

Bedales Prep Supervision Policy

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Author	Deputy Head Pastoral
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Supervision Policy

All members of staff are responsible on a day-to-day basis for ensuring that students at the school are safe. Schools are under a general duty to supervise students 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 students need supervision. This policy should be read in conjunction with the Bedales Prep Attendance and Missing Students Policy.

Before School or Boarders

The Boarding Team are responsible for students 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 students 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 students during the lessons and activities they are teaching. When staff are absent, cover arrangements are put in place. If students have appointments off-site during the school day, they must sign out (and back in) at Reception. If students 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 students 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 student 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 students 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 student has not been registered for an activity, the Missing Student Policy will be followed.

All students that have to leave during the school day, must sign out at Reception. For students 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 students is held by the School Office Manager for quick reference.

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

Should parents arrange for their child(ren) to be picked up by someone else, they must inform Reception of their

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intentions. If this is a regular arrangement, parents are able to signal this with Reception who will make a note of it on the central spreadsheet.

After School and Weekends

Boarding registers are taken at the end of activities, as students 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 two members of staff to accompany the boarders on the weekend train service to and from London Waterloo. Staff are responsible for the students on the train, until they have been picked up at the station or they return to school. Where parents have given permission, students may travel independently to their destination from London.

Appendix I – Sample Duty Rota

Duty Rota - Spring 2021

	AM Break: 10:40-11:00				Lunch 1: 12:45-13:15				Lunch 2: 13:15-13:45				Outside: 13:05-14:00				PM Break: 16:15-16:30				Supper: 17:30-18:00			19:00		
	Dry	Playgr	Cobbe	Mem	S Banks	Door/Q (JB)	Jf's	Door/Q (H&J)	Hall	Door/Q (JB)	Jf's	Door/Q (H&J)	Hall	G1/2	G3	B1	B2	Playgr (G1&2)	Bee's Barn (G3)	Blocks/ Cobbe	Hall/ The Mem	Steps (SHT)	J&J Tables	Playgr	Steps (SHT)	Steps (SHT)
Wet	with pod	with pod	with pod	with pod										Class	Class	Blocks	Lib/ACT	Well						Well		
MON																										
TUE																										
WED																										
THU																										
FRI																		16:15-16:30								
Dry							Playgr (B1)	Bee's Barn (B2)	Steps																	
Wet							Well	Bee's barn inside																		
SAT																										

Playground

Collect walkie-talkie from Reception. Supervise climbing and swings area. Staters to wear helmets at all times. No football. Monitor numbers inside caravan (max: 4). Bring children in in good time for start of next lesson. Will make decision on whether it is wet break.

Mem. Pitch

Collect walkie-talkie from Reception. Supervise area and ensure that children do not mix with Bedales students. Children can use white plastic goals provided for football. Monitor use of Bell Tent (max: 8). Bring children in in good time for start of next lesson.

Dunhurst Pitches

Collect walkie-talkie from Reception. Supervise children on the pitches. Monitor children's use of Sam Banks Pav (max: 8). Ensure that children are back in good time for the start of next lesson. If pitches are too wet/muddy, please close the pitches and revert to wet weather plan.

Cobbe

Collect walkie-talkie from Reception. Supervise children on the field. Allow use of the swing. Monitor use of picnic benches under the awning. If the swampy area becomes too muddy/wet, close it and use the rest of the field instead. Ensure that children are back in good time for lessons.

Lunch Q

Monitor the Q for either the Hall or Jf's. When children are not queuing, you are responsible for helping the other member of staff in moving around the dining room and encouraging good manners.

Hall & Jf Tables

Move around the dining rooms, ensuring good manners and behaviour at the table. Ensure that children are not getting up unnecessarily.

Wet Break

Duty staff to decide whether too wet to be outside. Communicate via walkie-talkie. Staff then to head to wet break locations and notices to be put up by Reception team.

Lunch Outside

Please collect a walkie-talkie from Reception. Stay with the children/pod while they are not in lunch - see schedule of locations for where you are supervising each pod. Bring the children to lunch. You are not on duty while the children are queuing and eating.

Lunch Timings

G1/2	12:45-1:05 (JB)
G3	12:55-1:15 (Hall)
B2	13:15-13:35 (JB)
B1	13:25-13:45 (Hall)

PM Break - Groups

Please collect a walkie-talkie from Reception. Ensure that the children who are going home are ready for collection. Those staying will have snack in their location.

PM Break - Blocks

Block 2 will have break and snack on the Mem Pitch. Block 1 will have their snack on Cobbe Field. See rota for wet weather plan.

Appendix II – Finishing times for Groups & Blocks

Groups		
Day	Time	Option
Monday, Tuesday & Thursday	4.10pm	Home
	4.30-5.30pm	Activity (Register at activity)
	5.30pm	Home 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	Home or Green/Activity
	3pm	Sport/Activity/Scoffs' Café
	4pm	Home
	4.30-5.30pm	Activity (Well to register) Students must sign out at the bottom of the steps with a member of staff when they depart.
Friday	4.15pm	Home after JAW

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