

# Bedales Prep Supervision Policy

Implementation date: January 2017  
Date/term of last review: Summer 2023

Author	Deputy Head Pastoral
Review body (individual or group)	SMT
Approval Body	SMT, Prep
ISI Regulatory Paragraph Number	14
Next Review Period	Summer 2024

*Tick relevant box(es) ✓ how this Policy should appear:*

Inspector Folder		✓
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Internal only		
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For Pupils/Students		

## Supervision Policy

All members of staff are responsible on a day-to-day basis for ensuring that pupils at the school are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent, i.e. in loco parentis.

A key principle underlying this policy is that all staff, whether officially 'on duty' or not, have a duty of care and therefore an on-going responsibility to intervene if pupils need supervision. This policy should be read in conjunction with the Bedales Prep Attendance and Missing Pupils Policy.

### Before School or Boarders

The Boarding Team are responsible for pupils on the boarding house. A member of the boarding staff will wake the boarders or be available to check on those who are 'ill'. Day pupils can arrive at school from 7:45am and they must go to breakfast with the boarders in JB's until the boarders leave; the boarding staff are responsible for supervising these children. Those arriving between 8:00am and 8.15am may wait in tutor bases and are supervised by a roaming member of SMT.

### School Trips

Staff follow the School protocol for off-site visits, including fixtures. All potentially hazardous activities are fully risk assessed and the school will ensure the allocation of an appropriate number of supervising members of staff for each activity/trip. The Risk Assessments are due with the Trips' Coordinator at least one week prior to the departure of the trip who ensures all is in order so that the trip can leave safely.

### Lessons & Activities

Teachers are responsible for the supervision of pupils during the lessons and activities they are teaching. When staff are absent, cover arrangements are put in place. If pupils have appointments during the school day, they must sign out (and back in) at Reception. If pupils need to be removed from class, they are to sit outside the Head's PA's office and complete a reflection sheet which will be given to them by the Head's PA. If a teacher requires pastoral support in a lesson, he/she can send the 'helping hand' card with a child to Reception. Reception will contact the relevant member of staff on pastoral duty at that time to come and support.

### Break & Lunch

Teachers are responsible for the supervision of pupils during break times and lunch times. The staff provide duty cover throughout the school day, with clear areas of responsibility. A sample of this duty rota can be found in Appendix I. The rota provides guidance on pupil safety and wet break arrangements. Staff take two-way radios with them so that they can communicate with each other and Reception.

### End of School

Day pupils have a number of options at the end of their day. Appendix II details the various options that are available to them.

At each registration point, the Reception team will cross reference the registers with the Fire List, signing out sheet and the daily activity sheets. If a pupil has not been registered for an activity, the Missing Pupil Policy will be followed.

All pupils that have to leave during the school day, must sign out at Reception. For pupils who live on site or near to school, written permission must be given in order for them to go home unaccompanied and a list of these pupils is held by the School Office Manager for quick reference.

Where a child is not collected at the expected time, pupils must report to Reception upon which contact will be made with parents.

## After School and Weekends

Boarding registers are taken at the end of activities, as pupils return to the boarding flats by House Parents/Tutors or Matrons.

Boarders are the responsibility of the Boarding Team during the weekend, except on Sundays between 9am and 5:30pm when a duty member of the teaching staff is responsible along with a Matron. House parents and members of SMT are always on standby if required. Regular checks / roll calls are held throughout the day. Various off-site school trips are organised and staff ensure risk assessment protocols are followed.

## Boarders' Train

The school provides at least one member of staff to accompany the boarders on the weekend train service to and from London Waterloo. Staff are responsible for the pupils on the train, until they have been picked up at the station or they return to school. Where parents have given permission, pupils may travel independently to their destination from London.



Appendix II – Finishing times for Groups & Blocks
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Groups		
Day	Time	Option
Monday, Tuesday & Thursday	4.10pm	<b>Home</b>
	4.30-5.30pm	Activity (Register at activity)
	5.30pm	<b>Home</b> or Supper
	6pm	Blocks activity if required to stay late (Homely time for Groups' boarders)
Wednesday	From 1pm	Sports Fixture – times as per team sheet
	2pm	<b>Home</b> or Green/Activity
	3pm	Sport/Activity
	4pm	<b>Home</b>
	4.30-5.30pm	Activity (Well to register) or Scoffs  Pupils must sign out at the bottom of the steps with a member of staff when they depart.
Friday	4.15pm	<b>Home</b> after JAW

Blocks		
Day	Time	Option
Monday, Tuesday & Thursday	5.30pm	<b>Home</b>
	6-7pm	Activity (JBs to register)
Wednesday	From 1pm	Sports Fixture – times as per team sheet
	2pm	<b>Home</b> or Sport/Activity
	3pm	<b>Home</b> , Community Service, Activity or Scoffs (Well to register)
	4pm	Home
	4.30-5.30pm	Activity (Well to register) or Scoffs  Pupils must sign out at the bottom of the steps with a member of staff when they depart.
Friday	4.15pm	<b>Home</b> after JAW
Saturday	12.50pm	<b>Home</b>