

SUPERVISION OF EARLY YEARS' PUPILS POLICY



This policy should be read in conjunction with the Supervision of Pupils', Missing or Lost Child and Child Collection Policies.

The supervision of Early Years pupils is vital to the safety and well-being of all children across the School and is handled in a structured way as outlined below.

Supervision before the Start of School (Ratio – 1:15)

Morning supervision is offered from 8:00am in the Reception classroom by the fully qualified Reception teacher for the few children who arrive at that time. She is then joined at 8:15am by a Level 3 teaching assistant/teacher and both staff members remain with the Reception and Year 1 pupils until 8:30am which is registration time. Staff are trained in Paediatric First Aid and are familiar with the medical, dietary and pastoral needs of the children. Additional members of staff are available and contacted in the unlikely event that the number of pupils arriving before 8:30am exceeds 30. Children are accompanied to creche by their parents. Children from Reception do not attend Breakfast Club, but Year 1 children may if they wish.

Reception children are taken to assembly by their class teacher and guided back after the assembly.

Break and Lunch Time Play Supervision

Children have drinks and snacks in the classroom with the teaching staff and are supported with getting tracksuits, wellington boots, coats etc.. ready for break time and taken out on to the soft crumb surface or fields by a member of the staff. Occasionally, when the weather is fine, one class may use the playground equipment at a time, but this is not deemed appropriate for the Reception children in the first instance.

Children are supervised at all times during morning and lunch breaks, with a minimum of two, but usually three members of staff on duty, one specifically designated for the Early Years children. Staff on duty combine qualifications in Basic and Paediatric First Aid and the Named First Aider is close at hand in the event of an emergency. First Aid treatment is provided in the Medical Room at the top of the drive, if needed, or in one of two first aid trolleys around the site. Staff are on duty throughout all break times on the outside playing areas as well as in the Lunch Hall and staff oversee younger pupils when eating their lunch. During inclement weather, Pre-Prep members of staff supervise the children in the classrooms.

Reception children are escorted to the adjacent toilets and overseen by a staff member. Staff are versed in the school's Intimate Care Procedure, as required and packs are kept for easy access in the Reception classroom.

Different activities are provided for Reception and Pre-Prep pupils at break times e.g balls, hoops to enhance gross motor skill and learning development.

Lesson Time Supervision

The following staffing provision is in place during lesson time for the hours of 9:00am until 3:15pm :

Reception – ages 4 to 5	Qualified Teacher (1:30) Qualified Teacher (1:30)
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Staff do not leave children unattended at any time. In emergencies, adjacent classroom teachers or teaching assistants may be asked to temporarily oversee a class or to join classes.

Pupil Checkout and After-School Supervision (1:16)

Pupils are checked out formally by their Teachers using a clipboard to record who has collected each pupil on a daily basis. Parents are required to operate a password collection system when authorising other adults to collect their children. All staff are encouraged to check with the families or Reception if unsure. For those pupils not collected at 3:15pm for Reception pupils or Year 1 pupils or 4:40pm for Year 2 pupils, After School Club is provided in Prepcare, the school's adjacent Nursery which must be booked in advance and is available until 6:00pm. Staff are similarly first aid trained. For children attending clubs after school, maximum numbers are set by the school and parents made aware with risk assessments drawn up to manage any risk. For external providers, clubs which take place outside are limited in numbers or a second member of staff, either from the external agency or an in-house member of staff, supervises the club. Parents are made aware of the supervision in place. Should numbers rise, the member of staff on duty speaks to a member of the Senior Management Team or Pre-Prep Coordinator for further supervision to be put in place.

Supervision of Changing for PE

Children are supported and supervised at all times when getting ready for PE as a vital part of the learning and development process.