



HALSTEAD

PREPARATORY SCHOOL FOR GIRLS

**14a 14c 14e Supervision Policy  
INCLUDES EYFS**

<b>Policy Change History</b>		
Review Date	November 2014	
Review Date	September 2015	
Review Date	September 2016	
Policy Amended	April 2017	
Policy Amended	May 2017	
Review Date	September 2017	ME PA
Policy Amended	January 2018	CW ME PA
Next Review Date:	January 2019	

Halstead Preparatory School takes seriously its responsibility to ensure that pupils are supervised effectively to ensure their safety and welfare while on school premises or on school trips; all staff have a duty of care to all pupils in the School. Staff who supervise are mindful of our Safeguarding Policy, our Anti-Bullying policy and our health and safety requirements. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

Halstead is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or School trip
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within current government guidelines
- Staff duty rotas are in place which include appropriate levels of staff supervision for the pupils and the area involved
- Statutory staffing ratios for EYFS provision are enforced

Halstead Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

It is the school's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during school-run activities either on or off the site.

### **Supervision before school**

Pupils may attend Before School Care. Breakfast is available from 7.30 – 8.00am each morning. Parents pay for breakfast and pupils are supervised by at least one member of staff. There is Before School Care from 8.00am, where pupils do not have breakfast, also supervised by school staff. Children from Year 3 may be dropped at the gate from 8.00 am. A member of staff is on duty at the pedestrian gate from 8.00 - 8.20am to oversee this. The children then go straight into Before School Care in the Dining Room to sign in.

Any child can attend Before School Care from 8am at no extra cost. From 8am this is split into two different rooms for EYFS and Years 1 - 6. The younger pupils are supervised separately by members of the Early Years staff in the Nursery area. Each of the groups are supervised by two/three members of staff. Registration is at 8.20am

Pupils who do not attend the Before School Care may enter the school grounds at 8:20am. They go to their classrooms, via the locker room/pegs/cloakroom and are welcomed by their form teachers who are responsible for the children from this time. If parents are invited by the school to attend an early morning meeting, e.g. the Year 1 Maths talk, children can attend Before School Care and supervision ratios are altered to cater for this.

<b>Member of Staff</b>	<b>Qualifications</b>
Chris Wardle	BEd Hons
Carolyn Parkin	BEd, BSc, QTS
Debbie Cane	Cache NVQ Level 3 Childrens' Care, Learning and Development
Diane Scanlon	Cache NVQ Level 3 Childrens' Care, Learning and Development
Lesley Johnson	BA Hons, PGCE
Catherine Watkins	BA Hons, EYPS
Leah Baker	NNEB, Foundation Degree in Early Years, BA Hons Early Years Teaching EYPS
Araba Annobil	BEd HONS
Susie Baker	BA (Hons) CACHE Level 3 After School Care & Playwork
Sam Hemsworth	BA Hons, PGCE
Camilla Buchholtz	BEd Hons, PGCE
Natasha Elstone	BA Hons, PGCE
Kate McGuire	CACHE Level 3
Cathy Emerson	Level 2 CYPW
Ellie Bollons	CACHE Level 3
Alex Glover	BA Hons

### **Responsibility during the school day**

Pupils are supervised at all times during the school day. When in lessons a member of staff is always available to supervise the children.

Children are not allowed off site during school hours unless parents/carers notify the school of the need. Parents/carers must sign their child out from the school office if she is collected during the school day e.g. for appointments and sign her back in when she returns.

If a child is taken ill during the course of the school day she is sent to the office. Younger children are escorted by an older child or adult. The named First Aider assesses the child and, together with the form teacher, determines whether she should be sent home. She remains with an adult until parents/carer arrives.

No class is left unsupervised for any reason during lessons. If a child is not taking part in a normal lesson for example PE or swimming, she will attend the lesson as a non-participant.

It is the responsibility of the class teacher to enforce the agreed classroom rules and provide guidance for their pupils in line with school policies.

### **Outside of lesson times**

We understand how important it is, that the school premises are supervised properly when girls are not in lessons. Pupils should not be left unsupervised in classrooms outside lesson times. Full-time staff are expected to do a minimum of 2 duties weekly, part-time staff are allocated at least one duty (break or/and lunch duties). The rota for staff on duty, prepared by the Deputy Head and Head of Pre-Prep, is on the notice board in the Staff Room. Staff should arrive punctually for duties and carry them out conscientiously. They are to deal with any misbehaviour and any friendship issues that may occur straight away. If a member of staff is

unable to do a duty, they should arrange for a colleague to substitute and inform the Deputy Head.

### Supervision at playtime

Staff on duty must be outside immediately at the beginning of playtime. It is essential that supervision at playtime is pro-active. The children must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty should also help children who, for whatever reason, might be feeling sad or lonely. It is vital therefore, that staff on duty do not stand together but patrol as much as possible and observe/interact with the children.

Children are not allowed in the playground without an adult responsible for supervision present.

If a child has an accident at playtime for example, head injury or a wound that needs dressing, they must be accompanied into the Office by another child or member of staff, depending on the nature of the accident. If a child needs to go to the toilet or be inside for any reason, they must ask permission from a teacher on duty.

### Morning play – whole school

Nursery children are supervised by an appropriate number of staff inside the Nursery play area.

The other children are supervised by 3 members of staff. One monitors the courts and adventure playground, another the lawn and trim trail, the other the area nearer the school, being aware of who is inside. One year group at a time is allowed on the play equipment. There is a rota displayed outside the 'back' door.

### Lunchtime play – Pre-Prep

(12.25 – 1.00pm Monday, Tuesday, Thursday and Friday)

At least 6 members of staff supervise, four inside the Nursery play area and two in the main playground, dependent on the ratios determined by the number of EYFS pupils attending on the day. One of these is responsible for EYFS (Reception) pupils in the main playground. Children are allowed on the adventure playground after lunch on a first come first served basis. Staff rotate between the key areas for close supervision.

### Lunchtime play – Prep

(1.15 – 1.45pm Monday, Tuesday, Thursday and Friday)

3 members of staff supervise break time. Children are allowed on the adventure playground after lunch on a first come first served basis.

Staff rotate between the key areas for close supervision.

On Wednesday lunchtimes 4 staff are on duty at lunch break as Kindergarten (Reception) – Year 6 play together from 1.15 – 1.45 pm while the staff meeting takes place. An appropriate ratio of nursery staff look after nursery girls in their own outdoor area.

### Afternoon play/teatime – Prep

(3.45 – 4.00pm)

Two members of staff are on duty and staff rotate between the key areas for close supervision.

### Wet play

Year 6 girls are allocated to the different KS2 classrooms and the staff who are normally on outside duty, patrol the classrooms. Pre-Prep children gather in the Central Area where they are supervised by 3 members of staff.

Nursery girls stay in their own classrooms and are supervised by the appropriate number of Pre-Prep staff.

Before lunch KS2 girls go to the main hall if wet.

Playground staff ratios may be adjusted if children are absent, for example games afternoon or school trips.

### Lunch time supervision – Pre-Prep

There are always several teachers present in the dining hall. Staff eat with the pupils when they are in the dining hall. Nursery girls are supervised by an appropriate ratio of members of the Early Years team and a lunchtime supervisor and all other Pre-Prep pupils are supervised by 2 members of staff, one of whom is specifically responsible for Kindergarten (Reception) pupils.

### Lunch time supervision – Prep

There are several members of staff present in the dining room during lunch. Staff eat with the pupils when they are in the dining hall. One member of staff is on full duty for the duration of the sitting and another supervises girls who are waiting to enter the dining hall.

### EYFS

Nursery pupils play separately and are supervised by EYFS and Pre-Prep staff working within the statutory ratios according to the age of the pupils. Kindergarten (Reception) children play in the main playground and are always supervised by at least one member of staff who knows them very well.

### **Additional points to remember**

- Staff stand in different locations within the playground and should be vigilant at all times.
- Children are not allowed behind the green wall, through the pond gate, beyond or into the PE shed or into the Nursery or Kindergarten outside area unless they have permission.
- At the end of break one member of staff goes in at the beginning to supervise children in the building, the other/others remain outside until the last child is inside.
- Year 6 do snack duties and are allowed inside to monitor these. They are then allowed to take them back to the kitchen.

- Children must ask permission to go inside for any reason.
- Children are not allowed to play with sticks, dig holes, pull leaves off trees, tie ropes to themselves or others or carry large stones or other children.
- Eco monitors are on duty to help tidy up when the whistle is blown 5 minutes before the end of playtime. All children are expected to be co-operative.
- If a child is very badly injured, send another child to the office to fetch help rather than carry the injured child.
- In high winds a senior member of staff will decide if it is safe for children to play outside. At times, the area around trees may be coned off.
- In cases of extreme cold/heat children will go outside wearing suitable clothing, but for a limited time to get some air. They will be closely monitored. A senior member of staff will decide on a suitable length of time.

## **Supervision after school**

### **Pre-Prep**

The school day, Monday to Thursday, finishes at 3.35pm for the Pre-Prep. On a Friday the school day ends at 2.50pm for Pre-Prep. The children in Nursery, Kindergarten and Year 1 are dismissed from their classrooms by the class teacher and handed over to their parents/carers. The Year 2 teachers dismiss their classes from the gate.

### **Prep**

The school day finishes at 3.45pm, Monday to Thursday, for Years 3 - 6. Prep for Years 3 – 6 (optional for Years 3 & 4) finishes at 4.45pm and games afternoons finish at 4.45 pm (on Tuesdays for Years 3 & 4; on Thursdays for Years 5 & 6). On Fridays the school day finishes at 3.10pm for Years 3 to 6.

From Year 3 to Year 6, when their school day ends, pupils are dismissed from the gate by the duty teachers.

If a girl opts to stay for a club after school, games or prep, it is the responsibility of the person taking the club to dismiss the pupil.

## **Supervision of Physical Education**

The same principles of care apply during physical education lessons as to other school activities. It is the teachers' responsibility to consider such factors as the safety of apparatus being used, the condition of the floor/field, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the children in line with school policies and guidelines. Children are not allowed to wear watches and/or jewellery for any PE lesson. The children are supervised when changing in the locker room or classrooms.

Children from Year 2 upwards have swimming tuition at Woking Leisure Centre. A team of staff accompanies the children and are responsible for the supervision of the children at all times including on the coach, in the changing rooms and at the poolside. The importance of a high degree of poolside supervision cannot be overemphasised. The staff are fully briefed on procedure by the Head of PE.

### **Supervising pupils in Productions**

We ask all staff to help supervise pupils involved in music, drama or dance productions in the evenings. The rota organiser ensures that staff are appropriately chosen for the nature of the role – for example those who know the children in the year groups concerned. They are fully briefed by the organisers/director of the activity.

### **School visits**

On school outings the level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Details of supervision arrangements are outlined in the School’s Educational visits policy. There is a separate risk assessment for EYFS school outings.

### **After-School Care**

Supervision in the appropriate age-related ratios is provided for pupils in a Pre-Prep classroom between 3.35pm and 6.00pm (5.30pm on Fridays).

EYFS children are supervised in a separate area from the other pupils. Pupils are signed in by the staff and if pupils do not arrive at the expected time, the staff will check their whereabouts and alert the SMT member on duty in the unlikely event that they cannot be located.

<b>Member of Staff</b>	<b>Qualifications</b>
Susie Baker (Supervisor)	BA (Hons) CACHE Level 3 After School Care & Playwork
Linda Inglis	CACHE Level 2 After School Care & Playwork
Sharon Garman	CACHE Level 2 After School Care & Playwork
Cathy Emerson	Level 2 CYPW
Diane Scanlon	Cache NVQ Level 3 Children’s Care, Learning and Development
Natasha Elstone	BA Hons, PGCE
Kate McGuire	CACHE Level 3
Debbie Cane	Cache NVQ Level 3 Children’s Care, Learning and Development

### **Visitors**

As part of the School’s requirement to protect the pupils in its care, ALL VISITORS to the School are expected to sign in and out at the School office where they will receive a badge to

wear for the duration of their visit. They are asked to return the badge and sign themselves out after their visit.

All staff should be prepared to challenge strangers on the premises, and to immediately report concerns to the School Office.

This policy applies to all pupils, including those in EYFS.

### **Supervision in the EYFS**

All classes (and Before/After School Care) within the EYFS are well-staffed by qualified teachers and assistants, within the appropriate ratios. The minimum number of staff, depending on numbers of pupils is as follows:

Nursery Chicks (2 year olds)	1:4
Nursery Chicks (3 year olds)	1:8
Nursery Ducklings (3 to 4 years)	1:8
Reception (Kindergarten)	2 classes of up to 16 pupils with 2 qualified teachers

Numbers fluctuate each term in the Nursery but supervision is always at the appropriate ratios. The afternoon staffing stays the same for the Kindergarten.

In the Nursery the ratio of staffing stays the same, but often there are fewer girls who stay for the afternoon sessions in the Nursery. Some Nursery staff may therefore assist with reading in Kindergarten or elsewhere in Pre-Prep at these times.

At break and lunch times we operate at a 1:13 ratio for 3 year olds when a qualified teacher is present or another member of staff with a suitable level 6 qualification. Additional staff are always on hand to assist at these times.

Specialist teaching for PE, Dance, Drama and Music is taught by a qualified teacher, with members of the Nursery staff also in attendance to support, encourage and observe progress.

Ratified by \_\_\_\_\_  
Chairs of Governors

Date: Thursday 15<sup>th</sup> March 2018