



Westbourne
House School

CHICHESTER

SUPERVISION OF PUPILS POLICY

This is the policy of Westbourne House School, which incorporates the Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement

All pupils throughout the school are brought in by their parents or carers at the start of the day. They 'handover' the care of their child to a member of staff – this will normally be the child's teacher, assistant or Form Teacher.

The class teacher is responsible for ensuring that the children in their class are appropriately supervised throughout the day/lesson. During the school day, **all** staff are considered to have a duty of care to **all** children, during **all** activities – both indoors and out.

In the classrooms, children are supervised within appropriate ratios as per the National guidelines.

Disqualification from working in childcare

For staff who work in early and later years childcare, including before and after school clubs, for children who have not attained the age of 8, or who are directly concerned with the management of such provision, the school must ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Staff are required to notify the school immediately if there are any reasons why they should not be working with children.

In due regard to EYFS and Years 1&2

Playground management is rigorous with all Early Years staff playing a vital role in maintaining an appropriate level of interactive supervision. Staff not 'on duty' in the playground, are always close at hand to assist in the event of an unexpected incident or emergency.

All staff supervise at lunchtime, with at least one member of staff sitting at each table. We have additional support from ancillary dining room and kitchen staff.

EYFS Staffing Provision throughout the day (*as of September 2025*)

| Year Group | No. of Children | Staff Provision |
|---|-----------------|---|
| Pre-Nursery (1 : 5) | 6 | <p>Jane Watson – BPhil (Hons) in Ballet and Contextual Studies (Durham), Early Years Foundation Degree (Kingston)</p> <p>India Montgomery – BA(Hons) Early Childhood Studies (Chichester), NCFE CACHE Level 3 Supporting Teaching and Learning in Schools, NCFE CACHE Level 2 Understanding Children and Young People’s Mental Health</p> <p>Elaine Clarke – BA (Hons) Science and Education with QTS (Chichester)</p> <p>Annie Smith – NVQ Level 3 Early Years Care and Education, Montessori Early Childhood and Elementary</p> <p>Nazli Falconer - Associate Degree Diploma in Tourism and Hotel Management (Başkent University). Currently undertaking a Level 3 Early Years Educator Apprenticeship with Chichester College.</p> <p>Cover:</p> <p>Julie Burnand – BA (Hons) English and Creative Writing (Chichester), PGCE (Chichester)</p> <p>Clemmie Windle – BA (Hons) Childhood Education and Culture (Leeds)</p> |
| Nursery (1:8) (1:13 staff with QTS) | 20 | |
| Reception (1:30) | 19 | <p>Beth Rogers – BSc (Hons) Pure Chemistry, PGCE</p> <p>Joanna Lewis – BMus (Hons) (Kings College London, PGCE (Chichester)</p> <p>Lorna Jenner - BTEC National Diploma in Business and Finance</p> <p>Gemma Dacombe – PGCE in Primary Education (Chichester), BA (Hons) Physical Education and Sports Coaching (Chichester)</p> |

After School Childcare Provision in the Pre-Prep

After School Childcare is available at the Pre-Prep, known as The Westies Club. The childcare has a dedicated Supervisor responsible for ensuring the appropriate supervision of children and deployment of assistants to maintain the safety and wellbeing of the children at all times. There is also always at least one member of Pre-Prep teaching staff on hand in the building. At the end of a child’s session in school, procedures are in place to ensure a safe and happy handover to parents (as per the Pre-Prep Staff Handbook).

Staffing Provision for After School Care in the Pre-Prep – *The Westies Club*

| Year Group | Ratio Adult:Child | Staff Provision |
|-------------|-------------------|---|
| Pre-Nursery | 1:5 | Emma Eckert – Supervisor – BA in Early Childhood Studies, NAMCW Advanced Certificate in Child Care and Education Assisting after-school childcare: Blanka Oliver – HLTA, NVQ Level 2 for Teaching Assistants Sam Gordon – NCFE CACHE Level 3 Diploma for the Early Years Workforce, CACHE Level 2 Certificate in an Introduction to Early Years Education and Care Nazli Falconer Associate Degree Diploma in Tourism and Hotel Management (Başkent University). Currently undertaking a Level 3 Early Years Educator Apprenticeship with Chichester College. |
| Nursery | 1:8 | |
| Reception | 1:8 | |
| Years 1 & 2 | 1:10 | |

Supervision of Pupils in Y3-8 (including boarders)

Supervision of the Y3-8 pupils, which includes boarding supervision, is clearly set out in the Duty Rotas as per regulations *para 380-383* and *NMS 20*. The rotas are added to the ISI Portal and are available to inspectors prior to inspection/on site.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

| Last Review Date | Next Review Date | Reviewer(s) |
|------------------|------------------|---|
| September 2025 | September 2026 | Deputy Head Head of Pre-Prep Head of Pastoral |