

St. Joseph's In The Park



Policy Title Supervision of Pupils	Date Autumn 2021
Owner Head Head of EYFS	Date for Review Autumn 2023 (Health and Safety Committee)

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
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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 U5 (1:8) and 5+ (1:13), and two adults are present at all times.

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 Pre-School children and supervise the children whilst eating lunch.

- The playground and Early Years playground are 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.

EYFS children are supervised in the outdoor area of the Pre School/Reception, and during wet play times, under the canopy or in the Pre School classroom if deemed appropriate by Head of Early Years.

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).

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After School

Pre-school and Reception 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. Supervision at after school club is based on a ratio of adults: children of U5 (1:8) and 5+ (1:13), and two adults are present at all times. A member of SLT is on site until all children have left at the end of the day.

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.

Uncollected Child

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

_____ Parents of children starting at the school are asked to provide the following specific information which is recorded on our Registration Form:

_____ Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.

_____ Place of work, address and telephone number (if applicable).

_____ Mobile telephone number (if applicable).

_____ Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the school, for example a childminder or grandparent.

_____ Who has parental responsibility for the child.

_____ Information about any person who does not have legal access to the child.

_____ On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.

_____ On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the person who will be collecting their child. Parents are informed

that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

_____ We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

_____ If a child is not collected at the end of the session/day, we follow the following procedures:

_____ The child's file/diary is checked for any information about changes to the normal collection routines.

_____ If no information is available, parents/carers are contacted at home or at work.

_____ If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.

_____ All reasonable attempts are made to contact the parents or nominated carers.

_____ The child does not leave the premises with anyone other than those named by the parent or written in the pre-school diary.

_____ If no-one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.

_____ We contact our local authority children's social services care team: 0300 123 4040 (telephone number)

_____ The child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents/ named person or by a social care worker.

_____ Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

_____ Under no circumstances do staff go to look for the parent, nor do they take the child home with them, or deliver them home.

_____ A full written report of the incident is recorded in the child's file.

_____ Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

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 ratio in Kindergarten is 1:4, in Nursery 1:8 and Reception has a recommended ratio of 1:15 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.