



**Queen's College, London &
Queen's College Preparatory School**

Supervision Policy

Due for review Michaelmas Term 2025

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.

Introduction

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 non-teaching, 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 at all times that 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.

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, the switch inside the door (which is used by staff as they need to leave the building) or the keypad which has a four digit code for staff to gain access to the building. The main entrance is monitored by a CCTV camera, which can be seen from the School Office, and is used to identify people entering and exiting the site. There is a second set of glass doors that also has a keypad to enter a four-digit code to get through.

The second door (front door to No 59) is locked from the inside for the duration of the school day. It is opened only to allow pupils to enter and leave with their class, when the door is opened and supervised by a member of staff until the final pupil has left.

There are further street level access points via two gates that lead to the School's basement. To enter either of these gates there is a coded lock for staff and a CCTV intercom system for visitors. The lock and CCTV intercom system are located at the

top of both sets of stairs. When exiting via the street level gates, there is an exit button as well as an emergency override exit button.

Having entered the stairwells via the street level gates, individuals will need to enter the School via one of the two doors to the basement. Both doors are key operated from the outside and are push-bar operated from the inside. The basement entrance door to 61 is always manned and unlocked while pupils enter and exit at the beginning and end of the school day for Breakfast Club and Co-Curricular activities respectively, as is the basement door of 59 when staff are in the Dining Room or the kitchen, as these are fire exits. The basement entrance door to 59 may be unlocked when in use by Catering Staff to access stores from the kitchen but will be closed and locked when not in use.

Staff Supervision Ratios

Reception Classes

In Reception the pupils are usually within sight of a member of staff and always within sight or hearing. The minimum staffing ratio is 1:30 when the Reception classes are with their Form Teachers, who are both fully qualified teachers. In the absence of a qualified teacher, the staffing ratio is at least 1:8 and at least one member of staff must hold a full and relevant level 3 qualification.

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 07.30 - 08.15 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 Reception age where 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 Secretary. 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 guidelines 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.

KS1 Pupils in Reception, Forms I and II arrive for lunch at 11.40 and leave the dining area at 12.10. 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.

KS2 Pupils in Forms III and IV arrive for lunch at 12.20 and leave the dining area at 12.50, with Forms V & VI sitting between 13.00 and 13.30. 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 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 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. For EYFS children the supervising ratio is at least 1:30. To ensure the pupils' safety, members of staff follow the control measures listed in the generic risk assessment for walking in the locality.

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. In the EYFS appropriate supervision ratios are maintained within the classrooms during bad weather as at all times.

End of School

The school day ends with a staggered finish (from 15.00 to 16.00), except on Fridays when Pre-Prep pupils finish at 15.00 and Prep pupils finish at 15.10. 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. Parents/guardians of EYFS children provide a list of who is authorised to collect their children.

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 Headmistress.

After School Activities

From Monday to Thursday 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 16.00 to 18.00 on Mondays to Thursdays 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 recommendation of 1:8 staff: pupil ratio. If at any point, numbers exceed the ratio, a member of ELT 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 Extended Leadership Team is always present in the school until 18.00; the details of the member of ELT 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, as detailed below. Aside from the adult/child ratio in EYFS which is statutory, the below ratios are to be considered as guidance. Any adapted ratio must be risk assessed to ensure the safety of the children at all times.

- 1 adult to 5 children from Reception/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 Reception/EYFS children, at least one member of the staff must hold a valid Paediatric First Aid qualification.

Residential (for IV to VI only)

1 adult to 10 children.

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

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 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 07.30. Pupils must log their arrival on the Inventory system using their ID card. There is a staff presence in the Front Office from 07.30..
- At 08.40 pupils are registered and supervised by their form tutors, whether in form rooms or, on occasion, in the hall if attending assembly ('Prayers'). They are registered again in lessons at 13:35, 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 16.05 pupils are expected to leave the College. However, pupils may stay in the College until 17.30: Years 7–11 must go to the Blue Library where they will be supervised by a designated member of staff.
- Pupils may stay beyond 17.30 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.

- Class lists are checked by teaching staff at the beginning of each lesson. If a pupil is missing they are checked against the absence list. 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 11.55 am and 1.35 pm. In these cases they sign out using the Inentry 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 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 Reception/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: _____