SUTTON VALENCE SCHOOL
SINCE 1576

Supervision Policy

(Prep School)

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This Policy applies to Sutton Valence School (including, as the context requires, the Nursery and the Prep School).

Adequate supervision is a core responsibility the School has towards parents who entrust their children to our care.

1 Classes

Class sizes are approximately 20 pupils on entry to the Prep School. Teachers are expected to be in classrooms before pupils arrive and dismiss them before leaving. Classes will be in constant supervision throughout the teaching period and day. For children in EYFS, we follow statutory guidance on adult:child ratios.

2 Transport to and from School

Some children travel to School on a Sutton Valence School minibus from the senior site. There are pre-prepared lists of children who do this and the drivers speak to office staff at the Prep School to hand over the list of arrivals. This is not a service offered after School.

3 Day and residential trips

All activities outside the classroom are governed by the School's trips and visits policy. Staff of both genders are required for residential trips and should be considered, where possible, for all other trips. All staff are first aid trained. The lead member of staff on an educational visit, will ensure that all necessary paperwork and risk assessments have been completed prior to departure. Whilst out of School, they will carry a mobile phone at all times which has necessary contact details for the School on it.

4 Sports Activities

All sports activities are supervised either by a member of the PE department (lessons), teachers in charge (training sessions), or by sports staff (pool). All sports matches are organised according to School policy. Copies of team sheets and details of matches are available on SOCS. Sports teams are always accompanied by at least one staff manager.

5 Supervision during the school day

Sutton Valence School seeks to ensure that pupils are properly supervised at all 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. This policy should be read alongside the Missing Child Policy.

6 Key timings during the School day

7.30am – Breakfast Club (in the Dining Hall or Nursery)
8.00am – Children in Y2-6 supervised on the playground
8.15am – School doors open for registration and morning form time
3.30pm – Pre-Prep day ends, Pre-prep Clubs begin
4.10pm – Prep day ends, Pre-Prep Clubs end
5.20pm – Prep Clubs end, School day ends (Friday only)
5.45pm - Nursery ends (Monday-Friday)
6.00pm – Tea finishes and School day ends (Monday-Thursday)

7 Absences from academic lessons and afternoon activities

All teaching staff and staff leading afternoon activities, including visiting staff and visiting music teachers are responsible for accounting for all pupils assigned to them via teaching set lists or other attendance lists. These lists are maintained on iSAMS.

Authorised absences due to sports fixtures or academic trips, or for medical reasons, will be recorded on iSAMS and lists are available to all staff. All teaching staff are advised to check iSAMS at the beginning of each day and take note of pupils who will not be in their classes. Any missing pupils who are not on an official list, should be reported as missing to the School Office at the first opportunity. Following registration, the School Office follow up any noted absences with a phone call home and update the registers accordingly.

8 Duties and after-school clubs.

Duties for break time supervision and after school activities are organised by the Deputy Head and Head of Pre-Prep on a termly basis. In the event that staff are unable to fulfil their activity, they will attempt to swap with a colleague. Occasionally, it may be necessary to cancel a club, in which case, the children who would usually attend are given the option to go to Why Don't You? Club instead.

9 Arrangements for supervision of pupils before and after school

Before school, two members of staff in the dining hall run breakfast club. Depending on pupil numbers, the breakfast club leader will increase the staffing numbers.

Two members of staff supervise the Years 2-6 playground drop off from 8.00 - 8.15am. Pre-Prep pupils arrive in School at 8:15am and go straight to their classrooms. Should they be part of the breakfast club, they are cared for by the breakfast club leader and walked to their classrooms at 8.15am. Nursery children can be on site from 7.30 and ratios are maintained as per EYFS requirements.

After-school care is led by the Little Suttons co-ordinator in conjunction with teaching staff who lead Why Don't You? Club. The Little Suttons staff then supervise Tea from 5.20-6.00pm, Monday-Thursday, for any children who need it. Nursery children must be collected by 5.45pm.

10 Unsupervised Access by Pupils

Pupils are given clear guidelines as to where they are and are not allowed to go on site. They do not have access to potentially dangerous areas, such as the Science Lab and Kiln, which are kept locked unless in use by a member of staff. Except with special permissions, they do not have access to Maintenance, Cleaning and Catering areas of the School.

Pupils access to potentially harmful online content is monitored both by specific software and also by the physical monitoring of the staff. Children are not allowed to use any internet-enabled device without the direct supervision of a member of staff.

11 Medical Supervision

All staff are trained in Emergency First Aid. Office, Nursery staff and some other staff have Paediatric First Aid qualifications (a list is available in the School office) and the Sutton Valence School nurses, who are based on the Senior School Site, are available should a significant medical need arise.

12 Guidance for staff

New staff are given a full induction in to the School's expectations of the appropriate levels of pupil supervision. Further guidance for staff can be found in the Sutton Valence School Staff Handbook.