



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Supervision Policy (including EYFS and boarders)

Last reviewed: May 2022

Next review: May 2023

Governor Oversight: Pastoral

This policy addresses ISI Regulatory Requirements (Effective from Sept 2017), Part 3 - Welfare, Health and Safety of Pupils, para 14.

Related Policies

Missing Child Procedure

EYFS Supervision

Safeguarding Policy

Access to School Buildings

NMS Standard 15 - Staffing and Supervision

15.1 Any person employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.

15.2 Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.

15.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

15.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.

15.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

15.6 Staff working within the School know and implement the School's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with police where appropriate.

15.7 There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house

15.8 Boarders have a satisfactory means of contacting a member of staff in each house at night.

15.9 Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation and sleeping accommodation) and suitable toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated from the accommodation and facilities provided for boarding pupils.

15.10 Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarders.

Statement

Exeter Cathedral School is committed to providing a safe environment for pupils. Part of creating that safe environment is the level of supervision that we provide during the school day.

This policy seeks to clarify the level of supervision provided so that all staff and parents are aware of the standards that are expected. This policy also seeks to clarify the School's position on the supervision of children outside the School day. This policy is for all children including boarders. It should be read alongside our EYFS Supervision Policy.

We aim to ensure the safety of all children whilst they are in the care of the school, whether they are in a school building, outside area or on an educational visit.

Duty rotas for the supervision of children are drawn up separately for the Pre-Prep and the Prep school. Staff supervision of the pupils should be proactive at all times. The rotas ensure that appropriate numbers of staff are allocated to specific roles at break times/before school/after school. At other times, professional judgement is needed and should take into account pupils' ages, number and needs and the locations and activities in which they are engaged.

Arrival

The school playgrounds are supervised from 08h00. Our Early Club is available from 07h30 for parents who require an earlier drop-off.

Early Club

This is staffed by the Early Club Co-ordinator, with the assistance, as necessary, of a Gap Student. All pupils remain in Early Club until 08h00 when the Prep duty staff member arrives to begin playground duty. Pre-Prep pupils, including EYFS, are chaperoned across the Cathedral Green to the Pre-Prep, in accordance with the guideline laid out in the EYFS supervision policy.

Registration

Registration takes place at 08h40 (08h50 in the Pre-Prep) and again at the start of the afternoon session. Parents are responsible for notifying the School Office if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation. Pupils who are late for registration are asked to register in person in the School Office.

Absences from Lessons and activities

All teaching staff and staff leading activities, including visiting staff and visiting music teachers, are responsible for accounting for all pupils assigned to them via group lists/club lists/music timetable etc. Class lists and club lists are maintained on Engage.

Missing Child Procedure (for Day Pupils and Boarders)

This procedure is outlined in the School's Missing Child Procedure.

Break times

Take place on the playground. Two members of staff (one being a Gap) are always on duty. Staff should wander, exercising the adage 'see and be seen'. The member of staff on duty is responsible for safe and appropriate behaviour on the playground.

Lunch times

The lunch-time supervisor, plus staff on a rota, supervises the dining hall at lunch. Most members of staff eat their lunch in either the dining hall or the Radford Room, and engage in low-level supervision by virtue of their presence.

On the playground, two members of staff (one being a Gap) are always on duty. Staff should wander, exercising the adage 'see and be seen'. The member of staff on duty is responsible for safe and appropriate behaviour on the playground (including the 'back playground'). The lunchtime supervisor is present on the playground at the end of the lunch service.

Lunchtime clubs

The member of staff running the club is responsible for chaperoning the Y3-6 pupils to the club's venue and for the effective supervision of the pupils throughout the duration of the club (including, where necessary, chaperoning Y3-6 pupils to their next engagement).

Between lessons

Teachers of a Y3-6 class are responsible for chaperoning them, if required (see Moving around the School site), to their next lesson and teacher. Pupils in Y7 and Y8 may move around the site unaccompanied but in small groups.

Music lessons

The Visiting Music Teacher (VMT) is responsible for chaperoning the Y3-6 pupils to the music lesson. Y7-8 pupils know to meet the VMT at the lesson). If the pupil is already within the Evans/Chapman complex, there is no need for them to be chaperoned. The VMT is responsible for the effective supervision of the pupils throughout the duration of the lesson (including, where necessary, chaperoning Y3-6 pupils to their next engagement).

After-School Clubs

After-school clubs may be on or off-site. The member of staff i/c clubs coordinates a list of pupils in each club, ensuring appropriate ratios, which is held on Engage and on paper copies by the after-school care supervisor. The member of staff running the club is responsible for chaperoning the Y3-6 pupils to the club's venue (if on-site) and Y3-8 pupils to the venue (if off-site). The member of staff is responsible for the effective supervision of the pupils throughout the duration of the club (including escorting/chaperoning pupils back to school if necessary).

After-School Care

After-School Care runs in the Pre-Prep and in the Prep School. Pupils are looked after on-site by the After-School supervisor, plus additional staff and Gaps as required to ensure appropriate ratios. Parents/guardians collect their children from After-School Care.

Collection of Pupils

Early Collection

Pupils in the Prep school who have appointments in School time are collected from the Chantry Reception area by their parents. Pupils in Pre-Prep and Nursery are collected from the Pre-Prep Reception.

Collection at the End of the School Day

Nursery and Pre-Prep

Children are dismissed formally one-by-one as the parent or designated adult collects them from their classroom. If a parent is late collecting, the pupil will be taken to After School Care.

Year 3 Upwards

Children are dismissed formally from their last lesson of the day. Years 3 and 4 are dismissed from the front of the Chantry. Years 5 to 8 are dismissed from Chapman Gate. Children will not be released to a person that they or the school does not know and parents/carers must make arrangements with the school if they wish their children to be collected by another person. If children have not been picked up, they are taken to After-School Care where they are supervised by staff until collection. Pupils in Year 6-8 can sign themselves out if their parents/guardians have given permission for them to do so. Permission is recorded on the portal and is marked on the signing out sheets.

Collection after Clubs/Activities

Registers are kept at every session for each club. The School Office has a list of pupils attending clubs. The staff running the club, or Prep Club or After School Care duty will sign each child out on the register on collection.

Uncollected Children:

If a child has not been collected from School, there has been no message from the parents and the parents cannot be contacted, the emergency contacts will be called. During this time, the pupil will be safely looked after. If the child has not been collected by 18h30 the child will be taken to Boarders' supper (dining room), and placed in the care of the Boarding House staff (including receiving supper). In the Pre-Prep, a child not collected by 18h00 will be brought across to Prep School after-school care until 18h30, after which time they will be placed in the care of the Boarding House as for a Prep child. Boarding House staff will continue to call the contact numbers, supervising the child in the Boarding House with the boarders. Boarding staff will also check (verbally, and by checking emails and calling colleagues if necessary) that no message has earlier been received by any likely recipient that the parents will be late/wish for the child to board.

If, at 20h00, and having exhausted all reasonable measures (including calling emergency contacts and, if known, friends of the child's parents), the whereabouts of the parents remains unknown, the boarding staff will call children's social care and/or the police and follow their advice. Where this happens, the Headmaster and DSL will be informed immediately.

Games

Most Games lessons are off-site. The Director of Sport assigns teams/groups to minibuses in advance, each of which is driven by a member of the teaching (Games) staff or other member of staff. The Director of Sport ensures appropriate ratios for the age of the children and the type of activity. Teaching staff are supported by Gap students. The Games List is published by the Director of Sport and a copy is emailed to all relevant staff and a hard copy left at Reception. Staff can therefore know which child is involved in which fixture/training, including venue, staffing and return time, and on which bus each child is traveling. The member of staff taking the session is responsible for the supervision of the pupils until they return to School. The member of staff driving the minibus is responsible for the supervision and safety of the children on the minibus.

Moving around the School sites

When within the Chantry area, pupils may move from room to room/playground/dining room etc by themselves. Pupils are expected to exercise care and consideration when moving about the site.

When within the Evans/Chapman/Coach House/Kalendar Hall area (ie beyond the Coach House gate), pupils may move around by themselves.

Year 7 and 8 pupils can move between sites unaccompanied (but in small groups).

Year 6 and below can move between buildings within sites unaccompanied (eg between Evans, Chapman, Coach House, Kalendar Hall) but not between sites unaccompanied.

If a member of staff needs for a pupil in Y6 or below to be accompanied to the front hall due to (eg) illness, s/he can call the school office (01392 255 298) using a mobile phone or that of a colleague or a School phone located in Chapman, Coach House, Evans, or Kalendar Hall and inform the office team who will arrange for the pupil to be accompanied.

A group of responsible Year 7 or 8 pupils may be asked to accompany/chaperone a smaller group of younger Prep children across the school site. The member of staff (who remains responsible for the pupils being chaperoned) must make it clear to the senior pupil the need for care and to see the pupils through the door/gate.

Supervision in the Boarding House

The Housemaster and Head of Boarding, Mr Cedric Baurance has overall responsibility for the care of the boarders. He is responsible for ensuring appropriate staff cover in the boarding house. Procedures for accessing the Boarding house are outlined in the School's Access to School Buildings Policy. The boarding house is closed to all pupils between 08h20 and 17h00. The member of staff on duty in the boarding house is displayed for all boarders to see, and they know who to go to should a problem arise. Generally, a member

of staff plus a Gap Student will be on duty in the boarding house. The Housemaster is responsible for drawing up an effective rota of supervision.

Boarders Going off Site

On a Wednesday evening (daylight hours) and at the weekend (daylight hours, Year 7 & Year 8 pupils may be given permission to go to town in groups of 3 (minimum) for 45/60 minutes.

Pupils must receive permission from the duty member of staff and agree a return time to report back. Pupils must sign out/in using the book provided in the boarding house hall (on top of the pigeon holes) At least one of the children must have a mobile phone with the house mobile number saved in it and some credit to make calls. Children must remain as a group of 3 (minimum) at all times. It is expected from children that they behave themselves when out of school as they still represent ECS and its values. There are clear expectations and any issue will be dealt with by the Head of Boarding. There is a clear parameter - pupils are allowed to go to: the High Street, the Cathedral Green, PrincessHay, the Guildhall Shopping Centre. They may not go to Fore St, Queen's St or Sidwell Street. If an incident occurs or if the pupils become concerned, they are to call the house mobile phone straight away and let the duty teacher know. The duty teacher can decide to keep children in depending on circumstances (bad weather, something happening in town...)

Privacy

The School respects the privacy of its boarders. In their capacity *in loco parentis*, boarding staff may operate remote supervision within the Boarding House (including the outside playground and the adjacent gym), as long as they are aware of the whereabouts of the boarders.

Overnight

A designated and named member of staff (usually the Housemaster or Boarding House Matron) is on first-responder duty overnight each night there are boarders in. The name of the duty staff member is displayed in the Boarding House. A back-up member of staff (sometimes a Gap student) is always designated (eg for accompanying a pupil to hospital). The Headmaster is resident on-site and is the Crisis Call for emergencies.

Choristers

When moving between School and Cathedral, Choristers are supervised by the Cathedral Director of Music (or Assistant DoM, or Organ Scholar) or the Chorister Tutor.

When moving between School and Cathedral, and when on duty in the Cathedral (including rehearsals, services, concerts) the Choristers are under the care of the Cathedral. Volunteer Chaperones (recruited and managed by the Cathedral) are used to ensure close supervision.

When on duty for the Cathedral (including parish visits, outreach visits, light switch-ons etc), the Choristers are under the care of the Cathedral. The Director of Music (or Assistant Director of Music or Organ Scholar) accompany these trips).

Supervision during trips/visits

The procedures (including ratios) are outlined in the School's Educational Visits Policy. Other than in agreed circumstances staff should seek to avoid situations where they are in sole charge of a pupil. This would particularly be the case during and en route to and from educational visits and trips.

Open Morning tours etc

On some occasions, senior pupils (Y7 and 8) are used as tour guides (this includes interview days, Open Mornings etc). Pupils tour in groups of two or more, and the guests being shown round are signed in according to the School's Access to School Buildings Policy.

Unsupervised Access by Pupils:

Gymnastic and athletic equipment is stored away from pupil access when not in use and pupils are not allowed to use any equipment unsupervised. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity. Risk Assessments are prepared in advance of any

such activities. Pupils do not have unsupervised access to potentially dangerous areas, such as the Science Lab and the Food Technology room. Doors to these areas are kept locked at all times when not in use. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the School.

General Guidance

Where senior pupils have supervisory responsibilities for younger pupils (eg chaperoning across the School site), there must always be a member of staff readily available and in overall charge. Responsibility lies with the adult in charge at all times.

No pupil should have access to the fire escapes, Science Laboratories, kitchens without staff supervision.