WINDERMERE SCHOOL
FOUNDED 1863

Supervision of Pupils Policy, including EYFS

This Policy is applicable to all pupils,
including those in the Early Years Foundation Stage.

Windermere School - Supervision of Pupils Policy, including EYFS

Review Date: October 2025

Reviewed by: SLT

Review Period: 12 months

Staff Responsibility: Head and Head of Pre-Prep & Prep

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms. This policy applies to all staff (including volunteers) at Windermere School.

Our aims are to

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the School;
- illustrate the measures we employ to ensure appropriate supervision of all pupils

Legal obligations and the duty of care
The Governing Body and the Head have specific obligations to ensure, as far as is practicable, that Windermere School is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. 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.

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- Regard for the ages and capabilities of our pupils.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during pastoral meetings and are regularly cross referenced in Reflections, assemblies and classroom discussions.
- Teachers have a responsibility to be aware of their supervisory responsibilities
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.

Protective measures
With this guidance in mind, Windermere School has the following measures in place to protect pupils:

- All pupils are registered using SIMS each morning and afternoon for compliance registrations.
- Parents inform the appropriate School office or tutor of pupil absence from School and this is recorded as authorised absence with an appropriate code.
- If any pupil fails to arrive to sign in for the morning compliance registration without satisfactory explanation, a call is made to the pupil's home by the Tutor, School Office or Head of Section to establish their whereabouts.

- All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the Registration Procedure, the School will instigate the Missing Child Procedure. Please see Missing Child Procedure 14b for further information.

Practice

For the youngest children the staff pupil ratio will always be in accordance with the requirements under the EYFS statutory framework. Children must usually be within sight of staff and always within sight or hearing. All pupils in the EYFS provision are never left unsupervised by an appropriate adult.

As the pupils become older and need to develop their independence the level of supervision changes accordingly.

For all pupil's, regular review of their whereabouts during less structured times of the day including breaks, activities and playtimes will be done on a regular basis through staff on duty who will patrol the site ensuring both positive behaviour and safety.

Duty rotas are produced to ensure all staff are aware of their responsibilities and that there is adequate supervision in place.

The boarding houses are supervised carefully to allow pupils to have their privacy and independence whilst keeping them safe. The boarding teams are supported each evening and weekend by other staff members on a rota basis.

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