



BROOKE PRIORY SCHOOL



PUPIL SUPERVISION POLICY INCLUDING EYFS

This policy covers the EYFS because the setting is run as an integral part of the school.

Pupils' Arrival and Departure

Pupils may arrive at school from 7.45 a.m. to join Early School Care.

Main School opens at 8.20 a.m.

Nursery opens at 8.20 a.m.

Nursery closes at 3.30 p.m.

Pre-Prep (including Kindergarten) closes at 3.25 p.m.

Prep closes at 3.40 p.m.

After School Activities 3.40 – 4.30 p.m.

After School Care 3.40 – 4.30 p.m.

Late Care 4.30 – 5.45 p.m.

Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils wherever they are in school, outside normal hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as occasional weekend duties. All staff are suitable qualified and trained to undertake supervision.

The main duty times are:

Early morning 7.45 a.m. – 8.20 a.m.

Break duty 10.15 a.m. – 10.40 a.m.

Lunch duty 12.45 p.m. – 1.15 p.m.

After school activities / care 3.40 p.m. – 5.45 p.m.

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 P.E. Department supervise pupils on both home and away matches.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reasons. The school will contact the parent if a child fails to arrive at school without an explanation. Once registration has taken place all external doors are closed and have a variety of security locks to prevent unsupervised access to or exit from the building.

Medical Support

All staff are qualified in Paediatric First Aid (12 hours). We always make sure that a qualified paediatric first aider is on duty whilst our EYFS children are in school.

The Receptionist is able to co-ordinate any accidents or emergencies, and can help if someone is ill. She has access to all parent contact numbers. The First Aid Room is situated next to Reception.

First Aid boxes are situated around the school, including the Nursery and EYFS general area. These are regularly checked and replenished.

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Brooke Priory does not provide any school buses for this purpose.

Supervision during the normal school day

Children are supervised by their class teacher or specialist subject teachers during the school day according to their timetable (timetables are displayed in the classroom, staff room and on the department drive). For Kindergarten and Nursery (EYFS), Pre-Prep and Prep children, the correct pupil to staff ratio are adhered to in order to keep children safe at all times. The teacher is the key person for the Kindergarten and Nursery children (see below for role).

Supervision during break times.

Children are supervised during both the morning and lunchtime break times. A minimum of 2 staff members are on duty at any one time with the addition of an extra First Aid trained staff member on duty if the play is taking place on the fields behind the school building. One member of staff is allocated to our EYFS children.

During wet play, (indoor) children remain in their classrooms playing board games, drawing or completing tasks. Staff who are on duty are allocated to designated area to control and monitor behaviour or any incidents.

Unsupervised Access by Pupils

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. The Art and D.T. studios are kept locked when not in use, children are only allowed to be in the rooms under supervision. Pupils are expected to follow reasonable instructions given to them by teachers.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, e.g. cleaners' cupboards and maintenance room. Doors to these areas are kept locked at all times.

EYFS Pupils

Children in the Nursery Department of the EYFS are continuously supervised by the Nursery staff. All EYFS children are assigned a key person (para. 3.27 Framework). Their role is to help ensure that every child's care is tailored to meet their individual needs, to help them become familiar with the setting and to feel secure. Children are usually within sight of staff and always within sight or hearing. Other members of staff are available to cover breaks. Brooke Priory School are aware of the EYFS ratios. There is a separate policy covering missing child and uncollected child procedures.

Supervision during Educational Visits

The arrangement for the supervision of pupils during educational visits and trips out of school are described in our policy 'Educational Visits including EYFS'.

Procedure for Supervision during Before and After School Care

Before School Care: children are supervised by two members of staff until 8 a.m. and then by additional Nursery staff as they arrive at the setting. Children under 3 are based in the 2+ room and all others in the 3+ room. The children are taken into school at 8.20 a.m. and the Pre-Prep (including EYFS) children are delivered to their teacher.

After School Care: the children in the Pre-Prep, including EYFS, are delivered to the After-School Care room by their form teacher or a teaching assistant. The children are registered by the member of staff in charge. The children go to the toilet and wash their hands before eating any snack they have with them. This is followed by activities including colouring, crafts and television. The children in the Prep go straight to the After-School Care room, register, wash hands and eat snacks as above. Supervised

homework begins in the quiet room. Children without homework join the younger children and board games are also available.

During the period from 3.50 p.m. to 4.30 p.m. parents may collect their children from the appropriate room, the children shake hands and say good-bye to the adult in charge, they are then crossed off the register.

After 4.30 p.m. a second register is called, as children in the Prep join in after their clubs, and everyone is provided with a snack. Then the children choose from a variety of activities as before, which in addition may include outside play and ICT. As before parents can collect their children, who shake hands with the member of staff and are crossed off the register.