



# ASHLEY MANOR PREPARATORY SCHOOL

## Supervision of Children (including EYFS)

### Schedule for Development / Monitoring / Review

Author:	Deputy Head & Nursery Manager
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The implementation of this policy will be monitored by:	LMT
Review Date:	Autumn Term 2024
Should serious incidents take place, the following person/s should be informed:	Headmaster Deputy Head Nursery Manager
<b>THIS POLICY APPLIES TO THE PREPARATORY SCHOOL INCLUDING EYFS</b>	

**NB: Specialists teaching in the School including EYFS and staff covering absence must adhere to all the relevant points in this policy.**

### Introduction

This policy sets out the management and requirements for the supervision of children at all times whilst on School property, including responsibilities and training. The School will undertake to ensure compliance with the relevant legislation with regard to the provision of supervision for all children.

### Management

The Head will seek to ensure that:

1. Risk assessments are carried out (see below) and identified control measures are implemented.
2. Staff training is carried out to explain to new staff their supervisory responsibilities both during on-site and off-site activities.
3. Adequate levels of supervision of children are provided at all times in accordance with the risk assessment control measures.
4. All adults who supervise children in any capacity have a current Disclosure and Barring Service Check and have completed the School's recruitment checks and Safeguarding training.

5. Emergency supervision is provided if a child is not collected at the end of the extended school day.
6. Emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected children.

### **Risk assessment**

1. The School will undertake full risk assessments in order to provide supervision which is reasonable to ensure that, as far as possible, children remain safe.
2. As no guidance is laid down legally as to what constitutes reasonable supervision, the School will consider the following factors when undertaking the risk assessment:
  - The size of the area to be supervised.
  - Any potential dangers within the area which either need to be cordoned off, or a greater level of supervision provided.
  - The children being supervised.
  - Is there a known child who could present a danger to others? Closer supervision of this child will be needed over and above the normal supervision ratio for the other children.
3. Staff must be made aware of any children with behavioural difficulties and advised on action to take in situations which may occur from these difficulties (see Behaviour Policy).

### **General**

1. Above all other considerations the safety of the children must be the over-riding concern.
2. Children are to be under supervision at all times during the school day, however they are allowed to exercise some personal responsibility depending on age, e.g., walking from lesson to lesson, using the library individually or carrying out a survey/investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under their care at any particular time and should always be aware of the whereabouts of each child.
3. Teachers should not leave a class unsupervised at any time unless there is an extreme situation.
4. If for any reason a teacher needs to leave the classroom for any length of time, the Deputy Head or another appropriate adult should be summoned.
5. It is the responsibility of the class teacher to establish a clear framework of expectations for children's behaviour. The school code of conduct should be displayed in each classroom.

### **EYFS Supervision.**

Staffing arrangements are made to meet the needs of all children and to ensure that their safety is paramount through supervision.

For children aged 4 and over (Reception)

- There are usually two members of staff working with the Reception class;
- The Class teacher must have a Qualified Teacher Status

For children aged three and over

- There will be at least one member of staff for every eight children unless the member of staff has Qualified Teacher Status or Early Years Professional Status, and the ratio can be increased to 1:13 AND
- At least one member of staff will hold a full and relevant Level 3 qualification.
- At least half of all the others will hold a full and relevant Level 2 qualification.

For children aged two:

- There will be at least one member of staff for every five children.
- At least one member of staff will hold a full and relevant Level 3 qualification.
- At least half of all other staff will hold a full and relevant Level 2 qualification.

For children aged under two:

- There will be at least one member of staff for every three children.
- At least one member of staff will hold a full and relevant Level 3 qualification and must be suitably experienced in working with children under two.
- At least half of all other staff will hold a full and relevant Level 2 qualification.
- At least half of all staff will have received training that specifically addresses the care of babies; and where there is an under two-year-olds' room, the member of staff in charge of that room must, in the judgement of the school, have suitable experience of working with under twos.

## **Arrangements for the Supervision of EYFS Pupils:**

### **1. On Arrival at School:**

#### Reception

Children who arrive at School from 8am go to the Reception playground. They are supervised by a class teacher and a TA.

They are then registered in their class at 8.30am.

#### Pre-School/Kindergarten

Children arrive at Pre-School from 8am when they are looked after by their class teachers. Each child is registered on arrival.

#### Nursery

Children arrive at Nursery from 8am where they are looked after by their class teachers. Each child is registered on arrival.

### **2. During the School Day:**

Reception - Children are usually with their Class Teacher and TA. Other staff will be involved in leading some activities throughout the week including PE and Music.

Pre-School/Kindergarten - The Pre-School teachers are with the children at all times, including when other staff are involved in leading activities throughout the week, such as Forest School, Music and Ballet.

Nursery - The Nursery teachers are with the children at all times, including when other staff are involved in leading activities throughout the week, such as Music.

### **3. Break times:**

Reception - Children are always supervised at break times.

2/3 members of staff are on duty in the playground during morning break and during lunchtime. During lunchtime, staff will supervise their own classes while eating their lunch.

Pre-School/Kindergarten - Children are always supervised by Pre-School teachers at break times. During lunchtime, staff will supervise their own classes while eating their lunch.

Nursery - The children are supervised at all times throughout the day. During outside play the same ratios apply.

Nursery children have a designated dining room for snacks/lunch which is supervised by Nursery staff at all times.

#### **4. After School Care:**

##### Reception

Reception children stay in their classroom until 3.45pm if they are not collected on time.

Clubs are then run between 3.45–4.30pm. Parents sign up for these in advance.

Children not in clubs are either collected by their parents from the classroom or taken to the 'Hedgehogs' classroom. All internal clubs are run by school staff and a register is taken. Staff are aware and given a register of all children attending external clubs.

If Hedgehogs' children are not collected by 5:30pm, they are taken to the school library to be supervised by members of staff, signed in and then collected by their parents/carer between 5.30 and 6pm.

##### Pre-School Tea/Kindergarten Tea (3:30-6:00pm - Kindergarten Building)

Late Tea Club operates between 3.30pm and 6:00pm. Children not on the late tea club are collected from either their classrooms or the playground. The late tea club is held in the Kindergarten building and the children are pre-booked onto this session.

##### Nursery (3:30-6:00pm - Manor House Building)

Late Tea Club operates between 3.30pm and 6:00pm. Children not on the late tea club are collected from either their classrooms or the playground. The late tea club is held in the Manor House building and the children are pre-booked onto this session with the exception of a Friday when it is held in the Kindergarten Building for all children.

Kindergarten children, if not collected by 6:00pm, will remain in Kindergarten with two members of staff until parents arrive.

Ratios are maintained in accordance to the ages of the children as above.

#### **Pupils in Y1-Y6**

##### **Supervision of Physical Education**

1. The same principles of care apply during physical education lessons as to other school activities. It is the teacher's responsibility to consider factors such as the safety of apparatus being used, etc.

##### **Responsibilities of staff supervising play areas at break/lunch times**

1. Staff on break time duty should patrol the area for which they are responsible. They must only leave that area in exceptional circumstances.
2. Staff must arrive promptly for break time duty.
3. Children's activity must be observed to detect action which might lead to
  - Bullying
  - Injury
  - Damage
4. Staff must look out for the lonely child who is not involved in games and should encourage him/her to join in and inform the class teacher if necessary.

5. The school policy for behaviour must be implemented at all times.
6. Staff must ensure that children are kept within the designated play area at all times.
7. Staff must ensure that playground rules are complied with.
8. In the event of danger, e.g., unknown person on the premises (strangers should be challenged) staff should send for the Deputy Head or Head immediately. They should move children away from any incident.
9. If a pupil is not allowed out at playtime for any reason, they must be supervised. It is the responsibility of the teacher to ensure this.
10. Staff must take a first aid kit out on duty to administer minor injuries if required.
11. Staff will carry a mobile phone if supervising pupils in more remote parts of the school grounds.

### **Arrangements for break times during inclement weather**

1. Wherever possible breaks must be outdoors, with children being expected to have Wellington Boots and coats, however, there will be times when inclement weather will prevent that and the children will stay in their classroom. They will be supervised by staff on rota for playground supervision.

### **Supervision of lunch**

1. Lunch in the Prep Hall is supervised for:
  - Pre-Prep pupils by all Pre-Prep staff
  - Year 3 children by staff who have taught the previous lesson to Year 3
  - Year 4-6 children by the Deputy Head or Head
2. Staff monitor children's behaviour and check that they are having a both balanced meal and are eating enough.

### **Supervision before the beginning of the school day**

1. Supervision is provided from 8.00am in the Pre-Prep playground (Year 1 and Year 2) and on the Prep Playground (Years 3-6) by members of staff on Early Morning duty. Parents are informed that they should not drop off their children before this time. During inclement weather, Year ½ are supervised between 8:00-8:30am in the Pre-Prep Hall and Years 3-6 are supervised between 8:00-8:30am in their classrooms by the members of staff on Early Morning duty.

### **SUPERVISION OF CHILDREN AFTER THE END OF THE SCHOOL DAY**

1. At the end of the teaching day, supervision is provided through a range of clubs until 4.30pm in the Pre-Prep and 5pm in the Prep and then through the library or Pre-Prep Hedgehogs session. Prep children going to Homework Club have their tea between 4:00-4:20pm and then are supervised in Homework Club by a teaching member of staff. At 5pm Prep Department pupils attending clubs have tea. At 5:15pm Prep children are taken to the library where they are collected by their parents or remain supervised until they are picked up by 6:00pm.
2. Children are supervised in the Pre-Prep Hedgehogs session until 5.30pm when they are taken to the Prep library where they are supervised by a member of staff until 6:00pm. After this time, the Headmaster/Deputy Head will collect any remaining children in the library and supervise them until they are collected.

**Reference to other policies**

This policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding Policy
- Behaviour Policy
- Outdoor Learning Policy
- Children Missing in School and Education Policy (CMSE)
- Individual Learning Policy
- EAL Policy
- Well-Being Policy