



SURBITON

HIGH SCHOOL

Supervision of Pupils

Table of Contents

1	Ethos and Aims.....	2
2	Policy Statement	3
2.1	Key Personnel.....	5
3.	Procedures	5
3.1	Staff Duties for the Supervision of Pupils before School, at breaks, at lunchtimes and after School in the Senior School.....	5
3.2	Staff Duties for the Supervision of Pupils at Breaks and Lunchtimes in the Girls' Prep School....	8
3.3	Staff Duties for the Supervision of Pupils at Breaks and Lunchtimes in the Boys' Preparatory School 10	
3.4	Organising an Event on School Premises – Guidance for Staff and Sixth Formers.....	12
3.5	Procedures for Supervision of Pupils on Coaches to and from Hinchley Wood	14
4.	Appendix: Risk Assessment Form	15
5.	Document Information	16



SURBITON

HIGH SCHOOL

1 Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way
- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others
- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for



SURBITON

HIGH SCHOOL

- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

2 Policy Statement

Surbiton High School is a friendly and vibrant community where individuals thrive and feel happy, secure, confident and valued. Our approach combines an intellectually rigorous and challenging academic environment with outstanding pastoral care and support. This policy particularly supports the following aims of the School:

- Ensuring relationships are based on mutual respect.
- Encouraging hard work and commitment.
- Preparing pupils for their subsequent education and their future lives.

Surbiton High School is committed to ensuring pupils are safe and appropriately supervised both in School and during School activities or educational visits. The School is committed to ensuring that:



SURBITON

HIGH SCHOOL

- Pupil supervision and security always forms part of the Risk Assessment for any activity on or off the School site.
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in School activities on the School premises, or attending educational visits offsite
- Supervision of pupils in remote locations is secure and is in line with the guidelines set out in United Learning's Health and Safety Policy document.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are appropriate in terms of numbers and staff competence in view of the pupils and the area involved
- Where senior pupils have supervisory responsibility for other pupils there is always a member of staff readily available and in overall charge
- Mandatory staffing ratios for EYFS provision are enforced

All activities and lessons which take place upon the School site are formally risk assessed and this is recorded by means of common pro-forma (see Appendix); these pro-formas are updated annually to reflect any changes in working practice. All on-site risk assessments are filed electronically by the Assistant Principal (Compliance, Health and Safety). Staffing ratios for lessons and activities on-site including Reception classes (EYFS) are well within tolerance of one teacher for every thirty pupils. EYFS staffing ratios at Surbiton Girls' and Boys' Prep Schools are much lower.

Provision for before and after-school care (Breakfast Club and After School Club) is risk assessed and staffing ratios are also included. Breakfast Club and After School Club staffing ratios are 1:8. At any one time, there is at least one member of staff on duty holding a full and relevant Level 3 qualification. Procedures relating to supervision of pupils at break and lunchtimes can be found below.

This policy applies to all members of our School community, including those in our EYFS setting. Surbiton High School ensures that the mandatory staffing ratios for EYFS are implemented as detailed in the EYFS documentation.

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Surbiton High School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act (2010).

In line with our Provision of Information Policy, this document is available to all interested parties on request from the Principal's office and should be read in conjunction with the following documents:

- Attendance
- Risk



SURBITON

HIGH SCHOOL

- Educational Visits and Activities Off Site
- Group Health and Safety Policy

This document is reviewed annually by Charlotte Demetz, Assistant Principal (Compliance, Health and Safety), or as events or legislation require. This policy is sent to LGB Members so that they can familiarise themselves with it and monitor its implementation going forwards. The next scheduled date for review is September 2023.

2.1 Key Personnel

- At the Senior School, Matthew Close, Senior Vice Principal (Pupil and Staff Development and Well-being)
- At the Senior School, Charlotte Demetz, Assistant Principal (Compliance, Health and Safety)
- At the Girls' Preparatory School, Louise McCabe-Arnold, Head
- At the Boys' Preparatory School, Tracey Chong, Head

3. Procedures

3.1 Staff Duties for the Supervision of Pupils before School, at breaks, at lunchtimes and after School in the Senior School

Principles:

- Duties are arranged in order to safeguard pupils and to monitor behaviour outside lessons.
- Although there are some delegated duties, it would be expected that all teaching staff take responsibility for pupil welfare and behaviour at all times.
- Staff must arrive promptly for all assigned duties and arrange for colleagues to cover or swap duties if they know in advance that they are going to be absent.
- Any transgressions should be given to the appropriate warning on MIS, which we apply consistently in line with our Behaviour Policy

Before School 08:05 - 08:25

- Staff stand at the allocated entry point and supervise pupils entering School ensuring that uniform is neat and tidy, that hair is tied back, that phones or other devices are put away



SURBITON

HIGH SCHOOL

and that all pupils have their fobs. They should be challenged on any transgressions and given an appropriate warning. Duties are assigned to the following locations:

- SAR front door & coaches (Year 9)
- SAR side door (Year 9)
- MBH front door (Year 11)
- Main building front door (Years 7, 8, 10)
- Main building loggia door (Years 7, 8, 10)

Break 11:10 - 11:30 (Friday 11.00-11.20)

- Staff rotate around allocated area and ensure good behaviour (no mobile phones to be used for years 7-11, no chewing gum, no use of teacher's computer or IWB, pupils only allowed snacks in form rooms). Staff ensure that pupils clear up any wrappers/snack mess at the end of break. Toilets should be checked to ensure no misbehaviour. Staff should interact with pupils and make their presence felt. Duties are assigned to the following locations:
- SAR classrooms and Dining Hall (Year 9)
- MBH classrooms and ground floor (Year 11)
- Main building ground floor, reception, IT rooms, quad
- Main building first floor classrooms, toilets and Science block
- Main building second floor classrooms, toilets and Science block

Lunchtime – lunch queue

- **12:30 - 13:00** SAR lunch queue. Staff oversee the queue in the Dining Hall, oversee behaviour in the queue, ensure the students queue in the order specified and support the lunchtime supervisors.

Lunchtime - 12.35 – 13.00 & 13.00 – 13.35

- Staff rotate around allocated area and ensure good behaviour (no mobile phones to be used for years 7-11, no chewing gum, no use of teacher's computer or IWB, pupils only allowed snacks in form rooms). Staff ensure that pupils clear up any wrappers/snack mess at the end of break. Toilets should be checked to ensure no misbehaviour. Staff should interact with pupils and make their presence felt. Duties are assigned to the following locations:
- SAR classrooms (Year 9)
- MBH classrooms and ground floor (Year 11)
- Main building ground floor, reception, IT rooms, quad
- Main building first floor classrooms, toilets and Science block
- Main building second floor classrooms, toilets and Science block (2 people)



SURBITON

HIGH SCHOOL

After School Duties: 15:55 - 16:15

- Supervision at the end of the day is necessary to ensure road safety, ensuring they don't crowd pavements or members of the public. They also ensure good behaviour and appearance of the pupils as they leave the premises and go to the bus stops. Pupils are expected to wear their blazer to and from school. Pupils may also wear PE kit if heading to training or a fixture. There should be no combination of the two. Duties are assigned to the following locations:
 - Pupils boarding buses outside SAR
 - Dismissal from SAR side door
 - Dismissal from Main Reception front door
 - Dismissal from Main Reception loggia door
 - Dismissal from MBH front door

Sixth form students are supervised under a separate rota by the sixth form team



SURBITON

HIGH SCHOOL

3.2 Staff Duties for the Supervision of Pupils at Breaks and Lunchtimes in the Girls' Prep School

Principles:

- Duties are arranged in order to safeguard pupils and to monitor behaviour outside lessons.
- Although there are delegated duties it would be expected that all staff take responsibility for pupil welfare and behaviour at all times.
- Staff must arrive promptly for all assigned duties and arrange for colleagues to cover their duties if they know in advance that they are going to be absent.
- James Warren will email staff in advance if cover is required due to illnesses. Staff are expected to read their emails to ensure that these duties are attended.

Morning gate duty (8.00am)

- A member of staff should supervise the pedestrian gate in the Magic Garden from 8.00am.
- An additional member of staff is on duty at the Treehouse gate, ensuring all bus girls arrive and are escorted on to site safely.
- One member of staff will open car doors and escort the younger girls into school via the front entrance.

Playground duty (morning break 10.30am to 11.00am and lunch 12.30pm to 2.00pm)

- There are five adults on duty during morning break time. There are two to five adults on duty for lunch time break depending on how many girls are potentially outside or in the lunch hall at the same time.
- Staff should arrive promptly to ensure full supervision from the start of break time.
- No hot drinks should be taken outside.
- Staff must ensure girls stay outside and do not re-enter the building without a valid reason.
- Girls who require first aid should be escorted to the first aider on duty who is seated by the front door. If the injury is deemed serious enough, details may need to be given for accident forms.
- Staff must ensure that all areas of the playground are 'covered' visually and circulate within that area to ensure the wellbeing of girls. Staff should not spend time in the same place talking to one another, unless it is to discuss a matter of immediate concern.
- Staff should encourage the play and involvement of all girls. Any disputes or problems in need of further attention should be reported to form teachers at the first convenient opportunity.
- Any serious behaviour incidents should result in those involved being brought into School and a member of GPS SLT consulted.
- At the end of the break time, ensure that the girls line up promptly and in an orderly, quiet manner. KS2 will then be sent to their next lessons, KS1 will be collected their teachers.



SURBITON

HIGH SCHOOL

Lunch duty in hall (12.30pm – 2.00pm)

- Staff should arrive promptly for their duty.
- One member of staff should line the girls up and direct them to the food lines when they are low enough in number to accommodate more girls. They also call classes in from the playground to keep the flow moving to ensure all girls eat their lunch in the allotted time frame. Girls will be registered as they come in, to ensure that they all eat. Any missing girls must be followed up.
- Other members of staff on duty assist in setting tables, ensuring tables are filled before a new table is started, checking that girls are eating and dealing with any behaviour issues and assisting in making healthy food choices.
- Staff must ensure noise level is managed appropriately.

End of school day (staggered)

- All staff will walk their classes out to the Magic Garden unless the pupils are doing clubs, in which case they will be collected by the club leader. KS1 at 3.15pm and KS2 at 3.45pm
- 1 person will be on duty at the gate to facilitate parents coming in and pupils leaving the site with their parent or carer.
- 2 staff to be on car duty, helping the girls get into their cars and keeping the flow of traffic. 1 of these members will have a radio and will call out names of pupils to be collected.
- All pupils are dismissed at the end of the day by a member of staff. All pupils are handed to their parent or guardian or helped into their car.
- After School Club and pupils for the crèche facility (see below) are gathered and monitored in the Library by the ASC staff before being walked over. Pupils are within the dismissing member of staff's care until they are collected. Should a parent or guardian be late, the uncollected pupil procedure is enacted. Parents/guardians are contacted, and the pupil is taken to After School Club until the parent or guardian can collect them.
- Girls in years 5 and 6 who have been given permission to walk, ensure they sign out with the staff member dismissing their class

Bus duty and girls (3.15 – 3.45pm)

- One member of staff arrives promptly at 3.15pm in the Rocket Room and looks after the girls who are going home on the school bus.
- They register the girls on Schools Buddy.
- The other 2 members of staff arrive at 3.45pm to assist with the arrival of KS2.
- Ensure the bus registers are filled in accurately and copies made to be handed to the drivers.
- Girls are then walked in pairs in a safe and sensible manner from the School, along the pavement and across the roads.
- Ensure all girls get onto the buses safely with a bus register for each driver. In the event of late buses, the staff member with the pupils waits with them until they are safely on the bus.



SURBITON

HIGH SCHOOL

3.3 Staff Duties for the Supervision of Pupils at Breaks and Lunchtimes in the Boys' Preparatory School

Principles:

- Duties are arranged in order to safeguard pupils and to monitor behaviour outside lessons.
- Although there are delegated duties, it would be expected that all staff take responsibility for pupil welfare and behaviour at all times.
- Staff must arrive promptly for all assigned duties and arrange for colleagues to cover their duties if they know in advance that they are going to be absent.

Before School 8.00 – 8.30 Avenue Elmers

- One member of staff supervises and welcome the pupils at the front gate

Before School 8.00 – 8.30 Charles Burney House

- Two members of staff supervise and greet pupils at the front of the School. One of these staff members specifically helps children alight from their vehicle at the specified drop off point.

Break 10:00-10:30 Charles Burney House

- There are always (minimum) two members of staff on duty with each year group either at the front of CBH or the back of CBH
- Form Tutors should alert pupils to the fact that in an emergency they should contact any member of the Teaching or Support Staff. A member of staff is on First Aid duty in the main Reception area

Break 10:30-11:00 Charles Burney House (Year 3 only)

- Two members of staff are on duty on the undercover playground
- Form Tutors should alert pupils to the fact that in an emergency they should contact any member of the Teaching or Support Staff. A member of staff is on First Aid duty in the main Reception area

Break 10:00-10:30 /10:30-11:00 Avenue Elmers

- Two members of staff supervise the front playground
- Two members of staff supervise pupils in the back playground.
- Form Tutors should alert pupils to the fact that in an emergency they should contact any member of the Teaching or Support Staff, in the Staff Room, in the School Office, in form rooms.



SURBITON

HIGH SCHOOL

- Pupils are not permitted to be inside during break times unless it is raining, or they are visiting the library

Lunchtime, Surbiton Assembly Hall

- **11.50 – 12.20 and 1.10-1.30 Dining Room:** Supervisors are employed to support and help the boys eating, and to assist the younger classes with cutting, pouring water etc. All classes are accompanied to lunch by members of Prep staff. Staff eat lunch at the same time as the boys. A member of Prep staff, usually a BPS SLT oversees lunchtime, in addition to the lunchtime supervisors, while the pupils are eating
- **12.30- 1.00 1.40-2.00:** We operate a staggered lunch break. The staffing arrangements for lunch playtime are the same as for our morning break, with the additional help of playground supervisors. The library is supervised at AE so boys can visit the library during lunch hours

After School and Coach Duties: 3.15 (Reception, Year 1 & 2), 3.45 (KS2)

- All pupils are dismissed at the end of the day by a member of staff. All pupils are handed straight to their parent, guardian, After School Club staff or taken to the bus. A register is taken to safeguard the children.
- Pupils are the dismissing staff's care until they are collected. Should a parent or guardian be late then they are called, and the pupil remains with a member of staff until the parent or guardian can collect them, or they are taken to After School Club (see Missing and Uncollected Child Policy).
- One member of staff escorts the bus pupils to the buses, ensuring the safe crossing of roads. In the event of late buses, the staff member with the pupils waits with them until they are safely on the bus. On certain days we have two members of staff on duty in order to ensure correct pupil to adult ratios.



SURBITON

HIGH SCHOOL

3.4 Organising an Event on School Premises – Guidance for Staff

- Any events which involve children from an EYFS setting being in attendance will have provision made for them in accordance with our procedures set out in our EYFS curriculum handbook.
- In the case of a Sixth Form Pupil-led event, find a member of staff who will be responsible for the event and can attend it. Negotiate with your member of staff that the correct number of staff are present to ensure the smooth running of the event. One of these should be a **designated trained First Aider**. There is a list of trained First Aiders in the First Aid Policy.
- In the case of a staff-led event, find colleagues who will attend the event and support its smooth running. One of these should be a **designated trained First Aider** (There is a list of trained First Aiders in the First Aid Policy).
- Parents and friends may also be used to do jobs, but they are in addition to the School Staff.
- Check your chosen date with the Assistant Principal in charge of the school calendar (Charlotte Demetz)
- Rooms may be booked through MIS.
- An Event Booking Form must be completed on the MIS to ensure all required caretaking, ICT and catering support is requested.
- Carry out a Risk Assessment and send it to the Assistant Principal, Compliance, Health and Safety no less than a week prior to the event. Include the following:
 1. If it is a public event, remember to draw attention to the fire exits at the start of proceedings.
 2. In SAR, be sure that there is space left outside so that an ambulance could park, should one be required.
- Ensure that sufficient time is allowed for the “lead in” for setting up your event. You may need to book the space for the time slot in advance of your event start time.
- Ensure that sufficient time is allowed, and assistance organised for the “lead out” of returning the event space to its previous condition before the following morning. This includes:



SURBITON

HIGH SCHOOL

1. The removal or storage elsewhere of any items that would not normally be left in that space.
 2. The cleaning of the space and removal of litter or other detritus.
 3. The reporting of any damage or faults to the facilities team
- All SHS sites are strictly no smoking areas.
 - If the event involves members of the public, you will need to have a strong presence on the door to ensure only ticket holders enter.
 - Any large sums of cash should be handed into the Finance Office and be kept in the School's safe.



SURBITON

HIGH SCHOOL

3.5 Procedures for Supervision of Pupils on Coaches to and from Hinchley Wood

- A member of staff supervises the boarding and disembarking of coaches between the main school site and Hinchley Wood
- A member of staff is present on coaches for all journeys taking place to and from Hinchley Wood for the purpose of all PE lessons taking place during the school day
- It is recognised that the majority of Prep pupils are picked up from Avenue Elmers or the Girls' Prep by parents, following an after-school practice or match. Parents may also collect from the bus stop in Hinchley Wood
- A shuttle service (by coach or School minibus) is available for pupils who request it to transport them back from Hinchley Wood to the School site, following an after-school practice. It is also able to drop off passengers at Hinchley Wood Station and Surbiton Station if needed. Supervision of this is covered by the coach company's procedures.



SURBITON

HIGH SCHOOL

4. Appendix: Risk Assessment Form



On-Site Risk Assessment Form

SURBITON

HIGH SCHOOL

Risk Assessment for:	e.g., Dance performance		People at Risk:	e.g., staff, students, guests	
Assessment carried out by:		Date:		Date of Review:	This should be a date after the event

Hazards <i>(Potential to cause harm & consider how a person may be hurt)</i>	Existing Controls	Further controls necessary	Target Date & By Whom
	>	>	
	>	>	

Add or delete rows as appropriate.

Now please send a copy of this risk assessment to charlotte.demetz@surbitonhigh.com

Please ensure that everyone involved in the event has a copy of this risk assessment and you have discussed any risks and controls with them.

Name: Place of work: Position: Date:



SURBITON

HIGH SCHOOL

5. Document Information

Version Number	4
Reason for Version Change	Annual review
Name of owner/author	Charlotte Demetz
Name of individual/department responsible	Charlotte Demetz, Assistant Principal, Compliance, Health and Safety
Name of governor with oversight of this policy	Gerry Holden
Reviewed by governors	September 2022
Target Audience	Public
Date issued	16 th September 2022
Where available	United Hub, MIS, website
Review Date	September 2023