

## SUPERVISION POLICY

It is our aim to ensure that pupils are safe and secure within school. We have performed a supervisory audit and sought best practise. Pupils are supervised at all possible occasions, by teaching staff during lessons and whilst changing for games, and by teaching and support-teaching staff during break times. During normal break times (dry weather) there are four members of staff on duty positioned around the playground, with one member of staff to take the lead. Wet play procedure is that a member of staff supervises each class with Year 6 pupils, which creates a family atmosphere. When travelling to and from matches there is one teacher and an assistant per team and when on a school visit our ratio for Nursery is 1:4, Pre-Prep is 1:6 and Prep is 1:8.

We want to ensure that the children are suitably supervised appropriately for their age and feel that the supervision ratios we have outlined above enable us to do this as far as possible.

If a child fails to be collected at the end of the school day and the school has not been notified previously the child will be cared for in after school care (Biscuit Club). The tutor or Nursery Manager will inform the office who will endeavour to contact parents or guardians. The school will always look after and provide for the children. A member of staff will remain on the premises until the parent or guardian collects. In extreme cases the Headmaster or a member of senior management will make the decision whether to contact the police or social services.

Communication between school and home, and between children and tutors is the key.