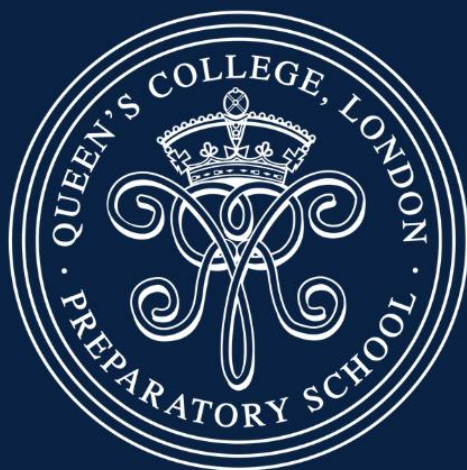




SUPERVISION POLICY

Queen's College, London

and

Queen's College Preparatory School

(including Early Years Foundation Stage)

Due for review Summer 2027

Queen's College, London comprises of Queen's College ("the College"), operating at 43-49 Harley Street, [for pupils aged 11 to 18 years] and Queen's College Preparatory School ("the Preparatory School") operating at 59-61 Portland Place [for pupils aged 4-11], collectively referred to in this policy as the School unless otherwise stated.

Purpose of the Policy

This policy sets out how Queen's College London and Queen's College Preparatory School ensure appropriate supervision of pupils at all times, in order to safeguard their welfare and promote a safe learning environment.

Scope

This policy applies to all pupils, staff and activities within the School, including on-site provision, co-curricular activities and off-site visits.

Principles of Supervision

The School regards the appropriate supervision of its pupils to be of paramount importance in line with our aims to provide a supportive and friendly environment. Pupils are under the responsibility of an identified member of staff at all times during the school day, either through timetabled lessons, supervised private study in one of the libraries or through break or lunch duties.

The School seeks to ensure that pupils are properly supervised at all times. If pupils are within the School boundaries, staff may sometimes make the false assumption that they are completely safe. There may be occasions when this is not the case. Thus it is vital that all staff, whether teaching or Business & Operations, remain alert to the safety and security of the pupils (and each other) at all times. This policy explains the supervision procedures in place at the School for pupils as well as indicating where more detailed sources of information can be found.

The School is committed to ensuring that pupils are safe in school and by extension, on school activities or visits. To this end, the School aims to ensure the following:

- Pupil supervision and security shall always form part of any Risk Assessment carried out for an activity or visit;
- Supervision of pupils takes into account the age, maturity, needs and number of pupils, as well as the location and type of activities in which they are engaged;
- Staff ratios for supervision are carefully considered whenever pupils are involved in school activities on the school premises, or attending trips or educational visits off site;

- The staff to pupil ratio will become closer the younger the pupil, the greater their needs, or the more complex or hazardous the activity;
- Ratios will be determined by an appropriate risk assessment and any appropriate guidance applicable at the time, except for pupils aged under five where it is determined by statute;
- Supervision of pupils in remote locations is secure – staff such as PE staff and or trip leaders are equipped with mobile phones.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- Prefects and senior pupils will not usually count in the ratio but may assist supervising staff in the College in their supervisory duties. Where prefects or senior pupils assist supervising staff, the School will ensure that they themselves are regularly supervised and directed in their duties and there are adequate measures in place to ensure that they are reliable, in order to deter possible abuse of the role by them. Supervising staff remain in overall charge of pupils and will be readily available to prefects and senior pupils at all times.
- There will be adequate back-up arrangements in place to provide cover in the event of a supervising staff's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable supervisors, regrouping of pupils within classrooms or reorganising activities.

Where possible, there will be provision within the ratio for sufficient supervising staff, in the event of an emergency or incident, to:

- deal with any emergency or incident;
- seek emergency and / or medical assistance and / or administer first aid;
- supervise the remainder of the pupils.

Roles and Responsibilities

All staff:

- Responsible for pupil supervision and safety at all times
- Must remain vigilant and aware of pupils' whereabouts

Teaching staff:

- Responsible for pupils during lessons and transitions

Duty staff:

- Supervise pupils during breaks, lunch and movement times

Trip leaders / activity leaders:

- Responsible for supervision during visits and off-site activities

Senior Leadership Team:

- Ensure appropriate staffing, rotas and oversight

DSL:

- Provides safeguarding oversight and advice

The Preparatory School**Site Safety**

One of the most important factors in ensuring the safety of our children and staff is the security of the School building. Access to the Preparatory School building is controlled via four points.

The main entrance (front door to No 61) is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked from the School Office. Staff are able to enter the building using a pre-programmed ID card. The inner door is also controlled by a magnetic lock that operates in the same way. To exit the building, a door-release button must be pressed at each door. These main doors are monitored by a CCTV camera, which can be seen from the School Office, and is used to identify people entering and exiting the site.

The second door (front door to No 59) also operates using a magnetic lock but neither staff nor visitors can enter via this door. It is used for ingress or egress of pupils at the start or end of the day or, on rare occasions, for deliveries. To exit, the door-release button must be pressed. This door is also monitored by CCTV.

There are further street level access points via two gates that lead to the School's basement. These gates also have magnetic locks and only some staff are permitted entry with their ID cards. A small number of external contractors have been given the PIN code so that they can undertake their service delivery. One of the gates also has an intercom system which links to the basement dining area; this is used for the ingress of pupils for some co-curricular activities. The doors to the building at the bottom of each gateway are also secured with magnetic locks that only permit ID card entry to certain staff. When exiting via doors or the gates, the release buttons must be pressed.

Staff Supervision Ratios**Early Years Foundation Stage**

The school ensures that children are supervised at all times by suitably qualified full and relevant and vetted adults. Staffing levels meet or exceed the requirements of the EYFS Statutory Framework. Adult deployment is risk assessed according to the age, needs and number of children, the activity being undertaken, the learning

environment, and any individual safeguarding, medical or SEND requirements. Additional adults are provided where necessary to ensure children's safety, welfare and effective learning. Staff maintain appropriate sight and/or hearing of children at all times, including during indoor play, outdoor play, visits, toileting arrangements and transition periods. Whilst eating pupils are always within sight and hearing of staff.

Little Corgis

Children aged 3 and 4: 1 adult to 8 children (1:8) where at least one member of staff holds a relevant Level 3 qualification and at least half of all other staff hold a relevant Level 2 qualification. Where a member of staff holds a QTS the ratio is 1:13.

Children aged 2: 1 adult to every 5 children (1:5), where at least one member of staff holds an approved Level 3 qualification or has received approval to be included in the ratios at level 3 after attaining experience based route status, and at least half of all other staff hold an approved Level 2 qualification.

Reception Classes

Where the Reception class is under the responsibility of a qualified teacher (QTS), the school operates in accordance with EYFS requirements for Reception classes, with a minimum ratio of one qualified teacher to 30 pupils (1:30).

Where a qualified teacher is not present, the ratio will be at least 1:8, and at least one member of staff working directly with the children will hold a full and relevant Level 3 qualification.

The school may deploy additional staff above these minimum requirements where necessary to meet children's individual needs, support learning, or manage specific activities and risks.

Children in Forms I to VI

Adequate supervision of pupils in Forms I to VI is maintained at all times with recognition that children will grow in responsibility, particularly as they move around the School in the Prep Years. Risk assessments (including 'dynamic' assessments of risk, where professionals exercise their own judgement) are carried out as appropriate.

Supervision Before the Start of the School Day

The school provides a 'Breakfast Club' every morning which runs from 7.30-8.15 am and is supervised by school teaching staff.

Any parent/carer dropping off their daughter should do so at the basement entrance of 61, once they have been buzzed through the street level access gate.

Should a parent need to enter the building at any time, they must enter and sign in through the main door at street level of 61. A staff member should be with any visiting parent at all times.

Although there is no official guidance about supervision of children (excepting those of Little Corgis/Reception age where statutory EYFS ratios will be adhered to), Breakfast Club follows the recommendation of 1:8 staff: pupil ratio. If at any point numbers exceed this ratio, another member of staff or SLT will help to supervise.

All supervising members of staff have had annual Safeguarding Training, and the DSL is contactable via mobile phone from 7am until 7pm if there are any Safeguarding concerns at Breakfast Club or Twilight Club.

Supervision During the School Day

Registration

Form Teachers electronically register the pupils at 08.35, when the door to the school is closed. Pupils arriving after 08.35 'sign in' at the School Office, and the electronic registers are updated and printed by the School Office. Pupils are also electronically registered at the start of the first afternoon lesson by the member of staff in charge.

Supervision during lessons

The pupils are under the supervision and care of the teacher of each lesson. From time to time it may be desirable that pupils are allowed to exercise some personal responsibility e.g. use of the library, attending an individual music lesson, carrying out a survey or investigation. Nevertheless, each teacher has responsibility to ensure the safety and good conduct of all pupils under his or her care and should be always aware of the whereabouts of each child.

Supervision between lessons

Children in Reception, Form I and Form II are always closely supervised as they move between lessons (e.g. travelling to and from Music, ICT, etc.). In Forms III to VI, the degree of supervision reduces as children are expected to grow in independence in preparation for Senior School.

Supervision during break

Generous levels of supervision of all pupils outside lesson times are fundamental to our duty of care. In the Early Years, ratios are maintained according to the

recommended EYFS statutory framework from DfE, usually exceeding these. Staff ratios and training for the supervision of other age groups have been carefully considered.

Duty staff should begin supervision promptly and should only leave the area for which they are responsible in exceptional circumstances.

Morning break takes place in designated areas which can be either the pupils' own Form Room or spaces that have been identified as suitable for their age and number. Staff are allocated to each area as appropriate. Morning break is 20 minutes.

Lunch Time

Members of staff are responsible for the order, safety and behaviour of the pupils during lunch.

Pupils in Little Corgis, Reception, Forms I and II arrive for lunch at 11.40am and leave the dining area at 12.10pm. The ratio of qualified staff is followed in line with EYFS requirements and children are given appropriate assistance as needed to help them eat their food. Children in EYFS will always be in hearing and sight of at least one member of supervisory staff. A member of staff who is fully trained in Full Paediatric First Aid will be present whenever EYFS children are eating lunch. They will actively supervise the children, remain alert to any early signs of choking or anaphylaxis, and respond promptly and appropriately should an incident occur. Staff will also monitor and manage food sharing to help prevent allergic reactions and other food-related risks.

KS2 Pupils in Forms III and IV arrive for lunch at 12.20pm and leave the dining area at 12.50, with Forms V & VI sitting between 1pm and 1.30pm. A team of at least two school staff supervise KS2 sittings.

Regular Off-Site Activities

PE, Games and Sports Fixtures

Pupils take part in many off-site activities, including PE and Games lessons and sports fixtures.

When Little Corgis and Reception children attend off-site activities the required EYFS ratios are met and usually exceeded and staff ratios are carefully considered and appropriate for other year groups. During PE and Games lessons, and during sports fixtures, the member of staff leading the team / lesson is responsible for the supervision of the children in her or his care.

The Garden

Pupils from Little Corgis and Reception through to Form VI visit the Garden throughout the week, weather permitting. It is a short distance from school and is a gated and secure play area. The pupils are counted prior to leaving the school and again prior to leaving the garden, and once more on return to school. Each Form is 'signed out' and 'signed in' using the sign in sheet provided by the office.

Supervision is appropriate for the age (and statutory requirements in the case of EYFS children) and number of pupils. To ensure the pupils' safety, members of staff follow the control measures listed in the generic risk assessment for walking in the locality.

As EYFS pupils use the off-site Garden, the School ensures that they are always accompanied by a member of staff who is fully trained in Full Paediatric First Aid.

Inclement Weather

Senior Leadership will decide if weather conditions do not allow for the pupils to visit the Garden. In the case of bad weather, children will be supervised indoors by a combination of duty staff, class teachers and teaching assistants, who supervise the pupils while they are engaged in play activities. Appropriate EYFS supervision ratios are maintained within the classrooms at all times, including during periods of inclement weather when children are required to remain indoors.

End of School

The school day ends with a staggered finish (from 15:20 to 16.00), except on Fridays when Pre-Prep pupils finish at 15:10 and Prep pupils finish at 15.30. At the end of the school day the pupils are brought to the front doors by their Form Teacher and/or classroom assistant. Staff pass the pupils to their parent/carer once visual contact has been made between the adults.

Parents are expected to inform the School Office concerning changes to the collection of their child such as new nanny or au pair. This includes ad-hoc changes to collection, such as if the parent of another child is collecting their child on a particular day.

Early Years Collection

The safety and wellbeing of all children is of paramount importance. Early Years children will only be released into the care of a parent, carer, or other authorised adult whose details have been provided to the school. Parents/guardians of EYFS children provide a list of who is authorised to collect their children. Any changes to a child's usual collection arrangements must be communicated to the school in writing by a parent before the end of the school day. Verbal messages relayed

through third parties will not be accepted. Where an unfamiliar adult arrives to collect a child, staff will request identification before releasing the child into their care. If a parent or authorised collector is delayed, they must notify the school as soon as possible. Children will remain supervised until collected, and the school's safeguarding and uncollected child procedures will be followed where necessary.

In the Summer term, pupils in Form VI may leave school unaccompanied on receipt of written permission from the pupil's parents, at the discretion of the Co-Heads.

After School Activities

From Monday to Friday there are co-curricular activities for the pupils to attend. Throughout the time of the activity the pupils are supervised by one or two members of staff, depending upon the nature of the activity and the age and number of pupils attending. Once the activity is finished the pupils are taken by the member of staff responsible for the activity to the designated front door and handed over to their parent/carer once visual contact has been made between the adults. Following the end of their activity a pupil may attend Twilight Club instead of going home. These pupils will be released to a parent/carer following the Twilight club procedure.

Uncollected Children

Uncollected children are taken to the library or, in the case of Reception pupils, to their classroom. Procedures set out in the 'Uncollected Children' Policy are followed.

Twilight Club

Twilight Club runs from 4-6pm on Mondays to Fridays and is supervised by a member of teaching staff.

This service can be booked regularly in advance, or on an ad-hoc basis. Parents who wish to use this service must notify the relevant staff member via email or by text/phone (07766 991308). Requests must be received before 14.30 on the day the parents wish to use this service.

Twilight Club follows the 1:8 staff: pupil ratio. If at any point, numbers exceed the ratio, a member of SLT and the welfare officer will help to supervise.

When a parent arrives to collect their child, they are required to ring the Twilight phone number and their daughter will be brought to door 61.

All supervising staff have had annual Safeguarding training. One member of the Leadership Team is always present in the school until 18.00; the details of the member of SLT on duty are on display in the School Office. The DSL is also contactable via mobile until 6pm.

Supervision on School Trips

Staffing levels will be dependent upon the activity that is to take place, and levels are to be recorded as part of the approval procedure.

Staffing levels are determined depending upon:

- Number of pupils participating
- Age of pupils participating
- Activity to be undertaken
- Length and duration of visit.

Day Visits

Each visit will have sufficient staffing to provide the minimum ratios. Aside from the adult/child ratio in EYFS which is statutory, the below ratios are to be considered as guidance only and all trips/visits will be risk assessed to ensure the safety of the children at all times.

- 1 adult to 5 children from EYFS
- 1 adult to 8 children from Form I to Form III
- 1 adult to 12 children from Form IV to Form VI

In the case of EYFS children, at least one member of the staff must hold a valid Full Paediatric First Aid qualification.

Residential (for IV to VI only)

1 adult to 10 children where possible. This may also include the staff members at the residential if they are dedicated to the QCPS children at all times. .

External Providers, Volunteers and Parent Helpers

Any adult educational/co-curricular provider, volunteer or parent helper assisting with Preparatory School activities, including trips, whose involvement includes contact with children, are required to be in receipt of an enhanced DBS administered and a Barred List Check by the School. All volunteers and parent helpers are also required to read and sign the Code of Conduct: External Providers and Volunteers Agreement (Appendix 1). Children in EYFS will also be supervised by a qualified

member of School staff, in addition to any volunteers or external providers, unless they are fully qualified teachers.

Lost Child Procedure

Please consult the 'Missing Child' Policy for the procedures followed.

Senior Leadership Team (SLT)

One member of SLT will be present in the school until 18.00. The name and contact number of the member of SLT on duty is on display in the School Office.

The College

Pupils are supervised during the school day as follows:

- The school is open for pupils from 7.30am. Pupils must log their arrival on the InVentry system using their ID card. There is a staff presence in the Front Office from 07.30am.
- At 8.35am pupils are registered and supervised by their form tutors, whether in form rooms or, on occasion, at a designated activity, e.g. Prayers. They are registered again in form time at 1.50pm, except in the case of I Seniors on Wednesday afternoons, when they have their work experience and voluntary work activities, while Seniors without lessons at that time are registered by a member of staff outside the Director of the Senior College's office.
- During the school day children are supervised by their respective teachers or when staff are absent, by a suitable alternative member of staff.
- If a pupil leaves the building without staff supervision during the school day, for example to attend a medical appointment or at lunchtime (as members of the Sixth Form are permitted to, see below), they cease to be under the formal supervision of the College at the point at which they leave the building.
- There is a supervision duty system operating every break and lunchtime with staff having responsibility for key areas in the school.
- After the end of the school day at 4.05pm pupils are expected to leave the College. However, pupils may stay in the College until 5.30pm: Years 7–11 must go to the Blue Library where they will be supervised by a designated member of staff.
- Pupils may stay beyond 5.30pm for a supervised activity or late return from an educational trip. In those circumstances they are supervised by the member of staff responsible for the activity or trip. A register for such activities is kept and the member of staff ensures that all pupils leave the premises at the end of the activity.
- Over the weekends the College is closed to pupils unless they are taking part in an activity organised by a member of staff, in which case they are supervised throughout by that staff member.

Recording Absence

- The whereabouts of pupils at any time is known by their timetables, which are easily accessible on SchoolBase. Pupils who are not attending lessons, because they are on a

school trip or in an activity such as an individual lesson, or who are absent from the College, are recorded by the Front Office staff.

- Should any pupil be absent from the lesson and not on the absence list, the Front Office is notified in order to investigate their whereabouts. The Missing Pupils Procedure is followed if necessary.
- Members of the Senior College (Sixth Form) may leave the site between 11:50am and 1.45pm. In these cases they sign out using the InVentry system, and sign back in again in the same way on their return, except on Wednesday afternoons, when I Seniors (Lower Sixth) undertake voluntary work or work experience placements outside the College. They cease to be under the supervision of the College at the point at which they leave the building.
- Pupils in Year 13 may go home before the end of the school day if they have no lessons in the afternoon. In this situation, they 'swipe out', as do all other pupils at the end of the school day.
- The responsibility to ensure that pupils attend College regularly is that of the parents and guardians. Except in cases of illness or other unforeseen absence, permission for absence should be sought well advance as follows:
 - i. for periods of a day or more, directly from the Principal
 - ii. for periods of less than a full day, from the School Office staff or relevant member of the pastoral team
- In cases of illness or other unforeseen absence, parents will normally inform the Front Office by email by 08.15, giving an explanation of the reason for absence.
- Any unexplained absences will be followed up by phone or e-mail by the Front Office.
- Pupils arriving after morning registration must 'swipe in' using their ID card.
- Repeated failure to attend registration on time, or failure to sign in on arrival, will be treated as a disciplinary offence.

Exceptional Circumstances: As a school we will strive to maintain the staff ratios stated within this policy, however there may be exceptional circumstances where a dynamic assessment must be made to ensure the safety of one or more pupils. In these rare occasions the safety of the pupil/pupils must be prioritised by the member of staff.

Appendix 1

QCPS Code of Conduct: External Providers and Volunteers

This of Conduct Agreement Form must be completed by external providers and volunteers, including parents and College student helpers, before any work with pupils may commence.

Each member of the QCPS community is expected:

- To treat everyone with dignity and respect regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation and economic circumstances.
- To adhere to the ethos and values outlined in our Behaviour Policy, available on the School website.
- To report all concerns regarding the safety or welfare of a pupil to the Deputy Head (Pastoral), or in their absence, to the Head of Pre-Prep or Head of Prep.
- To ensure all allegations or suspicions of abuse are reported and acted upon.
- To only use the School's devices to take photographs or films of children, which will be uploaded to the School's approved sharing platforms in accordance with the School's Photography of Children policy. Personal mobile devices should never be in sight of pupils.
- To create an environment in which all pupils can reach their full potential and involve pupils in leadership and decision making.
- To maintain professional dress standards, and as staff and volunteers to conduct ourselves in a manner consistent with our position as a positive role model to children and young people and as a representative of the school community.
- Not be present at School when adversely affected by any substances such as alcohol or drugs.
- Not to smoke when on the School premises or at any school event.
- Not send any pornographic, sexually suggestive, abusive or offensive messages to any member of the school community by way of emails, SMS or mobile phone messaging, telephone calls or written notes or any other forms of communication.
- Not to develop inappropriate relationships with pupils, or take a pupil to their home, or encourage private meetings with pupils outside school hours or make contact (such as telephone, email or SMS messaging) with pupils out of school hours without the prior approval of the School or the pupil's parents. In such instances, the message will be copied to a teacher.
- Not to hold or touch any member of the school community in an inappropriate and/or culturally insensitive way.
- Not to spend time alone with a pupil unless an open and supervised environment can be maintained
- To maintain adequate ratios of pupils to staff and volunteers as follows:
 - 1 adult to 5 children from /EYFS
 - 1 adult to 8 children from Form I to Form III
 - 1 adult to 12 children from Form IV to Form VI
- Not to do things of a personal nature for a pupil that she can do herself.
- To encourage pupils to speak up when they feel unsafe about an activity or programme and follow all School policies regarding adult-child relationships.

I agree that I will abide by this Code of Conduct in all interactions with QCPS pupils.

Name: _____

Signature: _____

Date: _____

Policy information

Policy Title	Supervision Policy
Version	v. Approved
School	Queen's College London Queen's College Preparatory
Category	Safeguarding, Medical & Pupil Welfare
Statutory policy	Yes
Policy owner 1	DSL
Policy owner 2	
Approval	SLT
Submission to Council	Required
Publish on website	Required
Date of last review	Summer 2026
Approved by SLT	Approved
Staff notified	In progress
Review date	Summer 2027