

# St. Joseph's In The Park



<b>Policy Title</b> <b>Supervision of Pupils</b>	<b>Date</b> <b>Autumn 2019</b>
<b>Owner</b> <b>Head</b> <b>Head of EYFS</b>	<b>Date for Review</b> <b>Autumn 2021</b> <b>(Health and Safety</b> <b>Committee)</b>

This policy is for whole school including EYFS.

## **POLICY STATEMENT**

St Joseph's in the Park School is committed to provide, as far as is reasonably practicable, a safe environment for the pupils (subsequently referred to as 'children') of the school. Part of creating that safe environment is the level of supervision that we provide during the school day.

This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected. This policy also seeks to clarify the School's position on the supervision of children outside the School day.

This policy is for all children at the School including EYFS.

## **AIMS OF THE POLICY**

The aims of this policy are:

- to set out what parents can expect from us in terms of supervision during and outside of school hours
- to set out what we expect from parents and children to help us to supervise children appropriately

## **OTHER RELEVANT POLICIES**

- In reading this policy you should also consider and consult the following policies:
- First Aid and Medicines Policy
- Educational Visits Policy
- EYFS Educational Visits Policy

For staff there is additional information in the Staff Handbook.

## **Responsibilities**

**The Head, in conjunction with the Bursar, will:**

- Ensure adequate staff are available to meet the supervision requirements.
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance.
- Continue to develop a safety culture throughout the school.
- Ensure that this policy is communicated to parents/carers (through School Website)
- Review and evaluate supervision procedures in line with relevant guidelines and local best practice.

**Employees should:**

- Support the implementation of this policy.
- Reinforce a "safe play" message across the School community
- Report any supervision concerns to the Head.

**Parents/Carers should:**

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Inform the school of any changes to the arrangements for the collection of their child.

## **Supervision Arrangements**

**Before School:**

The School gates will be open between 7.30am and 9.15am and 3.00pm and 6.00pm when they will be locked.

Access to the school site between 7.30am and 8.30am will be for staff and breakfast club children.

Supervision at breakfast club is based on a ratio of adults: children of U8 (1:8) and 8+ (1:13).

Please note that there is no playground supervision before 8:30am and parents/carers are required to remain with their children should they arrive on site before this time. Children must not be left unattended.

### **Break Times:**

Staff on duty, are outside at the beginning of playtime. Supervision is proactive and children are aware that members of staff are observant, alert and available to support and assist children when needed.

- Children can only go onto the playground when the staff on the duty rota allow them to access it.
- If it is deemed inadvisable for a child to be on the playground because of their unacceptable behaviour or a medical reason, the Form Teacher will make the decision that the child stays inside the school building for the duration of break time, under the appropriate supervision of a member of staff.

### **Lunchtimes:**

EYFS children are escorted to and from the dining room and members of staff sit with the children and supervise the children whilst eating lunch.

- The playground is supervised on a rota basis by teaching staff, TLAs and our team of Midday Assistants (employed between 11.30am and 2.00pm).
- Should additional support be required to assist with a particular incident or with a particular child, any member of staff may be required to send a child to the Staff Room for assistance.
- A number of staff are trained in basic First Aid to deal with minor injuries etc. All EYFS staff are trained in paediatric first aid.

During lunchtime, the playground and playing field areas will always be supervised by staff. Visitors to the site are always required to go to the Main Office in line with our visitors' procedures.

During wet play time, the EYFS children will be supervised in the outdoor area of the Pre School, under the canopy or in the Pre School classroom if deemed appropriate by SLT.

Infant and junior children will be supervised in their own classrooms.

Staff who would be on duty in the playground will supervise given areas of the school and circulate around the classrooms.

### **Staffing Ratios during break times and lunchtimes:**

- The staff/child supervision ratio of 1:13 applies at all times in the Early Years Foundation Stage.
- The staff/child supervision ratio of 1:30 applies at all times in Year 1&2 (KS1).
- The staff/child supervision ratio of 1:50 applies at all times in Years 3-6 (KS2).

### **After School**

Pre-school are released directly to their parents at 3.20pm. Infant staff release the children directly to parents at 3:20pm from classrooms, or at 4.00pm after a school club from the playground.

Juniors release children directly to parents at 3:50pm from the playground.  
Or at 4.00pm after a school club.

Infant and Pre School children who attend after school care, will be taken to the after school care room by a member of staff. They will be registered by the after school staff.

Junior children may make their own way to the after school care room, but will be signed in on arrival.

Children will not be released to a person that they or the school does not know and parents/carers must make arrangements with the school if they wish their children to be collected by another person.

### **All other times**

Parents/Carers must be aware the school will not provide supervision for children on the playground outside of these times, including Open Morning, parent consultation evenings and PFA events. The children will be the responsibility of their parent/carer at all other times other than those stated in this policy.

### **Supervision of Play Equipment (during breaks and lunch)**

Whilst we ensure a close level of supervision during breaks for play, adults may not always be positioned close to the equipment. That said, they will intervene in the children's play on any apparatus if they see any of the following:

- Children behaving in a way that puts them or another child at risk of harm
- Children pushing or pulling other children
- Children climbing equipment not designed for that purpose
- Children lifting other children in order to access that equipment
- Children causing damage to the equipment.
- When the equipment is particularly wet (and therefore slippery), we will inform the children that they are not able to access it, though clearly we want to provide as much opportunity for children to play as practicably possible.
- Only one class to use apparatus at a time.

French, ballet and music lessons are taught by specialist teachers. All EYFS children are supervised as they move around the school within the statutory requirements.

### **Lesson Times**

Teachers alongside teaching assistants are responsible for the supervision of their children. No class should be left unsupervised. In the case of an emergency, teachers may summon: a teacher from another class to supervise both classes whilst an incident is dealt with: call the school office or a member of the SLT.

EYFS children are always supervised by a minimum of two qualified members of staff at all times. The ratios is 1:13 and within statutory requirements.

Registration is taken at the start of the day and after lunch. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parents if a child fails to arrive at school without an explanation.

### **REVIEW DATES AND APPROVAL**

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed every year and revised in light of any legislative or organisational changes.

This policy is reviewed by the Health & Safety committee and then approved by the full board of Governors.