



Devonshire House Preparatory School

## Staff Supervisions/Duties and Responsibilities

*This is for the whole school including EYFS*

This Policy is the responsibility of the Deputy Heads.	Date reviewed: July 2024
To be reviewed:	July 2025

**The School opens** for pupils at 8.00 a.m. Full-time staff should be in school by that time, across all departments. The time before school is a useful one to see individual pupils, or colleagues, before the day gets fully under way.

**Registration** is at 8.20 a.m for Upper School and 8.50am for Junior School. It is essential for an orderly start to the day that Class/Form Teachers are in school by 8.00 a.m. and in their rooms by 8.15 a.m. to ensure that Registration is taken promptly.

**Supervision of pupils** at break-times, before and after school, during lunch-sittings, and in off-games time, is shared amongst the Staff according to a duty rota drawn up by the Deputy Heads. All staff share responsibility at all times for all pupils. Supervision of pupils coming and going at all times in the day is a joint concern, and the task of each individual teacher is much eased if all teachers exercise control whenever and wherever necessary, in support of our aims for a safe, quiet, controlled and orderly environment. (See Behaviour Policy, and Health & Safety Policy, for further guidance on break-times and supervisions.)

**Playground supervision:** staff on break duty should be proactive at all times to ensure the safety of pupils. Staff should make their presence known in all areas of the playground, intervene when necessary (for example if a playground game is likely to spill over into a dangerous situation), and also observe the pupils, looking out for any who are isolated from their peers. See Appendix One.

**Lunch Duties:** each lunch has a single member of staff on duty whose responsibility it is to oversee the smooth running of the dining room. It is extremely helpful if all other staff can reinforce the good standards of behaviour expected of Devonshire pupils, and to assist the duty teacher in every way possible such as arriving punctually and ensuring that lunch comes to a smooth conclusion.

**Educational trips:** Guidance on staff-pupil ratios on educational trips is given in the School's policies on Educational Visits as follows:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 6
1:15/20	Years 7 upwards
1:10	All visits abroad

The Duty Rota likewise provides for a member of staff to supervise late dismissal times after school for pupils collected late, and staff are asked to ensure all windows are closed in their rooms before leaving. (See Security below)

N.B. After School activities: the member of staff in charge is responsible for seeing those pupils concerned off the premises.

## **Early Years Foundation Stage**

We comply with statutory requirements in adult: child ratios. At all times, the following requirements and ratios will be adhered to.

### **1. Requirements for the Setting**

In all Early Years Foundation Stage (EYFS) settings:

- The manager of the setting must hold at least a full and relevant level 3 qualification
- At least half of all other staff must hold at least a full and relevant level 2 qualification
- The manager of the setting should have at least 2 years' experience of working in an early years setting, or have at least 2 years' other suitable experience
- At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.

### **2. Staff to Child Ratio**

Staff members included in the EYFS ratios must be aged 17 or over (and staff aged under 17 must be supervised at all times.) Volunteers, apprentices and students on long term placements can be included in the ratios at the discretion of the provider, if they believe the individual is competent and responsible.

### **Children Aged Two**

- At least one member of staff for every four children aged two (1: 4).
- At least one member of staff must hold a full and relevant level 3 qualification and must be suitably experienced in working with this age group.

- At least half of all other staff members must hold a full and relevant qualification of at least level 2.

### **For children aged three and over in independent schools**

- At least one member of staff for every eight children (1: 8).
- At least one member of staff must hold a full and relevant level 3 qualification.
- At least half of all other staff members must hold a full and relevant qualification of at least level 2.
- If a staff member holds a level 6 qualification, a ratio of one member of staff to every thirteen children (1:3)

The ratio of school children to adults varies according to the age of the children, the nature of the activity and the special educational needs. For our **extended facility**, we follow the legal ratio requirements outlined above. This facility is used by 2 – 4 year olds and run by a Duty Rota

For **school trips**, we always have one adult to every four children (1:4) when off site for Pre Reception and Reception. The Nursery follows a one staff member to two children (1:2) when they visit areas in the local community off site.

- **Staff Absence:** in the event of staff absence, for illness, INSET, or a school commitment, a cover time-table is drawn up by the Deputy Head.

## **APPENDIX ONE**

### **Playground supervision – Guidance for staff**

AIM: To ensure that all pupils are very well supervised and that the playground is kept free from dangerous/rough play and unkind behaviour.

Staff on playground duty are responsible for the safety and well-being of all pupils in the playground.

Supervision of pupils is most effective if –

- Staff are attentive to the pupils at all times
- Staff position themselves and move around to allow maximum vision of all pupils
- All areas of the playground can be seen by staff
- Staff recognise and intervene in minor incidents to prevent escalation
- Serious incidents are reported and recorded as appropriate
- Lone pupils are noticed and steps taken to support their friendships
- Issues raised by pupils are resolved

Guidelines –

- Smile and be friendly
- Do not stay in one place for a long period of time
- Check all areas of the playground and the “quiet area”
- Do not stand in one location talking to other staff or spend a long time with one group of pupils
- Do not let pupils think that they can misbehave because they are not being watched
- Watch the games the pupils are playing but do not get too absorbed, as it might distract you from what is going on elsewhere
- Do not let pupils spend all their time with you as it might prevent them from mixing with other pupils
- Use the School's disciplinary procedures to deal with serious incidents
- Treat and record accidents and head bumps as soon as possible

Intervene if –

- A pupil is pushing or pulling others
- A pupil is lifting or holding down another pupil
- A pupil is climbing on or using equipment in a way for which it was not intended
- A pupil is causing damage to equipment
- Conditions are wet and slippery so that some activities should be restricted
- A pupil or group is behaving in a manner that you consider unsafe

Any staff in doubt about the appropriate action/reaction should discuss with a member of the SLT.