

This policy applies to all pupils in the school, including in the EYFS.

Revised September 2024

Date for revision September 2025

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## General

Staff are deployed to ensure the proper supervision of pupils.

Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present in order to supervise pupils whenever they are in the school outside normal school hours.

EYFS children are allocated a Key Person who is responsible for them on a daily basis and with whom parents may communicate as the first point of contact.

Arrangements are made to ensure pupils are supervised during Play and Concert rehearsals, or other events that bring small groups into school out of hours.

Members of the PE Department supervise pupils on both home and away matches.

Suitable staff: pupil ratios are in force during outings and visits abroad. See *the separate Educational Visits Policy*.

Whilst appropriate staffing ratios are adhered to (see below), there may be a need to vary this as necessary according to the nature of the activity and the age of the pupils.

## Staff Duties

The main duty times are:

Duty	Time	Staff Member
Early morning duty	7:30 - 8:30am	<ul style="list-style-type: none"> <li>● 7:30 - 8:00am Teaching Assistant (and Member of SLT on duty in the office)</li> <li>● 8:00 - 8:30am Member of SLT on duty</li> </ul>
Morning break duty	10:30 - 11:00am	One teacher or teaching assistant with Pre-Prep, one other with Prep

Pre-Prep Lunchtime duty	12:30 - 1:00pm	All members of Pre-Prep Staff
Pre-Prep on playground	1:00 - 1:30pm	One teacher or teaching assistant
Prep Lunchtime duty	1:00 - 1:30pm	All members of Prep Staff
Prep on playground	1:30 - 2:00pm	One teacher or teaching assistant
Car park duty	4:00 - 4:15pm	One teacher or teaching assistant
Prep Study	4:00 - 5:00pm	One teacher

Members of staff on duty are requested to take an active part, e.g. monitoring and influencing behaviour on the playground, encouraging good manners and eating habits in the dining room (e.g. no talking while eating) and checking that Homework is properly completed in Homework Club.

### **Detailed Guidelines For Supervising Children On The Playground:**

#### **General**

- The use of the different play zones is marked on a plan reviewed each term
- Children other than those on the play area should not enter the rubberized area
- Children should not play between or behind the music cabins
- Balls must not be retrieved from neighbouring gardens
- Pupils must not leave the playground without the permission of the duty teacher
- Physical games which involve pulling or fighting should be prevented
- Staff should monitor the number of pupils leaving the playground for the toilets
- Pupils should not return to their classroom during breaktime
- During cold weather pupils must be encouraged to wear their coat or a tracksuit top
- At the end of break, children line up, one form at a time, in a quiet and orderly fashion
- Children are collected from the playground by the teachers of the next lesson

#### **Toilets**

- Prep pupils use the toilets based near their classrooms
- Pre-Prep pupils use the toilets in the Beardies
- EYFS pupils use the EY toilets between Reception and Kindergarten

#### **Security**

- Gates and barriers around the playground must be shut

- If an adult (visitor or parent) approaches the playground staff should remind them to proceed directly to the School Office.
- Staff are aware of the possible (Safeguarding) consequences of parents talking to children other than their own

### **First Aid**

- In case of minor injury during EYFS/Pre-Prep break, send the child to the first aider
- During Prep break, the first aider will be in the First Aid room OR on the playground OR at the First Aid Station (located in the Beardies)
- In case of serious injury, stay with casualty and send a child for a First Aider. *Please see the separate First Aid Policy for full details.*

### **Morning Break**

- No ball games are permitted.

### **Lunch Break**

- Prep pupils should not enter the playground until 1:30 pm when EYFS/Pre-Prep break ends
- Ball games, except football, such as catching are permitted in other areas, if safe

### **Children Allowed To Stay Inside**

- Pupils may stay outside the office if they are unwell
- Pupils receiving extra lessons/speech and drama/music etc
- Pupils catching up on work will be supervised by a teacher in a classroom
- Wet Breaks
- During wet breaks, all pupils should be in their classroom.
- The member of staff on duty will patrol the upstairs corridor to monitor behaviour.
- There are wet play toys and games for the children.
- In Pre-Prep classes, the classroom assistant will supervise the children in the classroom.
- In Reception, the EYFS children will be supervised by the teacher on duty.

### **EYFS – Nursery**

Babies: Ratio 1:3 maintained all day

Toddlers: Ratio 1:3 maintained all day.

Explorers: Ratio 1:4 maintained all day.

Little Learners: Ratio 1: 8 maintained all day.

Kindergarten: Ratio 1: 8 maintained all day.

Children are supervised by their own Room Leader and team during lunch and snack times. Toddlers and Explorers sit in groups with their own Key workers for lunch.

Children are supervised by their own Room Leader and Team during outside activities.

In case of staff absence or holidays or training days, staff can be redeployed to maintain ratios. Sometimes a child can be put up to the next room for a visit to maintain ratios. Supply staff are on standby to maintain ratios. The Nursery Manager is supernumary and can be counted into the ratios when necessary.

A plan is prepared each week to inform staff of any changes to working environments and to ensure that the correct ratios are maintained.

## **Other Miscellaneous Guidelines For Staff Supervising Pupils**

### **Daily Routine:**

- Children should arrive in school by 8:45am at the latest.
- On arrival before 8:15am children should report to the dining room, where they will be registered by the member of staff on duty.
- If the weather is suitable, from 8:15am onwards, children will move to the astroturf where they will be supervised by the member of staff on duty until they are collected by their form tutor at 8:30am. If the weather is deemed unsuitable for outdoor play, the children will remain in the dining room from where they will be collected by their form tutor.
- Children arriving after 8:30am should proceed directly to their classroom.
- In the case of late arrival they should report to the Office: all children who arrive after 9:00am should first report to the Office.
- If a child is to stay inside at break times or miss games / swimming, a written note or an e-mail from parents must be produced.
- No pupil may leave the school premises without permission.
- If staff confiscate an item, they should make a written note and, if possible, return it to the parents at the end of the day.
- Pupils must not run in the school buildings. The consequent sanction for running is to stay in the dining room during the next break.
- The Art room, D.T. room, Hall, Science Lab, Games store, Kitchen and Workshop are all out of bounds, unless accompanied by a teacher.
- No medicines may be administered unless parental consent has been granted on a school medical consent form. The master copy is kept in the office. Form teachers please photocopy according to your needs. *Please see the separate Policy For Administering Medicines.*

### **Lesson Routine**

- If a teacher does not arrive for a lesson within 10 minutes, a member of the class must inform the Office.
- Children should not visit the toilet during lesson time, unless it is absolutely necessary.
- No eating in lesson time. A cough or throat sweet may be sucked if written permission has been given.