



# New Forest Small School Supervision Policy

Member of Staff Responsible	Headteacher
Regularity of Review	2 yearly

## 1. **Rationale**

New Forest Small School is committed to ensuring students are safe in school and on school activities or visits. To this end the school aims to ensure the following:

- Decisions about supervision of students take into account the age and number of students, the activities in which they are engaged and their location and any special needs of students.
- Staff ratios for supervision are safe at all times that students are involved in school activities or on the school premises
- Supervision of students in remote locations is safe
- Activities involving student supervision are overseen by a member of staff

New Forest Small School seeks to implement this policy through adherence to the procedures set out in the rest of this document and in adopting and following Hampshire County Council's trips and offsite activities guidelines and requests.

This document is available to all interested parties, including parents and parents of prospective students, and on request from the School Office. It should be read in conjunction with the following documents:

- First Aid Policy
- Educational Visits Policy
- Safeguarding Policy

## 2. **Procedure/Practice**

Arrival Time at School: Students are not allowed on the school site before 9.30am or after 4pm. The school cannot be held responsible for students' safety and welfare when they arrive before 9.30am, as there is no supervision cover.

Staffing ratios in lessons: in lessons, classes will have a teacher: student ratio of 1:12 or less.

Staffing ratios for Trips/Out of School Activities: For trips and visits staff should consult with the schools Educational Visits Policy and in line with Hampshire County Council guidance. Any on-site activity must also be supervised. Risk Assessments are carried out and take into consideration the age and abilities of students and location of visit.

Incidents of bullying and poor behaviour can and occur when a responsible adult is not visible to the students. **Teachers are responsible for ensuring students are supervised and secure at all times and that safe, civilised behaviour is consistently observed by all students.**

The school cannot be held responsible for those students who take themselves offsite at break time or lunchtime without permission.

Procedure concerning supervision of students by older students: Yr 10 and Yr 11 students are allowed to supervise activities, for internal events for example, Peer Mentoring and Buddy Reading. However, the teacher in charge of the activity must ensure staff are on-hand to assist and that the Yr 10/11 students have a clear understanding of who to seek out and where they will be. These activities will only take place in the school day.

Safety and Security: Safety and security for students and staff are essential. The front door is always locked through the school day and all visitors must ring on bell to gain entry. Side door is locked and older students may enter by way of a code. All visitors sign in at reception and show photo identification if working in schools and visitors are required to read and observe the visitors protocol provided on arrival at reception. All students and staff must sign in and sign out during the school day. All staff on duty must be prompt to their duty.

### 3. **Monitoring**

This document is reviewed bi-annually by the Headteacher responsible for staff duties or as events or legislation change requires.

This policy is reviewed bi-annually. Operational practice as a result of this policy is reviewed following any incidents reported as Health and Safety concerns where changes to supervision would lessen further risk.