

## THE ROCHE SCHOOL

### Early Years Foundation Stage (EYFS) Pupil Supervision Policy

*This policy which applies to the whole school 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.*

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<b>Responsible Area</b>	Luci Ducker-French

### Introduction

This policy covers children in the EYFS (Nursery and Reception classes) and for completeness should be read with the whole school Supervision Policy. This policy details supervision arrangements for the children in our Nursery and Reception classes.

The safety of the children is recognised as being of paramount importance. It is the responsibility of all staff to supervise children at all times to ensure their safety.

### Relevant Policies

This policy should be read alongside the following:

- First Aid Policy
- Pupil Supervision Policy
- EYFS Policy
- Nursery Monitoring Attendance Policy
- Anti-bullying Policy
- Behaviour Management Policy
- Safeguarding and Child Protection Policy
- Child Missing in Education & Attendance Policy
- Safer Recruitment Policy
- Health & Safety Policy
- Mobile Phone & Cameras Policy
- Answering the Door & Collection Policy
- Educational Visits & Ratio Policy

### Legal Requirements

The Advisory Board are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

## **Duty of Care**

All staff have a duty of care to all pupils in the school. It is the Headteacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headteacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

## **Policy statement**

The Roche School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. 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.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit.
- 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 government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite. Please see Educational Visits & Ratio Policy for more detail on staff/pupil ratios.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- Mandatory staffing ratios for EYFS provision are enforced.

The Roche School is fully committed to ensuring that the application of this supervision policy is nondiscriminatory in line with the UK Equality Act 2010. It follows guidance from Keeping Children Safe in education and Working Together to Safeguard Children.

## **Procedures**

To ensure pupils' personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults for whom no DBS checked has been received, will have a full risk assessment in place and have no unsupervised access to pupils. Please see Safer Recruitment Policy.
- All EYFS pupils are supervised by adults at all times.
- Whenever pupils are on the premises there is a minimum of one full time member of staff who is a paediatric first aider.
- Pupils do not have access to the cleaning, catering and caretaking areas of the school.

## **Security**

- Systems are in place for the safe arrival and departure of pupils.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the appropriate school site's Visitor Book or on the staff attendance sheet.
- Systems are in place to prevent unauthorised access to our premises.

- Systems are in place to prevent children from leaving our premises unnoticed.
- A full site security risk assessment is in place and regularly reviewed by the Principal.
- The school has a separate policy to action in the event of a child being reported missing.

### **Pupils' Arrival and Departure**

Children in Reception classes may arrive at school from 8.00am into 'Early Class' and must be delivered by parents or carers into the care of staff supervising the playground. The Early Class is strictly supervised and adheres with recommended ratios. Nursery children start school at 8.40am and parents/carers hand children directly to nursery staff at the entrance to the Nursery classroom, where they are marked in on a register.

There are 2 school minibus routes, collecting children in the local area. Children are delivered to the school gate by 8.30am and met by a member of staff who then sends the children into the playground to 'Early Class'.

Children are expected to go home after lessons finish, unless they are staying late for a club or activity. Lessons finish by 3.15pm in Reception and either 12pm or 3.00pm in the Nursery.

There is a direct handover at the end of all EYFS sessions, at the end of the school day, or after a club and a child is only released at the end of the session into the care of a parent or other individual whose name has been notified to the school in writing in advance. Each child has a secure password in place for any changes in a child's collection arrangement. The child's parent must email Mrs Luci (EYFS Coordinator/Nursery Manager) or the Class Teacher in advance informing them of the change in collection arrangements. They should give the name and a physical description of the unauthorised person as well as ensuring that they have the password. The person dismissing the child (teacher or late class supervisor) should check the description given as well as the password before allowing the child to be dismissed. Pupils are not allowed off site without supervision.

### **Registration**

Registration of all pupils, including those in the EYFS is taken at the start of the morning and afternoon sessions this is done electronically and the Nursery also hold a paper copy. Parents are responsible for notifying the school, by telephone or email, if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Please see additional policies: Children Missing in Education and Monitoring Attendance Policy.

### **Morning**

The school gates open at 8.00 am when there is a member of staff on duty at the gate and in the playground. There are no arrangements for the supervision of children earlier than 8.00am. The School bell sounds at 8.40am and children go to their classrooms. Registration takes place at 8.50am. The external doors to the school are locked during the day and the only access to the school is gained through the front door which is manned by The School Office. Children are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors. **Afternoon**

The school day ends for Reception by: 3.15pm. Children are taken to the gate to meet their parents or carers. Once the parent/carer has collected their child, they are responsible for that child.

Any Reception pupil still waiting to be collected is taken to the extended day facility, 'Late Class'. This runs until 4.30pm and children must be collected from the member of staff supervising the playground. Once the parent/carer has collected their child, they are responsible for that child. Please see Late Collection Policy.

Parents are expected to inform class teachers of any changes in the collection arrangements for their child regardless of the age of the child concerned. Please see Answering Door and Collection Policy.

### **After School Clubs**

After school clubs and activities for Nursery children finish at 4.00 and Reception by 5.30pm. Parents and carers must collect their child from the club or activity and sign their child out with the supervising adult. Once the parent/carer has collected their child, they are responsible for that child.

Parental permission must be given prior to any child attending a club or after school care provision. Clubs must be paid for at the start of the term. If a club is oversubscribed then a waiting list is kept. If a child is feeling unwell, then a phone call to their parent or carer is made for the child to be collected ASAP. A register is kept and is taken at each session. Where a child is absent without an explanation, a phone call home is made so that the whereabouts of the child and their safety is established.

The adult responsible for the club ensures that all pupils are collected by the designated adult or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed then the child waits until the member of staff has spoken with the parent concerned.

Cancelled sessions: In the event of a session being cancelled, the school informs the parents as soon as possible.

Club numbers: Suitable ratios of adults to children are maintained by the adult responsible for the club.

### **After School Care**

We have an onsite, externally run, after school care provision for Reception upwards that runs from the end of 'Late Class', 4.30pm until 6.30pm. Parents and carers must collect their child and sign their child out with the supervising adult. Once the parent/carer has collected their child, they are responsible for that child.

### **Supervision During Break times**

During the Reception morning and afternoon breaks there will be enough staff on duty to satisfy the required ratios. Children in the Nursery have a supervised snack with members of the nursery staff.

Arrangements for the supervision of EYFS pupils at break time are in accordance with the regulations regarding EYFS staff ratios. There is always a minimum of 2 staff on duty, with a paediatric first aider on site.

### **Supervision During Mealtimes**

At lunch time, there are always 2 teachers and the kitchen staff in the main dining room for the EYFS pupils. The nursery pupils eat within the dining room alongside two members of the Nursery staff and ratios are maintained at those required.

Teachers monitor what children are eating and feedback any concerns during staff meetings to staff, and at the end of the day to parents or carers. Behaviour and table manners are also monitored

### **Wet play/lunch times**

Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised in a classroom, shared area or in the hall by the designated duty staff member/members.

- **It is the responsibility of all staff to ensure the gates to the playground are shut at all times, but especially at playtimes.**

- Playground duty demands a high standard of care and in particular requires that the teachers and teaching assistants patrol the playgrounds at all times.
- Staff mobile phones must not be used or be visible when on break / playground duty. Staff have a duty of care to the pupils and must be attentive to the activities around them at all times. Please see the Mobile Phone & Cameras Policy.
- It is the responsibility of the Deputy Headteacher to explain to new teachers their supervisory responsibilities.
- The duty staff must be in the playground, at the beginning of playtime, ready to receive the children.
- At lunchtime, the staff on duty in the playground need to be in the playground ready to receive the children from **12.10** onwards.
- Children are not allowed in to the playground without an adult responsible for supervision present.
- If a child is not allowed to go out at playtime due to illness or behaviour issues they are to be taken to the School Office by the class teacher or teaching assistant.
- The supervising adult can reinforce playground rules when appropriate as do class teachers during PSHE lessons and Assembly.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the member of staff who dealt with the incident to record the injury in the accident book and contact the parents when applicable. The child will be accompanied to the School Office and handed over to a member of staff who is first aid qualified.

### **Medical Support**

A number of members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are displayed around the school. A qualified paediatric first aider is also present whenever our EYFS children are in school. First aid boxes are provided throughout the building (for example in the staff room, the office and the Nursery side room) as well as in portable 'bum bags' which can be taken on trips and to the park/forest school outings. Staff regularly check and replenish the first aid boxes/bags.

### **Supervision Whilst Travelling to and From School**

Parents are responsible for ensuring that their children travel safely to and from school. EYFS pupils using the school minibus service are the responsibility of the driver and they must wear seatbelts at all times.

### **Supervision During Educational Visits**

The arrangements for the supervision of pupils, including EYFS, during educational visits and trips out of school are described in our "Educational Visits Policy".

### **Unsupervised Access by Pupils**

We ensure that pupils, including those in the EYFS, do not have unsupervised access to potentially dangerous areas, for example the kiln room or art studio. Doors to these areas are kept locked at all times when not in use.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. These areas are clearly labelled and locked.

### **Supervision to and from Hilden House and Wandsworth Park**

Children will be supervised by a member of staff when they go to Hilden House and Wandsworth Park for games and PE lessons, music and any other activity where they need to use these facilities. School staff work alongside PE, music and drama staff to provide this supervision.

### **Illness**

If a child is taken ill during the course of the school day he/she is sent to the School Office, with an adult if the child is in EYFS. The staff in the School Office assess the child and determine whether he/she is to be sent home and will contact parents if the child needs to be collected. The child remains in the School Office until parents/carers arrive. The relevant class teacher is notified if any child is sent home during the course of the school day. Procedures for dealing with minor illness, injuries and other conditions can be found in the First Aid Policy.

### **Visitors to School**

All visitors report to the office on arrival and sign in. They are given a badge to wear for their stay and expected to read the safeguarding information. Regular contractors known to the school must also sign into school. All staff are expected to challenge strangers on the premises and report concerns to the School Office immediately.

### **Staff Absence**

Staff will be informed if they are to cover for absent colleagues as early as is practicable. If a member of staff is aware they will be absent on a day when they have supervision duties, it is the Early Years Coordinators' responsibility to ensure this is covered and inform the Deputy Head of the arrangements made.

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

### **Fire procedures and other Emergencies**

Teachers must ensure that the children in their class understand the procedures to follow in case of fire. If you have any doubts or queries discuss them with the Headteacher or Deputy Head.

Reviewed September 2022

by Luci Ducker-French, Early Years Coordinator & Gabriella Emery, Head of Nursery To  
be reviewed September 2023