



Ashford School and Ashford Friars Preparatory School Supervision Policy

Policy

Ashford School is committed to ensuring pupils are safe in school and by extension, the boarding environment and on school activities or visits. To this end the school aims to ensure the following:

- Supervision of pupils takes into account the age of pupils, any additional needs of the pupils and the activities in which they are engaged
- Staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises
- Supervision of pupils in remote locations is safe and follows guidelines as outlined by the EVC. Detailed risk assessments are carried out for LOTC activities and staffing ratios calculated accordingly

EYFS

Mandatory staffing ratios for EYFS provision are enforced as follows:

- In Reception classes (majority of children are 5+ within the school year) – ratio of 1:30
- In other EYFS classes (children 3+) – ratio of 1:13 + at least one other member of staff with a full and relevant level 3 qualification
- In EYFS settings (children aged 2) - ratio of 1:4 + half of other members of staff with a full and relevant level 2 qualification
- In EYFS settings (children under 2) - ratio of 1:3. Half of other members of staff must have (i) a full and relevant level 2 qualification (ii) specific training in the care of babies
- In out of school care settings (nursery/reception)– ratio of 1:8 + half of other members of staff with a full and relevant level 2 qualification

Prep School Practice

Staff are expected to take great care over their responsibility to supervise children. When on duty and at all other times when children are in their care they need to do the following:

- Follow the Health and Safety policy and First Aid Procedure
- Ensure the environment and any equipment being used is safe
- Be vigilant and active
- Intervene where necessary to avoid incidents

- Have high expectations of behaviour
- Ensure children are where they are supposed to be and report any concerns to Senior Leadership Management

It is the responsibility of the teacher on playground duty to:

- Decide whether morning and lunch break will be indoor or out
- Deal with minor injuries

Senior School Practice

Staffing ratios during the school day:

- The school is open for pupils from 8.00am. Pupils arriving in school before 08.15am should wait in the Atrium. A member of staff is available on Reception from 08.00am.
- During the school day, children are supervised by their respective teachers or when staff are absent, by a suitable alternative member of staff. Staff who teach in remote locations i.e. PE staff are equipped with mobile phones.

Students on 'Study periods' are supervised by the Learning Centre Staff or may work in the Sixth Form Common Room.

At break and lunchtime a duty system operates and staff and prefects have responsibility for areas of the school. This is outlined in the Staff Handbook.

After school (1630) all pupils are expected to leave the school site unless they are in a supervised activity. Pupils may remain in school until 1800 but should be in the Learning Centre. A member of staff is available on Reception until 1800.

BOARDERS

The supervision of boarders, both on and off the site is carried out in conjunction with NMS 31,32 and 33. Details of duties and supervision of boarders may be found in the Boarding Handbook.

SUPPORTING DOCUMENTATION

EV Policy and Guidelines

Proposed Visits Form

Boarding Handbook

Staff Handbook

Duty Rota

Date Document Updated	Document Updated by	Location of Saved File
05.05.2011	E. Williams	