

FOREST PREPARATORY SCHOOL

Guidelines for Supervision of Children on School Premises

This policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS).



bellevue

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Opening Statement

Forest Prep School is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

The aim of this policy is to:

- clearly outline the strategies and routines adopted by the school to ensure that full and appropriate supervision of all pupils occurs throughout the school day;
- clarify for all staff their own responsibilities and roles with regard to the supervision of pupils;
- Provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

All staff are responsible for:

- discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere;
- Reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.

Supervision Before School

- Lower School and Nursery pupils will not be supervised prior to 8:40 am and parents are advised that they should arrive as near to this time as possible. However, if staff witness an incident or happening before this time, they will act upon it and not let it go by without intervention.
- Upper School Pupils are supervised from 8:30am in the Upper School Yard before the bell rings at 8:40am when pupils are expected to line up in the designated places and wait for the arrival of their teacher.
- Pupils attending Early Morning care will be supervised by the staff in charge and will be delivered to their classrooms at or slightly before 8.40am.

Registration

- The responsibility for regular attendance lies with parents or guardians, and parents are requested to let the school know if and why their child is absent.
- Class teachers will inform the school office of absentees, and when no notification from a parent has been received, parents will be contacted as soon as possible.

Illness

- When a pupil is taken ill during the day, school office staff will make every effort to contact parents, using the telephone numbers provided and filed in the office. Parents are reminded regularly to update home information, change of work address etc.

Lesson Time

Pupils should never be unattended in any classroom at any time, except in an emergency situation, where no other option is available. Early Years children will always be supervised.

In the case of pupils who are excused lessons from KS1 upwards:

- PE/Games – the pupil will watch the lesson unless the class teacher is available to keep the pupil with them; the child may go home if the parents choose.
- Swimming – the pupil will sit with a member of staff, at the poolside.
- Health and Safety guidelines exist as part of a particular subject curriculum policies (e.g. PE, Science, ICT) outlining the kinds of activities which staff should not permit or which require additional supervision.

Break time

- Three members of staff are on duty on the main playground each break time, on a rota basis.
- Nursery and Kindergarten have their own areas and are supervised by the staff in that department, meeting statutory ratio requirements at all times.
- Reception, Key Stage 1 and Key Stage 2 use the large play area and the soft play area outside the Year 2 classroom. Reception are supervised in line with statutory requirements for the supervision of Early Years children.
- Football is restricted to the soft, court area and is for pupils from Year 3 and above.
- Teachers should promote PSHE at playtimes and monitor games and behaviour at all times. The school has clear playtime rules and the Deputy Head should be informed of any serious or repeated breaches of this code.
- If a pupil is injured, he/she enters the school and a further member of staff will provide first aid and record the injury and treatment in the book.
If necessary, a report of any significant matter will be given to the class teacher or Headmaster. Early Years children will be treated by their own member of staff, who will always be within sight or hearing of the outdoor area/playground.
- For children other than Nursery and Kindergarten, a whistle signals the end of break and children stand still. A second whistle indicates that pupils should line up in their classes; they will then be escorted into school by their teacher. They should walk quietly into school.
- Pupils must not go into their classroom unless a member of staff is present.

In Wet Weather

- From Reception upwards, pupils will go to the Hall with the staff who are on duty.
- The normal staff supervision rota operates. Older pupils may be asked to help with the play activities of the younger pupils. All staff are expected to be available to assist on such occasions if required.

Lunchtime Supervision

- Supervision of pupils is provided before, during and after the provision of the midday meal by Lunchtime Supervisors.
- Supervisory staff have job descriptions and opportunities to discuss issues of safety and behaviour etc. They are informed of school policies regarding safeguarding children and encouraged to attend first aid training courses. In Early Years, qualified level 3 Teaching Assistants provide the supervision and continuity for the children.
- Teaching staff take part in a “dinner duty”, supervising pupils whilst having their meals.

- Teaching staff, other than early years, shall not usually be required to undertake outdoor lunchtime supervision and shall be allowed a break of reasonable length between school sessions.

Home Time

- All pupils from Nursery to Year 2 will be handed over to the parent/carer who meets them at the classroom.
- Upper School pupils will be supervised as they leave, by a member of staff who will ensure they are met by their parent or carer.
- Siblings will be supervised in 'Sibling Stay' by the member of staff on duty until 3.40 pm, when parents will pick up their child from the classroom.
- Pupils in Lower School will be taken to Late Stay and Upper School pupils will walk to the Late Stay room by themselves.

Extra Curricular Activities.

- Pupils remaining for after school activities are supervised at all times by the member of staff who runs the activity. All early years children are supervised according to statutory ratio requirements.
- Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time.

General Safety

- Do not leave the class unsupervised except in an emergency and if necessary make arrangements with other staff. Early Years children will always be supervised at all times.
- Electrical equipment should never be left plugged in when a teacher is not in the classroom with the exception of the computer.
- Please report any potential or actual hazard (floor etc.) to the Headmaster or Caretaker immediately.
- Report any loss or damage of equipment so that action may be taken to get it repaired or replaced.
- If equipment is dangerous (e.g. P.E. apparatus) take it out of use immediately and inform the Headmaster at the first opportunity.
- In law it is required that you care for the children's safety as a responsible parent would.

The Health and Safety Committee will meet throughout the year to monitor all aspects of safety around the school.

Anti- bullying and Behaviour Management at Playtimes

The Deputy Head (Pastoral) is the Line manager for all Midday Assistants. He ensures that all midday assistants are fully trained and resourced in order to manage suitable anti-bullying and behaviour situations.

All staff are trained on a supervision in staff meetings. A clear focus link is to the anti-bullying and behaviour policies.

Parent Helpers

Forest Prep School is aware of the requirements needed for additional helpers and volunteers when working in school. Parent helpers will also sign into the visitor book and follow the school's procedure. The latest safeguarding and recruitment checklists are followed when volunteers come into school. An induction process, carried out by the Deputy Head (Pastoral), is in place.