

A12/E6: SUPERVISION OF PUPILS

This Policy includes the Early Years Foundation Stage and Breakfast, Tea Time and Holiday Clubs and should be read in conjunction with the School Trips, First Aid and Administration of Medicine Policies

Statement of Intent

All schools are required to have guidance and procedures which are available to and understood by all members of staff for the proper supervision of pupils by staff in school and on visits. EYFS pupils require additional supervision and protection both on site and during visits.

General Supervision

Children may arrive at school from 7.30am and use the Breakfast Club facilities until they are supervised to their classrooms at 8.45am. Children are expected to leave the school by 6.00pm and can use the Tea Time Club from 3.10pm until 6.00pm. Children are not allowed on site without supervision. At least two members of staff are always present on duty to supervise pupils on school premises outside normal school hours in Breakfast, Tea Time and Holiday Club. Members of staff are rostered for duty during break, lunchtimes, Breakfast, Tea Time and Holiday Clubs.

Registration

Children are registered at the start of the morning and afternoon sessions. Parents are responsible for notifying the school of absence for any reason. The school will always contact parents if a child fails to arrive at school without prior notification.

Educational Visits

See separate policy.

Medical Support (Also see Separate First Policy and Administration of Medicines Policy)

Staff are qualified First Aiders and are always available on site to administer first aid or to deal with any accidents, emergencies or illness. A qualified paediatric first aider is on duty whilst nursery children are in school. First aid boxes are located in all potentially high risk areas, as well as in the school office. Parents must provide written notification to the school of pupil illnesses or conditions that require supervised use of medication in school or which, for reasons for safety, need to be notified to staff coming into teaching or supervisory contact with any such pupil.

Safeguarding Children

Security is in place across the school site to ensure that the duty to safeguard children is fully exercised, in addition to safeguarding staff, equipment, buildings and facilities. Security measures, be they physical

or otherwise, are embedded in most school policies where appropriate and necessary. Workplace safety is also covered by a number of policies including Health and Safety, and Fire Safety.

Our minimum staffing ratios are as follows:

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|-----------------------------------|----------------------------------|
| Aged 1 year to 2 years | 1:3 |
| Aged 2 years to 3 years (Nippers) | 1:4 |
| Aged 2 years to 3 years (Nursery) | 1:8 |
| Aged 3 years to 5 years | 1:8 |
| Aged 5 years and over | 1:16 (legal requirement is 1:30) |

These ratios include any children of staff or volunteers. We always have a minimum of 2 staff on duty and staffing levels are maintained during outings. Contingency arrangements are in place to cover emergencies and unexpected staff absences and sufficient suitable staff to cover staff holidays and sickness.

Break and Lunchtime

The EYFS Statutory Framework allows a reduction of direct staffing when the children are at rest or sleeping. This is with the proviso that all the relevant staff are in the vicinity and are readily available.

Agreed and approved by the School Advisory Board

Date: 3 December 2015, December 2016

Review Date: December 2017