



Supervision of Children

THIS POLICY APPLIES TO EYFS

Please read this policy in conjunction with:

- Pre-Prep and Prep Educational Visits
- Guidance - Missing Child Policy & Procedures and Collection of Children Policy and Procedures
- Admissions Policy
- Daily Routines and Duties

This policy applies to all staff that teach or supervise children within the EYFS, Pre-Prep and Prep School.

Introduction

The safety and security of children at school is of paramount importance. Supervision duties are vital aspects of our duty of care of children. They ensure a safe and secure environment in which learning can develop as well as support a positive behaviour. We recognise the need for stringent registration procedures and that children should be adequately supervised at all times. At St Edward's we emphasise the need to ensure the safety of our pupils and thus we regularly review and assess access arrangements so that safety and security is not compromised.

Policy Aims:

- To ensure the safety and security of pupils at St Edward's Prep.
- To ensure pupils are adequately supervised.
- To ensure that pupils arriving before registration are adequately supervised.

Security arrangements

Pupils and parents are not granted access to any school building prior to 7.45am except in exceptional circumstances when they must wait in the parent's room. Pupils are not allowed on site without supervision. An appropriate number of the teaching staff are always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All practitioners and teachers are expected to take their share of playtime, lunchtime and after-school duties.

The School duty times are:

- Breakfast club 7.45 – 8.15
- Early morning playground duty 8.15 - 8.40
- Break duty Pre-Prep 10.25 - 10.50/Prep 11.00 - 11.25
- Lunchtime dining duty Pre-Prep 12.35- 13:00/Prep 13.10 - 13.30
- Lunchtime playground duty Pre-Prep 13.00-13.25/Prep 13.30-13.50
- Afternoon break Pre-Prep 14.35-15.00
- Day boarding Sign In 15.55- 16.10
- Day boarding 1 16.10-17.15
- Day boarding 2 17.15 - 17.50

Management will ensure their practitioners' and teachers' duties are covered in the event of any absences (sickness or training). All learning environments either indoor or out must be covered daily by a practitioner or a teacher.

Practitioners and teachers must arrive promptly, supervise the whole of their learning environments either indoors or out and be proactive. Break time on dry weather days will be held outside on the playground or Astroturf as per the rota. There will be three staff members on duty during Pre-Prep breaks, one of whom will be a teacher, and two for Prep break times. This supervision ensures that there is adequate supervision of all playtimes. Staff are allocated supervision duties on a rota basis. Staff have designated areas to supervise: the playground, the fort and the Astro. A further member of staff will supervise the changing rooms during Prep break.

EYFS classes are always supervised under the EYFS Statutory Guidelines. See Appendix 1 for Pre-Prep Ratio Assessment.

Staff must ensure no one child or children are inside their classroom unless being supervised by an adult. When wet break is announced, in Pre-Prep, children should be supervised within the Reception classroom. In the Prep School, children should be supervised within their classrooms. Practitioners and teachers should be vigilant in spotting and reporting hazards.

The premises both indoors and outside must be safe and secure. Health and Safety checks are completed daily by the Form Teachers when doing the register on 3Sys and any hazards are reported immediately to the School Business Manager via Teams.

Arrival

Children may arrive at school from 7.45am. If children arrive at school between 7.45 and 8.15am, they should enter via the main front door and proceed to the Hall. Nursery children are escorted by a member of the school office team. After 8.15am, children enter the site via the Western Elms Gate without supervision and go straight to the playground. There will always be a member of staff at the gate to welcome the children in and keep this entrance safe and teachers will be allocated supervision duty from 8.15am onwards. Practitioners and teachers should follow the correct adult to child ratios whenever they are in the school. Those children arriving and leaving by minibus must be escorted by the bus driver to the school gates.

Registration

Teachers will collect their classes from the main playground. Teachers will register children in the morning (8.40 – 8:50) and after lunch (13.30 Pre-Prep/14:00 Prep). Those children attending After-School Activities are signed in at 16.00.

Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parents if a child fails to arrive at school without an explanation. Any child missing Registration at the beginning of the day must sign in through the School Office. Pupils must make their presence known to the School Office staff without fail. Any child not accounted for in afternoon registration will trigger the Missing Child Policy procedures.

Early Collection: Anybody with a Dentist / Doctor / Orthodontist / hospital appointment during the school day must be collected from the School Office by the parent or guardian having informed the School in advance.

Dismissal

Staff must only release children into the care of parents or named individuals (with written permission from parents, including a photograph). Dismissal will be via the Western Elms Gate for Nursery and Pre-Prep at 15.45 and Prep at 15.55.

Departure after After-School Care Session 1 will be at 5:00pm and After-School Care Session 2 will be at 5.50pm from Western Elms gate. Children not collected after this time will be brought to the Parents' Room and handed over to the member of SLT on duty. Daily registers are taken for all children staying after the end of the normal school day at 4:00pm.

Late Departures: In the exceptional circumstance of any child not being collected by 18.00pm, then the child will remain in the Parents' Room while the duty member of staff contacts the authorised carer by telephone to arrange urgent collection.

Parents are requested to notify the school IN WRITING if a child is collected by anybody other than the parent or regular collector known to school.

Class sizes

Our normal class size does not exceed 18. In addition, the Teacher may be accompanied by a Teaching Assistant.

Emergency

No class of children should be left unsupervised for any reason. SLT should be contacted in the case of an emergency using the Red Card System, or a child sent to the school office requesting assistance.

Lesson time

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending After-School Activities should not be left in school unattended. Little Griffins are supervised throughout the day by a qualified teacher with a ratio of 1:13 children.

Playtime

- Duty staff will arrive promptly for break.
- Children will be checked that they are appropriately dressed for all weather conditions by their staff before going outside. Should a child attend school without appropriate clothing, whenever possible, spare items should be provided and the Form Teacher should be informed so that a request can be made to parents that evening.
- All members of staff on duty will patrol around the designated playground, Astro and fort.
- Staff will be vigilant and should immediately intervene should they spot inappropriate or potentially dangerous activities.

Children moving around the school site

At the beginning of each new term it is the responsibility of Form Teachers to inform the children about the School Rules and behaviour expectations. All staff are responsible for ensuring that the children move around school safely. Teachers will supervise and walk with their classes to their next class.

Medical support

There are a number of staff who are trained in Paediatric First Aid in the Pre-Prep, Prep School and EYFS who are available to administer first aid, to deal with any accidents or emergencies or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. First aid boxes are in all potentially high-risk areas, as well as in the School Office. The Bus Co-ordinator regularly checks and replenishes the first aid boxes.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Once a child is dismissed to the care of the known adult they are responsible for the child's well-being. Parents and carers must ensure that children use the playground safely if they visit this area on their way off the school site.

Supervision on the minibus

Staff will check that children have their seat belts fastened. Staff must remind children to behave appropriately whilst being transported. Inappropriate behaviour will not be tolerated and must be reported to the Deputy Head.

Visitors

All visitors to the school are required to sign in and out. Visitors are required to wear a Visitor's Badge. Those that have not completed all necessary recruitment checks will be asked to wear a red Visitor's Badge indicating to all staff that they should not be unsupervised at any time. All staff should check strangers on the premises and report to the school office if there is a concern (see school's Photography and Mobile Phone policy and School Visitor's Policy).

Security, access control, workplace safety and lone working policy

The school's policy on Security, Access Control, Workplace Safety and Lone Working describes the arrangements for safety of the entire school.

Staff induction

All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil/child supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times (see Induction Policy).

Signed:

Headteacher

Proprietor

Date: January 2023

Review Date: January 2024

A COPY OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE

Appendix 1

Pre-Prep Ratio Assessment

Academic Year: 2022/23

Current Children

Year group	Current numbers	Ratios required	Risk factors to consider
Little Griffins (3 -4 ½)	25 But not all attend every session	1:13 (QTS)	<ul style="list-style-type: none">• Ensure PPA cover• Support required when changing - KT & HJ• Teaching Assistant support provided when sessions have more than 13 pupils in attendance
Reception (4-5)	11	1:30 (QTS)	<ul style="list-style-type: none">• Teaching Assistant to accompany to specialist lessons for term 1 and beyond if required
Year 1 (5-6)	17	1:30	
Year 2 (6-7)	10	1:30	

Current Staff

Name Staff in bold have PFA	Qualification	Role	Ratio	Risk factors to consider
Kelly Turner	Early Years Teacher	Little Griffins class teacher	1:30	Unable to take groups unsupported
Jade Beard		Little Griffins TA		Unable to take groups unsupported
Helen James	QTS	Head of EYFS and Reception class teacher	1:30	
Claire Rogers	NVQ Level 3	Reception TA		Can cover EYFS alone ratio 1:8
Helen Cromore	QTS	Year 1 class teacher	1:30	
Rosemary Daley-Franks	QTS	Year 2 class teacher	1:30	

Daily Routines

Pre-Prep Little Griffins – Year 2

Time	Activity	Staffing	Risk factors to consider
0745-0815	Early Morning Club	1 x Teacher/Teaching Assistant	Many staff present on site - Duty staff to use Red Card for assistance/extra staff when needed.
0815-0840	Early morning arrival and play (LG-Year 1. Year 2 to main playground)	1 x Teacher/Teaching Assistant	All teaching staff present on site and many in sight and sound - Duty staff to use Red Card for assistance/extra staff when needed. EYFS Outdoor Classroom has restricted space so Year 2 to main playground with Prep.
0840-1025	Lessons	As per timetable	If staff absent – check cover staff
1025-1050	Break time	Playground supervisor and 1 x Teacher 1x Teaching Assistant	All staff present on site and via radio contact - Duty staff to radio for assistance/extra staff when needed.
1050-1235	Lessons	As per timetable	If staff absent – check cover staff
1235-1300	Lunch	3 x Teacher/Teaching Assistants	
1300-1325	Break time	Playground supervisor and 1 x Teacher 1 x Teaching Assistant	All staff present on site and via radio contact - Duty staff to radio for assistance/extra staff when needed.
1325-1435	Lessons	As per timetable	If staff absent – check cover staff
1435-1505	Break time	3 x Teacher/Teaching Assistant (must include 1 x teacher)	All staff present on site and via radio contact - Duty staff to radio for assistance/extra staff when needed.
1505-1555	Lessons	As per timetable	If staff absent – check cover staff
1555-1610	Sign In	1 x Teacher	Further staff present on site. Duty staff to use Red Card for assistance/extra staff when needed.
1610-1715	Day Boarding 1	1 x Teacher or 2 x Teaching Assistants	Further staff present on site (All teachers in staff meeting when TAs on duty) Duty staff to use Red Card for assistance/extra staff when needed.
1715-1750	Day Boarding 2 (Merge with Prep)	1 x Teacher or 2 x Teaching Assistants	Further staff present on site (All teachers in staff meeting when TAs on duty) Duty staff to use Red Card for assistance/extra staff when needed.

Holiday Club – Children aged 5-11 years

Staffing	Ratios	Risk Factors to consider
1 x teacher or Teaching Assistant, 1 x unqualified Assistant	1:30	<ul style="list-style-type: none">• One member of staff paediatric First Aid Trained• One member of staff QTS• TG monitors sign up sheets, ages and ratios. Contact JP if extra cover required.• Duty SLT available throughout holidays