adults for each Y3, Y5 and Y6 bubble) and designated areas allocated to them which are rotated on a weekly basis.

Staff need to be vigilant for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. Staff ratios have been carefully considered and are based on risk assessments.

● Responsibilities of Staff on Break Duty

One member of staff with each bubble is responsible for collecting their designated year group walkie talkie before the start of each duty to communicate with the SLT and School Nurse as necessary. The School Nurse will be available to deal with all medical needs that arise.

There are no other changes to the responsibilities of staff on break duty whilst social distancing measures are in place.

● Bad Weather Arrangements

There are no changes to bad weather arrangements at this time.

● Dining Room Supervision at Lunchtime

All of the children eat their lunch in four lunch sittings. Whilst social distancing measures are in place, children will be allocated to eat lunch either in the Dining Room or the Main Hall.

The school has lunch in four lunch sittings. Children in Pre-Nursery and Nursery are served at their tables. In Reception to Year 6, children are escorted by Form Teachers and/or Teaching Assistants to the Dining Room or Main Hall and helped with their choice of food at the serving hatch. Form Teachers and/or Teaching Assistants supervise queuing, discipline, salads, seating arrangements and other queries. It is their responsibility to ensure that the children leave the

Dining Room or Main Hall promptly before the next sitting. They will make sure that grace is said, tables are cleared and that children leave safely and sensibly.

9. MEDICAL SUPPORT

When children are taken ill during the school day the school will contact the parents or guardian whether at home or at work. Information about contacts is kept in the School Office, and on PASS, the school's information management system.

Please see First Aid, Health, Illness and Medicine Policy.

11. COLLECTION OF PUPILS BY PARENTS AFTER SCHOOL

At the end of the school day parents/guardians need to collect their children from their child's designated year group gate. The collection time will vary depending on whether a child is attending Extended Day, Homework Club or an after-school club. Once the member of staff has handed a child to the parent/guardian, the responsibility for the supervision of that child lies with the parent/guardian.

Pupils in Pre-Nursery, Nursery, Reception, Year 1 and Year 2 who are not attending Extended Day or an activity after school are collected by their parent/carer from their gate at 3:30pm, where they will wait with their teacher or classroom assistant. Any pupils not collected by 3:45pm will be cared for until they join Extended Day at 4:15pm. Communication via walkie talkies is used to support getting children to the correct gates as parents arrive to collect siblings.

Pupils in Years 3-6 who are not attending Homework Club or an activity after school are collected by their parent/carer from their designated gate between 3:55pm and 4:10pm.

Any pupils in Years 3-6 who are staying for Homework Club or an activity after school will go to After School Break. After School Break will take place in separate bubbles the year group's designated playground areas for the given week. In the event of bad weather, After School Break will take place in a classroom within the year group bubble. At 4:30pm, Club Leaders collect the children and take them to their activity or Homework Club.

Any pupils in Year 3-6 who are not collected from their designated gate by 4:10pm will also be taken to After School Break until 4:30pm. Any children not collected from there will be taken to Homework Club.

At 5:30pm, any uncollected child will be taken to Extended Day by the member of staff responsible for the club they have attended.

Parents must inform the School (School Secretary or Form Teacher) of any changes to their usual collection arrangements, naming the individual who will be collecting and noting their relationship to the child. For unexpected changes to collection arrangements on the day itself the parent or guardian must contact the School Office who will then inform the Form Teacher. If a Form Teacher is uncertain about the legitimacy of the person who has arrived to collect a child, the child should join the relevant Homework Club or Extended Day while the Form Teacher or School Secretary contacts the parents to confirm who should be collecting their child that day.

12. BUS DUTY

a) Before School

Two members of staff are on duty at St Helen and St Katharine where all of the children arrive. One member of staff will go to The Manor first to collect a register and the school mobile phone (in case of emergency or last minute changes of plan for individual pupils) from the School Secretary. The children then walk back to The Manor, supervised by the two members of staff. Staff have registers to record the children who have arrived by bus which they take to the school office.

b) After School

Two members of staff on duty collect the daily bus list and the school mobile phone (in case of emergency or last minute changes of plan for individual pupils) from the School Secretary. The children gather by the bench outside of the cottage at 4:00pm. The children are checked on the bus register and walked to St Helen and St Katharine by the two members of staff. The children are directed to the appropriate buses at St. Helen's. Staff should remain at St Helen and St Katharine until all Manor children have got on to the appropriate bus (which will usually be by 4:30pm). On the rare occasion when a bus is late and the members of staff cannot stay beyond 4:30pm due to other commitments they should ring the school office and a member of staff will come to relieve them. If a bus is running extremely late the children should be brought back to The Manor and put into extended day and the parents rung. This would only happen after a discussion with the member of staff from St. Helen and St Katharine who is on bus duty.

If there is any doubt about whether a child should travel on or off the bus the school will always retain the child at the school in Homework Club or Extended Day in the interests of the child's safety and the office will inform the parents.

13. MINIBUS DUTY

Whilst social distancing measures are in place, there are no changes to supervision arrangements on the minibuses.

Once they arrive at school, children are taken to their designated year group gates. From there they will be escorted by a member of staff to their designated area.

At the end of the day

At 3:45pm Reception and Years 1 and 2 children are taken to the Food Technology Room by their form teacher, where they wait until met by the member of staff on bus duty.

After saying goodbye to their teacher at 3:55pm the children in Years 3-6 assemble in the Food Technology Room where the member of staff on minibus duty checks their names on the register and accompanies them to the minibus.

There are no other changes to supervision arrangements whilst social distancing measures are in place.

14. EXTENDED DAY, HOMEWORK CLUB AND OTHER CLUBS

EXTENDED DAY

Extended Day is an optional extra which runs until 6:00pm for children who are 3 years and above.

Early Years

For all out of school care and any clubs adult/child ratios for Early Years children will be the same as for lesson times. The group will be small and consistent and the children are split across the Lower school Hall and Spare classroom. Where possible children will be supervised by a member of staff from their bubble. If this is impossible an adult will wear a mask, apron and gloves.

Years 1 and 2

The children will be kept in their bubbles and staff who supervise the children, where possible, are from the same bubble. Extended day for these children is located in the Main Hall on two separate sides.

Each day the Office prepares lists of children expected to be staying for Extended Day. This list is collected from the Office at 3:30pm. The registers and the Extended Day tea trolleys are delivered to the two Extended day venues in the Main Hall and the Lower School Hall.

Children are delivered to their extended day venues by staff at 4.15pm. A light tea is served between 4.30 and 5pm. When parents arrive to collect their children from Extended day, they call the office from the SDT gate and a member of the office team radios for the child to be escorted to the gate for collection. A member of staff from the extended day will sign the children out, including the time they are collected.

At 5.30pm, all children on site will be taken across to the Lower School Hall and parents are requested to come to the front gate and ring the bell to collect their children.

Year 3 to Year 6: After School Break, Homework Club and Extended Day

After School Break, Homework Club and Extended Day are optional extras.

Any pupils in Years 3-6 who are staying for Homework Club or an activity after school will walk independently to After School Break, where they will be registered by a member of staff. After School Break will take place in separate bubbles the year group's designated playground areas for the given week. In the event of bad weather, After School Break will take place in a classroom within the year group bubble. At 4:30pm, Club Leaders collect the children and take them to their activity or Homework Club. Children may be collected by their responsible adult at any time during Homework Club; the adult collecting must ring the school office and a member of staff will escort the child to their designated gate.

At 5:30pm, any children not collected from Homework Club or their activities are escorted to Extended Day and the register is handed over to Extended Day Staff. Extended Day runs until 6:00pm.

After School Clubs

A wide range of clubs will continue to take place before school, at lunchtime and after school, as per usual timings and supervision ratios.

Clubs will take place for single year groups to ensure distancing of bubbles.

17. SUPERVISION OF PUPILS INVOLVED IN SCHOOL ACTIVITIES DURING OUT OF SCHOOL HOURS

Any activities taking place during out of school hours will take place in line with Government guidance and will be supervised in line with the ratios detailed in the main Supervision Policy.

18. SUPERVISION DURING SCHOOL HOLIDAYS

Mini Manor Fun and Manor Fun will continue to run whilst social distancing measures are in place, with children grouped into bubbles as necessary, in line with Government guidance.

Should The Manor need to operate a bubble system, specific staff will be allocated and we will ensure that all ratios are as per usual arrangements detailed in the main Supervision Policy.

19. ASSOCIATED POLICIES

Whilst social distancing measures remain in place, please read this policy in conjunction with:

- The Manor COVID-19 Risk Assessment
- COVID-19 Response Policy
- The Manor COVID-19 Outbreak Management Plan