

Broomfield House School SUPERVISION OF CHILDREN

This Policy, which applies to the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

This policy and guidance should be read in conjunction with the School Mission Statement, the Development Matters Agenda and our other related policies on Behaviour, Anti-Bullying, Child Protection and Health and Safety.

The policy and procedures for the supervision of children at the **start of the school day**, during **break/lunch times** and at the **end of the school day** are given, as well as what to do if a child goes **missing either at school or on an outing**. Procedures for dealing with **personal accidents** are also given.

Ratios

We comply with statutory requirements in adult: child ratios. At all times, the following ratios will be adhered to.

During school hours and on the premises, the teacher to child ratio will be 1:13 for PK and for K.

Before and after school, after school clubs, and late class, and out of term time, including holiday club, the adult to child ratio will be 1:8 for EYFS.

Off site visits and trips, the adult to child ratio will be 1:4 for EYFS.

Mobile Phones

Mobile phones are not permitted to be used at any time in the classroom when the children are present. Mobile phones should not be used to take photos of children for assessment purposes to create the EYFS profile; all classes are issued with a digital camera and ipads for this purpose. EYFS use school ipads to take pictures using the eyLog system. If staff fail to follow this guidance, disciplinary action will be taken in accordance to Broomfield House disciplinary policy.

Supervision duties for Teachers and Supervisory Assistants

There is a list of supervision duties issued each year and checked each term. The teachers and other supervisory staff must be responsible for checking and noting their own duties. Any changes must be brought to the SMT meeting on a Wednesday and agreed by the Headteacher and Deputy Head. The outline arrangements for playground supervision are the same at morning break and at lunch times.

Before start of School

Children are not the responsibility of the school until they have been dropped off at the designated place at the usual time of 8.30 am.

Registration

Kindergarten (K)

Each class is registered at 8.50 using the digital register on the network. The office will look for any unauthorised absences and then contact parent/guardian about the absent child. Registers close at 9:00 am. Afternoon registers are taken again at 1.20 pm. A class list is on the wall on each classroom, if a child is absent a spot is put next to their name. In the case of a fire alarm the list is taken by teachers to the fire meeting point on the playground and a separate list is completed and given to the office staff Termly totals are online with the digital registers and brought to the weekly SMT meeting for discussion and a report is completed each term. Any unusual length of absence is brought to the attention of the DSL who may contact the Social Welfare Office.

Pre-Kindergarten (PK)

A Class digital register is taken in class at 8.50am, and the same procedure for Kindergarten is followed. Any child who arrives after 9.00 will be marked as late. The afternoon register is taken at 1.20pm. The teacher has a list of children who stay for a full day and this is agreed with parents at the beginning of the term.

Collection of a child during the day

If a child is collected before the end of the day the adult collecting the child has to sign them out at the Office. The Secretarial/Office Staff are responsible for administering this system. The child is then signed in again by the Secretarial/Office Staff, should they return during the day.

Collection of a child to a private lesson during the school day

The Peripatetic Teacher teaching a child in a private lesson is responsible for bringing the child to their class at the fire assembly point during a private lesson. In the event of fire, the teacher teaching the class will have access to this information and will bring it down to the fire assembly point so that the private lesson children are accounted for.

Authorised collectors

Any authorised collector must be made know to the child's teacher.

Persons prohibited from collecting children

If a different person calls to collect a child, and the parents have not informed the school of this, then the parents' permission must be obtained before handing over the child; this can be via the message book or by email. All staff will be made aware if a child is not allowed to come into contact with members of their own family. In such circumstances a record is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at school they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

A Missing Child (on site)

If a child goes missing:

1. The Class Teacher, members of staff on duty, Teaching Assistants, Office Staff, Specialist Staff and Duty Staff would be questioned. The Headteacher must be informed and in his absence the Deputy Teachers.
2. A search would immediately be made of school buildings and grounds, including toilets etc.
3. Both parents, guardians and close relatives would be contacted in case of a misunderstanding, as would other close friends/parents.
4. Staff would start to walk/drive in the direction of that child's home if it was thought that they had tried to go home.

Informal Outdoor Play

If it is deemed safe the children go outside in the playground.

- a) **Bell Ringing:** The first bell should be rung for tidying no earlier than 10:55. When the bell rings the children are expected to **stay still and remain silent and the Duty Teacher must insist on this!** When this is accomplished the hand bell is rung and the children tidy-up and walk towards their designated lining up areas silently. When the hand bell rings the staff on duty should actively enforce the code of silence and help the children line up. They should move around the lines to assist with discipline. Any children who do not cooperate should be referred to their Class Teacher.
- b) If a member of staff on duty fails to appear on duty, the playground supervisors should **send a message to the Office** and the matter will be addressed immediately. The Duty Teacher must be **on duty promptly**.

Behaviour in the playground.

(Please refer to Broomfield House Behaviour Policy.)

Wet Play

'Wet Play' is referred to a playtime that is not deemed to be safe on the playground. This could be because of meteorological conditions or any unforeseen condition.

Kindergarten Wet Play Plans

When raining **heavily** during morning and lunch playtimes, children will remain indoors with a selection of inside activities. If there is light rain the awning is put out enabling play outside in Kindergarten playground. First aid kits and accident forms should be accessible.

When raining during Kindergarten's Outdoor Learning time, and the awning cannot be used children will remain in their classes and teachers will ensure that activities in each area of learning are set up so that children can choose independently, from a variety of resources.

Suggested Activities (at least one activity per area of learning):

PSED: role-play, registers, healthy-eating game, puppets, playdoh.

Communication and Language: Role-play, dress-up, puppet theatre, IWB.

Literacy: Whiteboards, magnetic letters, letter crafts, chalk, play dough, shaving foam, book corner, phonic cubes

Mathematics: Multilink cubes, washing line, magnetic numbers, counting games, abacus, 2D/3D shape resources, glittery numbers, Compare Bears.

Understanding the World: Puzzles train set, Lego, Mobilo, electronic games, small world play.

Expressive Arts: Drawing, role-play, musical instruments, dollhouse, creative station.

Physical Development: chopsticks and beads, threading, cutting and pasting, pegboards, funky fingers area,

Pre-Kindergarten Wet Play Plans

When raining **heavily** during morning and lunch playtimes, children will remain indoors with a selection of inside activities reflecting the seven areas of learning. The awning will be used so children can access the outside area during light rain. The PK children will use a variety of resources within the classroom environment and will be supervised by the EY practitioners.

Suggested Activities (at least one activity per area of learning):

PSED: role-play, routine-board, healthy-eating game, puppets, play dough.

Communication and Language: Role-play, dress-up, books, songs and rhymes

Literacy: Whiteboards, drawing, tracing, crafts, chalk, play dough, shaving foam, book corner, alphabet tubs.

Mathematics: Number puzzles, number rhymes, electronic games, board games

Understanding the World: Puzzles, train set, Lego, Mobilo, role play area, small world play.

Expressive Arts: Drawing, role-play, musical instruments, easels and various craft activities.

Physical Development: Funky fingers area; beads, threading, cutting and pasting, peg boards, music and movement and ring games.

Dining Hall Procedures

Between 12-12.20pm three teachers are on duty.

General Guidance for Playtime Supervision

1. Undertake playground duty, supervising by *circulating* amongst children. Staff on duty should carry out this supervision separately, not in pairs.
2. Supervise children in designated areas, other than the playground, during Wet Play.
3. Send wounded child with a friend to report to the School Office/Secretary/First Aider (or in her absence, a member of staff). In the case of serious accidents, the Staff on duty or Duty Teacher (the attender of the accident) must fill in the details of the accident in an Accident Form as soon as possible. This is kept in the School Office. A copy is kept in the relevant child's file and another copy is sent home to the parent.
4. Report to the Headteacher or Deputy/Senior Leader, any untoward circumstances or behaviour. Children are encouraged to be kind to one another.

Broomfield House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

5. Ensure that children do not leave the playground (if being collected by a parent/carer) without being signed out by the Office Staff.
6. Ensure the safety and well-being of the children during the whole playtime.

Rules for Playground

1. Children must wear school trainers/shoes/boots and warm clothing when necessary.
2. Children are encouraged to put food wrappers, apple cores etc. in the bins in the classrooms. Snacks are to be eaten in the classroom not in the playground.
3. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission. If it was a real emergency the child would be accompanied by an adult.
4. Children must keep off any wet/slippery surfaces which will be cordoned off.
5. The Early Years children play in the playground.
6. Children respond to the bell and are expected to line up quietly.
7. Teachers/Teaching Assistants collect their class from the playground. Staff on duty to help.

Playtime Equipment

- Playtime equipment must be put away when finished with, not left on the ground!
- Playtime equipment must be used in the appropriate manner.
- Inform a member of staff of any broken equipment immediately.

End of Day Procedures

Kindergarten and afternoon Pre-Kindergarten

Children are dismissed at 3.20pm. Any children attending clubs, or the Afterschool Club will be supervised in their classroom by the class teacher until 3.30pm. They are then taken to the dining room where they are registered by after school club staff. If a parent/carer has not collected their child, the child is supervised by the class teacher for a period of 15 minutes. If, at the end of this time, the parent has not arrived, the child will be taken to Afterschool Club to wait there for their arrival of their parent/carer.

Signed:



Mr Norton York
Headteacher and Proprietor

Last reviewed: Dec 2018
Next review: Dec 2019

Elaine York
Proprietor