

Policy Name	Primary School Supervision Policy				
Effective Date	January 2022	Date of last revision	January 2023	Version No.	1
Author	Primary Principal				

Version History				
Version	Approved by	Revision Date	Details of Changes	Author

This policy will be reviewed in full by the Head of School on a yearly basis, or more frequently if there are changes in policy.

Introduction

Policy statement

The International Community School (ICS) at Wyndham Place is a secure facility with access only by members of the ICS staff and visitors. For more information on our visitor procedures, please refer to *Procedures for Visitors WP* document.

Purpose

This document clarifies the security, risk management and safeguarding policies and arrangements for supervision of the ICS Primary students, in teaching and learning areas, and off site visits.

Scope

Applicability

This policy is applicable to all members of Primary School teaching and support staff on both campuses, Primary School students and parents.

Statutory guidance

Keeping children safe in education (September 2022)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

Supervision of activity with children (September 2012)

<https://www.gov.uk/search?q=supervision+of+activity+with+children>

Working together to safeguard children (May 2018)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

This policy has links with:

- Missing child
- Procedures for visitors WP
- Safeguarding (including child protection)

Access

This policy is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS and through our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.

Failure to comply

The safety of our students is of paramount importance. Non-observance of this policy will result in intervention by the Senior Leadership Team.

Supervision of students (7b Wyndham Place)

1 Key contacts

ICS Officers

Reena Sherrington	WP Main Office	primary@ics.uk.net	020 7298 8800
James Kendall	Primary Principal	james.kendall@ics.uk.net	020 7298 8800
Alec Jiggins	Head Of School	alec.jiggins@ics.uk.net	020 7298 8800

2 Ratios

2.1 Risk assessments, guidance from the DfE, *Supervision of activity with children* (2012), and NEU guidance has provided us with the information to confidently manage the supervision of our students on onsite, off site, and in shared spaces.

2.2 The following procedures are in place to manage the risks:

- There is a robust and easy way of summoning assistance if required
- There is a process for emergency situations e.g. child or staff suddenly taken ill; 'other person' (not school) becomes a problem
- All staff are made aware of these arrangements and reminded periodically.

2.3 All off site visits, defined as leaving the school premises, will have the following minimum ratios and staff will manage additional risks through documented risk assessments.

- Early Years (3-4) - 1:4
- Lower Primary (5-8) - 1:6
- Upper Primary (9-12) - 1:10
- SEN students: determined by individual risk assessments

2.4 Overnight trip ratios are determined on a case-by-case basis with the above ratios as a starting minimum. ICS manages the risk on overnight trip supervision by documented risk assessments. We ensure that there are both male and female staff members to support on our trips.

2.5 While students are in the designated teaching and learning area between the security doors, students are never to be left alone in a room. Students are able to travel in the hallways with permission from a staff member. If students will be travelling through security doors, they must have a partner (i.e. visiting the first aid room or leaving the lunchroom to use the toilets).

3 Staff training

3.1 All staff are trained in supervision requirements during staff induction at the beginning of the year and have continual guidance stated in the annual staff handbook, trips and excursions procedures.

4 Online Supervision

4.1 ICS filters all devices and blocks undesirable sites for the ICS community and guests using the managed ICS wireless SSID.

4.2 All staff are responsible for supervising students who are online while in their care.

4.3 All personal devices, if allowed by a staff member, are actively monitored by staff.

5 Late collection of students

5.1 If no parent or pre-named adult appears at school, or has not contacted the school to advise they are late within 30 minutes the school will make efforts to contact parents via phone. During this time the student will wait in the school reception area accompanied by an adult.

5.2 If no contact has been made within 30 minutes the school will contact other named emergency contacts on the students file.

5.3 In the event of the student being collected they will either join an onsite club until they are collected or remain in a classroom or library accompanied by an adult.

5.4 If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period, the Principal will contact the Social Care Duty Officer on (office hours) 020 7641 4000; (after hours) 020 7641 2388. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

5.4 Persistent late collection of a student could constitute neglect. A meeting will be arranged with any parents who routinely collect their child late to discuss ways of supporting the family.

5.5 If late collection continues after measures have been suggested by the school, such as using after school clubs, the school will contact Westminster Local Authority for advice and next steps.

Supervision of Early Years Students

Children aged three and over are supervised by the qualified Early Years class teacher in classes up to 13 students. In classes above 13, a teaching assistant provides further support with supervision.

Children are also adequately supervised whilst eating, transitioning between classrooms and during breaks.

References

Recommended adult to child ratios when supervising children
<https://neu.org.uk/media/926/view>