



## Policy 14A & B - Supervision of Children Including EYFS

(Review annually from 2015)

<b>Date</b>	<b>Reviewed by</b>	<b>Date approved SMT</b>	<b>Date approved by sub-committee</b>	<b>Date approved Governors</b>	<b>Next review date</b>
April 2021	Paul Crisell	27.04.21	Category 3 Policy for May sub-committee meeting	Category 3 Policy for 23.06.21 Court meeting	May 2022 for June 2022 Bridewell Court Meeting
May 2022	Paul Crisell	29.04.22	Category 2 Policy for May sub-committee meeting	Category 2 Policy for 22.06.22 Court meeting	May 2023 for June 2023 Bridewell Court Meeting
May 2023	Paul Crisell	09.05.2023	17.05.2023	Category 1 Policy for 21.06.23 Court meeting	May 2024 for June 2024 Bridewell Court Meeting

### Category definitions

1. policies where there have been no changes
2. policies containing minor changes of a factual nature
3. policies which contain significant changes or are new and require thorough reading

## **Contents**

Supervision of children - Legal Requirements	<b>3</b>
Duty of Care	<b>3</b>
Supervision of Children - Pre-Prep	<b>3</b>
8.15am	3
During the school day	3
The end of the school day	5
Children who stay to Pre-Prep After-school Club	5
Breakfast Duty	5
Impairment Staff capability to supervise	6
Out of School Events	6
Supervision of Children – Prep (Year 3 – 8)	<b>6</b>
Breakfast Duty	6
Morning Break Duty	6
Lunch Duty- Refectory	6
Exit Duty	8
Tea Duty – Year 3-8	9
Duties – Year 8	9
Playground Duty	9
child Absence	<b>9</b>
Visitors to the School	<b>9</b>
Supervision of children on Trips	<b>10</b>
Summary of relevant duty rotas and documents	<b>10</b>
Missing child	<b>10</b>
What to do if a child goes missing during the school day	10
If a child cannot be accounted for then:	11
What to do if a child gets lost on a school visit	11
Uncollected Children (All children should be collected by 6pm)	<b>11</b>

This policy explains the supervision procedures in place for children during the week, as well as indicating where more detailed sources of information can be found.

This policy applies to all children including EYFS children.

## **1. Supervision of children - Legal Requirements**

The Governing Body and the Head are required to ensure, as far as is practicable, adequate supervision of children throughout the school day to ensure their health, safety and welfare. 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 who enter the site.

## **2. Duty of Care**

All members of staff have a duty of care to all children in the School. It is their responsibility to ensure that behaviour and discipline are maintained throughout the time that children are in School, as well as during activities either on or off the school site.

## **3. Supervision of Children - Pre-Prep**

Children in EYFS and Pre-Prep children should be supervised both individually and collectively at all times during the school day from when they are handed into the care of the school by parents or legal guardians until they are handed back to the care of parents or legal guardians. Children in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the EYFS Framework 2014. There will be a member of staff with appropriate Paediatric First Aid training available to children in EYFS at all times. Details of all staff with Paediatric First Aid qualifications and their location will be available in areas of the school in which EYFS children spend time.

Supervision of children in EYFS and Pre-prep will include the following:

- The start of the school day
- Breakfast Club 7.45am

A member of the teaching staff along with a Gap Student are on duty in the refectory. Pre-Prep children are accompanied to their classrooms at 8.25 am.

### **i. 8.15am**

Nursery and Kindy parents take their children straight to the classroom via the outside area.

All other Pre-Prep children are dropped off at the front door and are greeted by a member of SMT.

Registration takes place by 8.40am

### **ii. During the school day**

#### **Lesson times**

Children will be supervised by a teacher or a teaching assistant in the classroom.

Where children are to receive teaching from a different teacher within the classroom, the teacher of the previous lesson should not leave before the next teacher arrives. A teaching assistant may provide the necessary supervision between lessons.

### **Moving to specialist teaching rooms**

children will be supervised by their class teacher or a teaching assistant as they are escorted to and from specialist teaching rooms.

### **Attending individual music or other 1:1 or small group sessions**

children will be escorted to and from these lessons either by a teaching assistant or the specialist teacher.

### **Break times**

Reception – Year 2 children will be escorted to and from the Pre-Prep garden by a member of staff. Whilst outside, children will be supervised as set out in the duty rota and in accordance with the Pre-prep playground guidelines. If it is a wet play the children will be supervised in classrooms by the duty staff along with class teachers/assistants as appropriate. Nursery and Kindy children play in their own area and are supervised as set out in the duty rota.

### **Lunch times**

children will be escorted to and from the refectory and members of staff will sit with and supervise the children whilst eating lunch.

Going to lunch times are as follows:

Nursery children have lunch provided in the refectory or in their classroom at 11.30-11.40

Kindy            11.45

Reception    11.50-11.55

Year 1        11.55-12.00

Year 2        12.00-12.05

After lunch the children are accompanied to their cloakrooms to get ready for play.

Registration must take place again at the beginning of the afternoon session.

### **Swimming Pool Changing rooms**

children change in the changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy.

### **Toilet use during lesson times**

children will ask to go to the toilet to ensure that their whereabouts are known. Staff will ensure that children arrive at and return from the toilets safely. The means by which this is done may vary according to the location of the children within the school. If children are within their own classrooms, it is reasonable to expect children to go to and return from the toilet unsupervised (though in the case of very young children an element of supervision may be appropriate). If children are within a specialist lesson, they may need to be escorted to the toilet by a member of staff. In all cases, children have a right to privacy whilst in the toilet unless they ask for or are offered and accept assistance. This will be provided in accordance with relevant policies including the Safeguarding Policy and Intimate Care Policy.

### **Toilet use during break times**

All children will be asked to go to the toilet before going out to break to minimise the need to come back into school during this time. However, when a child needs to go to the toilet, they will ask the duty teacher.

Kindy and, if required, Reception children, will be escorted by a Year 2 child into the school, who will wait until the child is finished and then return with them to the playground. The duty teacher will be aware of which children have gone inside and ensure they return outside. Nursery children will be accompanied by a member of staff. All other Pre-Prep children may go by themselves to the toilet.

### **iii. The end of the school day**

Children are expected to shake the member of staff's hand as they are handed over to their appropriate adult.

Nursery and Kindy	3.15pm – collected from classroom
Reception	3.15pm outside Pre-Prep near steps (closest to Pre-Prep gate)
Year 1	3.20pm outside Pre-Prep near steps (closest to Pre-Prep gate)
Year 2	3.25pm outside Pre-Prep near steps (closest to Pre-Prep gate)

If we are unable to use the Pre-Prep garden area for collection, then the children will be dismissed to their appropriate adult by their class teacher from the school front door.

Once a child has been handed over to their appropriate adult they become the responsibility of that adult. Children are allowed to play in the area of the garden to the right of the path but are not allowed to play in the rest of the Pre-Prep garden. Parents and children will be reminded of this.

### **iv. Children who stay to Pre-Prep After-school Club**

Children are taken to after-school club either inside or outside by a member of staff.

If a child is staying for an after-school activity they remain the responsibility of the class teacher until they have been taken to the activity by the appropriate member of staff.

Any child who has not been collected 10 minutes after the end of their school day should be taken to Pre-Prep After-school Club.

If a child staying to an after school activity is not collected as soon as the club has finished then the child should be taken to Pre-Prep After-school Club, by the appropriate member of staff.

Children will be signed in and out of Pre-Prep After-school Club. They may only be handed over to an appropriate adult and not an elder sibling. They are expected to shake the member of staff's hand prior to leaving.

### **v. Breakfast Duty**

A supervisor will be on duty between 7.45 and 8.15am. At least one gap student or Teaching Assistant will also be allocated to this duty. Colleagues who eat in the refectory should support the supervisor in their duties. When Pre-Prep department children finish breakfast they are accompanied from the refectory to their classrooms.

#### **vi. Impairment Staff capability to supervise**

Staff should not be under the influence of alcohol or any other substance which may affect their ability to care for and supervise children. If staff are taking medication which may affect their ability to supervise children adequately, those staff should seek medical advice. These staff will only be able to work with children directly if medical advice confirms the medication is unlikely to impair that staff member's ability to look after children properly. If a member of Pre-Prep staff finds that they are unable to care for and supervise children adequately due to sudden illness, it is their responsibility to summon assistance from colleagues and/or notify the Head of Pre-Prep and if necessary a member of SMT immediately.

#### **vii. Out of School Events**

For events that take place out of school hours e.g. Hog Roast, Bonfire Night, a letter will be sent to parents to explain that they will be responsible for their children during these events. Whilst there will be a staff presence at these events and a level of supervision, the parents will retain overall responsibility for their children.

### **4. Supervision of Children – Prep (Year 3 – 8)**

Staff duties are arranged by rotas, which should be checked regularly. All teaching staff are expected to help with duties. These are pro rata for part-time colleagues.

Any member of staff who knows in advance that they will be unable to carry out a duty is expected to swap duties with a colleague, notifying the member of staff in charge of cover, in advance of the change.

The member of staff on duty is expected to ensure that children are behaving in a sensible and safe manner; specific details of each duty are given below.

#### **i. Before School Duty**

A supervisor will be on duty between 7.45am and 8.15am. One gap student or TA may also be allocated to this duty. At 8.00am children are sent to the Lower if time allows or go directly to wait outside their Form Room if the class has started to come in.

#### **ii. Morning Break Duty**

A variety of snacks are provided for the children. The nominated person on the rota collects the walkie-talkie from the school office and takes it to the Slope. When the bell is rung at 10.52 am, children stand still in silence, then line up by year group. They are dismissed a year at a time starting with Year 3. The procedure for leaving the playgrounds is the same for any break time.

### **iii. Lunch Duty- Refectory**

#### **General Points**

There is one Lunch Supervisor on duty in the refectory. Colleagues who eat in the refectory should support the supervisor in their duties.

All children have school lunch. They should collect their tray and cutlery and take their first course, optional bread and/or soup **and** dessert, before sitting down. Children with special dietary requirements must speak to the kitchen staff to ensure they get their special meal.

The staff member on duty will direct children to a particular table and the children are responsible for clearing their own trays and leaving the table clean. Children have to raise their hands before permission is given to leave the table.

#### **Duties of Lunch Supervisor in the Refectory**

- Control the queues – single file and correct year group.
- Year 3 line up at 12.50 p.m. They are supervised by the member of staff teaching them period 4 until the Lunch supervisor arrives. When the Lunch Supervisor sees the queue has gone down, the next year group is sent for.
- They line up outside and are allowed in approximately 10 at a time as directed by the Lunch Supervisor.
- Ensure as much calm as possible (no shouting, jostling etc.).
- Check that children of the incorrect age group are not in the refectory.
- Ensure access to the kitchen is not blocked and children can be seated.
- Make sure that children are not excluded and that the tables are full.
- Encourage good table manners. All children are directed to a table.
- They should remember to use cutlery, crockery and glasses in a civilised and appropriate manner.
- Contact a senior member of staff to deal with any emergency that may arise.
- Contact a senior member of staff if they are concerned about a child's eating habits.
- Make sure that all appropriate clearing is done properly.
- Approximate timings are given below, but on occasions when there are no children waiting, children may be allowed to enter at earlier times.
- Before going off duty, the second lunch supervisor should take the opportunity to check the toilets near the music room for any loitering children and then do a sweep of the St Thomas More Centre and its surroundings.

## **Lunch Order**

12.50 p.m./1.00pm	Year 3
1.00 p.m.	Any children with activities second lunch
1.05 p.m.	Year 4
1.15 p.m.	Year 5
1.25 p.m.	Year 6
1.35 p.m.	Year 7
1.40 p.m.	Year 8

## **Lunch Duty- Playground or Patrol if Wet**

The nominated person on the rota collects the walkie-talkie from the school office and takes it to the Slope. There are 2 members of staff on duty during each of the lunch break sessions (1.00 - 1.20 p.m, 1.20 - 1.40 p.m and 1.40 – 2.00 p.m.) and they should divide the area of the School to be covered between them as per the rota shared via Drive. In wet weather the person allocated to the Slope and astro patrols the Thomas More Centre, the adventure play area staff member is responsible for patrolling the first and second floor of Great Roke. If a third member of staff is allocated, they should go to the TMC so there is a member of staff on each floor.

The lunchtime patrol duty is the same as at morning break and should include regular checks on the cloakroom areas, if possible. There should be no informal gatherings in these areas.

Children who have permission from their Form Teacher (mainly in the Upper Prep Department) may complete homework in GR 208 which will be supervised from 1.05 to 1.35 pm.

There should be NO running and NO games in the corridors. children go outside if the weather is not wet.

children are not allowed to throw balls near windows, nor to climb trees or the fence bordering the orchard or to play near the boundary fences or anywhere in the vicinity of the science laboratories or St Thomas More Centre.

When the bell is rung at 2.00 p.m. staff on duty should see that children clear away all equipment and are sent in at 2.05 pm promptly for Second Registration and lessons.

### **iv. Exit Duty**

children are accompanied to the Lower by the member of staff who taught them last once the teaching room has been left tidy and all children have everything they require to take home that evening. Parents or legal guardians should collect children from the Lower. Any children not collected will be taken to Paid for Study in the refectory. A member of SMT will be on duty each evening from 4.45 pm until 6.00pm



#### **v. Tea Duty – Year 3-8**

At 4.45pm all children still on the Lower after pick up are taken to the Refectory where they are supervised and provided with a hot tea (which they are signed up for) or a snack of fruit/biscuits.

In addition to sessions taken by qualified teachers, there is a separate programme for externally provided activities and a daily register is produced for all children staying after their normal school day. All children not attending an enrichment session or activity will go to Study. One member of staff will supervise the study room and another will be situated at the reception desk by the front door with access to the telephone and database. The Study rooms are 113 and 114.

#### **vi. Duties – Year 8**

Members of the Year 8 are allocated to a particular Form for wet break.

#### **vii. Playground Duty**

**Staffing positions** - In the playing areas 2 members of staff are on duty for the Slope or orchard, the Astro, and the adventure playground. Staff should be seen to move around their designated area and not all congregate together. A rota for different child's / year groups is displayed near the respective play areas. A first aid kit is stored by the water fountain. The member of staff on duty is responsible for alerting the person in charge of First Aid supplies if those supplies in the First Aid kit are used. Ball games are only allowed on the Astro. The orchard (if open) is for sitting or talking quietly – not rough play. There is a rota for the adventure playground.

#### **Movement between Slope and Refectory**

When each year group is called for lunch, the member of staff on duty on the slope rings the bell. The appropriate year group is called and they should assemble in a silent line at their allocated fire-drill point.

No children should be in or near the St Thomas More Centre at break or lunch break. All children should be on the dedicated play areas as directed by staff on duty.

At the end of lunch, the lunch supervisor from the refectory should ensure that all children have gone to the play areas and are not in or near Great Roke, St Thomas More Centre or any other building by walking and doing a quick check.

#### **End of Lunch Break**

2.05pm - Bell is rung to signal children on the astro to change shoes ready to go inside when instructed. Children line up in their forms.

The children in Year 5 - 8 should walk quietly to their Form Rooms in Great Roke accompanied by the member of staff on adventure duty. The member of staff on Astro duty should stand up near the refectory corners to encourage sensible, quiet walking from children. The member of staff on Slope duty accompanies Year 3 and 4 to the St Thomas More Centre.

### **5. child Absence**

The responsibility to ensure that children attend school regularly is that of the parents and legal guardians. Parents are required to inform the School by 8.45 am if a child is going to be absent. Any unexplained absences will be followed up by phone by the school

secretary. children arriving after the registration time (8.20 am) are required to register with Reception.

## **6. Visitors to the School**

All visitors are expected to sign in and out at Reception, where they receive a badge which they are expected to wear for the duration of their visit. All staff should be prepared to challenge strangers on the premises, and to report concerns to Reception.

## **7. Supervision of children on Trips**

Detailed guidance on the appropriate supervision of children on school trips can be found in Policy A10-Visits.

## **8. Summary of relevant duty rotas and documents**

- See Staff duty rota (Prep)
- Staff duty rota (Pre-Prep)

## **9. Missing child**

If a child is not in school and does not have an official dispensation by the Head or the parent has not communicated to the school, the reason for the absence then immediate enquiries will be made as to ascertain why the child is missing from school. This will usually be after the register has been taken and will involve the school secretary. Parents will be telephoned by accessing Engage to acquire mobile and home telephone numbers.

It is a requirement that Barrow Hills School must inform the local authority in which the child resides of any child who fails to attend school regularly or has been absent without the school's permission for more than 10 days.

For a Pre-Prep child who is to be collected from school other than by the normal adult the parents are required to inform the class teacher either in writing or by telling the class teacher in person. Children cannot be and are not responsible for delivering this type of message. Alternatively, parents can inform the Head of Pre Prep who will ensure the class teacher is informed. If, during the school day any collection arrangements change then the parents should telephone into school and/or email the class teacher. The class teacher will let the child know of any altered arrangements

At the end of the school day each child must be handed over into the care of the appropriate adult, who then assumes responsibility for the child.

Any Pre-Prep child not collected by ten minutes after the end of the school day will automatically be taken into the care of Pre-Prep After School Club. For Prep children they should be taken from the Lower to the Refectory for Late Study.

### **i. What to do if a child goes missing during the school day**

#### **Check that:**

- Child is not being given medical assistance in the Medical Room
- Child has not been collected for an appointment outside of school. The child signing in and out book should be checked along with Engage and if necessary the Class/Form teacher

- Child has not been taken to see another member of staff. In Pre-Prep this can be done by asking the playtime duty staff or Class teacher and/or assistant. In Prep an email may be sent out to ascertain if a member of staff is with the child.
- Child is not involved in an extra lesson.
- Child has not asked another adult permission to go to the toilet.
- The following areas are of a higher risk and therefore must be checked as soon as staff are aware the child is missing: the swimming pool, DT room and Kitchen.

**ii. If a child cannot be accounted for then:**

- The Head (Deputy Head), the Operations Supervisor (Director of Organisation and Communication) and the School Secretary must all be notified immediately. Responsibility is assumed by the roles in brackets in cases of absence.
- A search of the school will take place by available staff. Either the receptionist or the school secretary should remain at their desk so that this is the reporting back point or in case the child returns.
- For Pre-Prep, a delegated member of the team will search the middle floor of the school. For Prep, any member of staff should check this floor.
- The Operations Supervisor will be notified by mobile phone and/or in person and they will begin a search of the outside of the school. If they are not on the premises, then a member of SMT will designate another member of staff to search the outside of the school.
- The search within and outside school continues.
- The Head and Operations Supervisor will make a decision regarding the informing of parents and Police. The Police should initially be notified after 15 minutes of in depth searching.
- Email "All Staff" to alert them to the situation and request their help.

**iii. What to do if a child gets lost on a school visit**

- Immediately call for assistance from the staff at the Reception area of the place visited.
- Rest of the group assemble at a previously agreed meeting point.
- Party leader and extra staff to assist in the search of the building/grounds.
- Party leader will inform the Head and Health & Safety Officer at school with regard to informing parents and Police.
- Please refer to 12C (Previously A10, A10b and A10c) for the full Visits Policy.

**10. Uncollected Children (All children should be collected by 6pm)**

Any child not collected and without information from a parent/guardian or emergency contact person will remain with the member of SMT on duty, who will attempt to make contact with the parent/guardian or emergency contact. It is the responsibility of the member of the SMT to ensure that there is another adult on site in support, until the child is collected by the parent/carer. Additionally, The Head and his wife live on site and will be able to support the members of duty staff after 6pm.