



EDGEBOROUGH SCHOOL

## **Supervision Policy**

(including EYFS and Boarding)

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## Rationale

All pupils at Edgeborough can expect to receive full-time, appropriately supervised education, commensurate with their age and stage of development.

## Related policies

This policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Educational Trips, School Journeys and Visits Policy
- Risky Areas Policy
- Safeguarding
- Risk Assessment Policy
- Safer Recruitment and Selection Policy
- Staff Code of Conduct
- EYFS Supplementary Policy
- Missing Child Policy

## Pupils in EYFS and Years 1 and 2

### Supervision (Nursery to Yr 2)

Care is taken to ensure that children are adequately supervised and that their needs are met. Parents are informed of all staffing arrangements.

In all staffing arrangements care is taken to ensure that:

- Across the EYFS all government guidance is adhered to in terms of required ratios.
- Children are usually within sight and hearing of staff and **always** within sight or hearing. When eating, they are always within sight and hearing.
- Staff know and abide by the school's Staff Code of Conduct.
- Staff know and abide by the school's Safeguarding Policy and have a clear understanding of Child Protection and Safeguarding processes.
- Staff are up to date in all required training in terms of Safeguarding and attend regular training updates to help in the identification of abuse and appropriate response.
- Staff have regard to KCSIE 2023 and the Prevent duty guidance alongside Working Together to Safeguard Children 2018.
- All staff working in the Early Years/Pre-Prep and supervising children have obtained an enhanced DBS.
- Measures and checks on safer recruitment, as documented in the school's Safer Recruitment Policy, are held.
- At all times, at least one person with a current Paediatric First Aid certificate is on the premises.
- In the Nursery and Pre-School a Key Person system is employed. Parents/carers are informed of this person and their role is explained.
- The Key Person (class teacher or EYFS practitioner) works to ensure that every child's learning and care is tailored to meet their individual needs.

## Arrivals (Nursery to Yr 2)

- All pupils are signed in on iSAMS upon arrival (this is repeated for school-aged children at 1pm).
- Paper registers are kept in event of a fire and to sign pupils out (Nursery and Pre-School).
- Laminated fire registers are kept (Reception, Year 1 and Year 2).
- Doors are always monitored during the children's arrival and are closed once the arrival time has been reached.
- Playground gates to Nursery are kept bolted behind parents as they drop off.
- Any noted incidents/accidents from home are signed off in the incident book by parents.
- All activity registers are kept on SOCS, with children signed out after the club by the supervising staff member.
- Registers for after-school club are kept on Teams (if not on SOCS), with the staff in charge responsible for signing children in to the club.

## Departures (Nursery to Yr 2)

- Collated collection details are used to confirm safe collection at the gate (includes name, contact and password).
- If these details can not be located, isams is used to call and check safe collection with the primary caregiver.
- We will ask parents to confirm in writing if an individual who does not usually collect will be doing so. ID checks will be made at time of collection. If we have any concerns, or if this is not put in writing, the parent is called to confirm arrangements.
- Accident or incidents that have been documented during the day are signed.
- Those on gate duty make sure children are greeted by a nominated adult and supervise children until they are with this adult.
- Activity providers and staff leading after-school care are responsible for signing children out safely in the case of these clubs.

## Daily Supervision (EYFS only)

Ratios and staff qualifications kept are in line with government guidance, see the Early Years Statutory Framework (actual ratios tend to fall well within the limits below):

- Where most children are five or over (or will be within that year), the ratio of 1:20 is kept (with 1:30 as a state maximum).
- In other EYFS classes, where children are aged three and above, where the staff member holds Qualified Teacher Status (QTS) a maximum ratio of 1:13 is permitted. However, if the staff member does not have QTS then a ratio of 1:8 is upheld. In such a case one staff member must hold a full and relevant level 3 qualification.
- Children aged two are staffed with a 1:4 ratio (1:5 is permitted as per guidance but not adopted at Edgeborough). At least one staff member must hold a full and relevant level 3 qualification.
- The Nursery Manager holds a full and relevant level 3 qualification.
- At all times, half of all staff will hold at least a full and relevant level 2 qualification.
- The named deputies to the Head of Pre-Prep are the Room Leaders of Pre-School and Nursery.

- There is always a practitioner available trained in Paediatric First Aid present with all EYFS staff kept trained and updated.
- Children in the Nursery and Pre-School have a Key Person to oversee the daily care and provision.

Supervision when children are eating (also see EYFS Supplementary Policy):

- Staffing arrangements meet the needs of all children whilst eating and ensure their safety.
- Infants and young children are seated safely to eat with Nursery children on low chairs.
- EYFS children are never left alone while they are eating and are with staff who are trained in paediatric first aid.
- Key staff are trained in Food Safety and Hygiene.

Where children are sleeping the following applies (also see EYFS Supplementary Policy):

- Staff are always readily available.
- The children sleeping are in earshot.
- Monitors are used to assist regular (and documented) checks.
- Needs and vulnerabilities are used to determine level of supervision.
- Safety in provision is always the main consideration.

When children need the toilet:

- Pupils in Nursery and Pre-School are always accompanied. In Reception, toilets close to the classrooms are used and doors are not locked. Privacy and autonomy are given in accordance to relevant policies including the Safeguarding Policy.
- In toileting rooms (Nursery) guidance to staff is displayed on systems upheld.

When outdoor in play:

- No matter the number of children, another staff member is always in earshot (Pre-School and Nursery).
- There is always a practitioner trained in Paediatric First Aid present or to hand.
- Ratios as outlined for indoor supervision are adhered to.
- Outdoor play Risk Assessments are known and followed.
- Children are dressed accordingly for most weather. In extreme cases, doors will be closed to limit play to indoor areas.

## **Daily Supervision (Years 1 and 2)**

**During lesson times:** Pupils will never be left unattended in the classroom.

**Between lesson times:** Where pupils are receiving specialist teaching within the classroom, the teacher of the previous lesson should not leave before the next teacher arrives. A teaching assistant may, where appropriate, provide the necessary supervision between lessons.

**Moving to specialist teaching rooms:** Pupils will always be supervised as they are escorted to and from specialist teaching rooms (when this requires movement outside a building).

**Attending individual music or other 1:1 or small group sessions:** Pupils will be escorted to and from these lessons either by a teaching assistant or the specialist teacher.

**Break times:** Pupils will be escorted to and from the playground by a member of staff. Whilst in the playground, pupils will be supervised with a ratio of 1 staff to 30 children. Clear boundaries and a playground Code of Conduct is followed at play with rules communicated and known by pupils. In cases of heavy rain, where possible, pupils will dress appropriately and go outside. When not possible, they will be supervised by duty staff in a classroom/Lodge Hall. Playground risk assessments are adhered to.

A PFA staff member is timetabled to take lead on First Aid.

**Lunch times:** Pupils will be escorted to and from the dining room and members of staff will sit with and supervise the pupils whilst eating lunch.

**When going to the toilet:** Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return to the toilets safely. The means by which this is done may vary according to the location of the pupils within the school. If pupils are within their own classrooms, it is reasonable to expect pupils to go to and return from the toilet unsupervised (though in the case of very young pupils an element of supervision may be appropriate). If pupils are within a specialist lesson, they may need to be escorted to the toilet by a member of staff.

**Changing rooms:** Pupils may change in their classrooms or one of the changing rooms. They will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy.

### **Wraparound Care (Breakfast Club and Conkers/Acorns; Nursery to Y 2)**

Where children stay at school beyond the school day (3:15 pm) or attend Breakfast Club (before school) staffing is based on the numbers and needs of the children. In all cases:

- For Reception and Years 1-2 children, a ratio of 1:20 is upheld.
- A ratio of 1:8 is kept with all children under school age.
- Where children are 2 years of age this ratio is reduced to 1:4/5.
- With children under school age at least one staff member must hold a full and relevant level 3 qualification and at least half of the staff must have a minimum of a full and relevant level 2 qualification.
- With all after school-care, a staff member is present who is trained in Paediatric First Aid.
- For children in the EYFS there are always two staff members available.
- Supervision is upheld in line with daily practice (as outlined above).
- Collection arrangements are adhered to as set for the school day.
- Late collection is from the Pre-Prep or Nursery.
- The Missing Child Policy is followed if required.

## **Activities and Clubs (Nursery to Yr 2)**

Pupils will be fully supervised by a member of staff or external provider during the club or activity where a register will be taken (SOCS). In Pre-School and Nursery staff will stay to support the provider to ensure that ratios are upheld.

At the end of the session, the member of staff or provider will ensure pupils are handed into the care of the relevant parent, carer or staff member and this will be noted on the register.

Pupils who have planned to attend Conkers will be escorted there by the member of staff or provider to After School Club and registered .

## **OWL and Woodland Walks (Nursery to Yr 2)**

In all OWL (Outdoor Woodland Learning) lessons (EYFS and Years 1 & 2) stated ratios are upheld. A mobile phone is taken to the woods to be used in cases of emergency. Children are encouraged to toilet in the woods and a First Aid kit is kept in the OWL shed.

A minimal of two staff will supervise OWL (one being the OWL leader). Only in unavoidable situations (i.e. injury, distress) will one staff member leave the other on their own. In such cases, they should seek assistance as quickly as possible from the Pre-Prep (remain in ear shot where possible) and return quickly to the site.

On walks, ratios are upheld and rucksacks are used to carry items including a First Aid kit and phones, to be used only in an emergency. Groups stay within the school's grounds at all times and consideration is given to the children, distance and proximity to school buildings.

In both cases, drafted risk assessments are adhered to. Also see Early Years and Pre-Prep Outdoor Learning Policy.

## **Supervision when on Trips**

It is the case that when going on a trip, with all Early Years and Years 1 & 2 classes, the following applies (also see Educational Trips, School Journeys and Visits Policy):

- The trip is risk-assessed beforehand to identify hazards, supervision requirements etc.
- Arrangements are made to support children with SEND.
- Children are grouped and a staff member is given oversight of this group. There is never more than 6 in a group.
- All groups remain in earshot and visible to one another with mobile phones kept as a back-up tool for communication (including in EYFS).
- Registers are taken at regular points throughout the day.
- A staff member with a Paediatric First Aid certificate is always contactable and available.

## Late Collection (Nursery to Yr 2)

Should the child not be collected by a designated adult the member of staff in charge should call parents or the named adult collecting the child (any changes to collection details kept by the school must be put in writing with ID checks made).

If this occurs at the end of the morning session in Nursery or Pre-School then the child will be taken to lunch, the office will be informed, and the child will stay with the group until collected. Should this occur at the end of the day (for all EYFS and Years 1 and 2 children), the same applies with the child joining the after-school care.

If the child is not collected by the end of day, the child is supervised in the Pre-Prep or Nursery whilst all efforts are made to contact a parent or carer. The Head of Pre-Prep is informed. If arrangements cannot be made for the safe collection of the child, the DSL will be contacted and the child is taken to the Boarding House. Social Services or the Police may then be contacted in accordance with steps made to reach parents and carers. See Missing Child Policy.

## Pupils in Years 3-8

### Supervision

In all staffing arrangements care is taken to ensure that:

- Staff know and abide by the school's Staff Code of Conduct.
- Staff know and abide by the school's Safeguarding Policy and have a clear understanding of Child Protection and Safeguarding processes.
- Staff are up to date in all required training in terms of Safeguarding and attend regular training updates to help in the identification of abuse and appropriate response.
- Staff have regard to KCSIE 2022 and the Prevent duty guidance alongside Working Together to Safeguard Children 2018.
- All staff working in the Prep school and supervising children have obtained an enhanced DBS.
- Measures and checks on safer recruitment, as documented in the school's Safer Recruitment Policy, are held.
- At all times, at least one person with a current Paediatric First Aid certificate is on the premises.

### Prep School pupils in Years 3 and 4

These pupils can expect to have some level of independence around the school appropriate to their age.

**During lesson times:** Pupils will be supervised at all times during a lesson. If a child has not arrived at a lesson, the teacher should check the register to see if the child is in school, check the additional timetables for music, LAMDA etc. If the child still cannot be located, a message should be sent to staff trying to locate that pupil (on Teams) After 5 minutes, revert to the missing child policy.



**Between lesson times:** Where pupils are receiving specialist teaching within the classroom, it is reasonable and necessary for one teacher to leave at the end of a lesson and for teachers to move swiftly between lessons to ensure they arrive promptly for their next lesson. If a teacher has not arrived within 5 minutes of the start of a lesson, two pupils should go to the office and inform office staff who will ensure a teacher goes to the classroom immediately.

**Moving to specialist teaching rooms:** Pupils will generally move around the school unsupervised between specialist lessons, but all staff will remain aware of the need to monitor behaviour and be aware of health and safety in the corridors.

**Attending individual music or other 1:1 or small group sessions:** Pupils will generally be expected to make their own way to and from these lessons.

**Break times:** Pupils will leave lessons once dismissed and will make their own way out to break. Whilst in the playground, pupils will be supervised as set out below.

**Lunch times:** Pupils will have greater independence in the dining room than younger pupils but will be supervised by staff whilst queuing for lunch and eating.

**Changing rooms:** At the start and end of a games lesson, they will be fully supervised during this time in a manner that does not infringe their right to privacy and in accordance with the Safeguarding Policy. In PE lessons, the member of staff will be in the vicinity of both boys and girls changing rooms.

**Toilet use during lesson times:** Pupils will ask to go to the toilet so that the whereabouts of each pupil is known and monitored. Staff will ensure that pupils arrive at and return to the toilets safely. In all cases, pupils have a right to privacy whilst in the toilet unless they ask for, or are offered and accept, assistance. This will be provided in accordance with relevant policies including the Safeguarding Policy.

**Toilet use during break times:** Pupils are entitled to enter the school building to use the toilet during break time as needed.

**While playing in the Woodland Outdoor Space:** Pupils will be closely supervised by an additional staff member when they spend time in the designated outdoor spaces. Clear boundaries are set, and the rules communicated with children when necessary. The Prep Children have a larger space and have more freedom to explore their outdoor areas. The common-sense school rules also apply in these areas.

## **Prep School Pupils Years 5 - 8**

These pupils may be given a greater degree of independence. Nevertheless, they will be supervised in the same manner as pupils in Years 3 and 4 except in certain circumstances. For example, small groups may be separated out to work independently (e.g. in the library) and without direct supervision as long as a teacher retains direct responsibility for each pupil and each pupil knows where the teacher responsible is.

## **Trips and visits**

Risk assessments are completed prior to the trip or visit, and any identified risks communicated to the Senior Deputy Head. All pupils will be always supervised during all trips and visits and the level of supervision will be commensurate with the age of the pupils and the nature of the trip or visit, details of which will have been noted on the risk assessment form.

For further details about supervision during trips (day and residential) and visits (including sporting fixtures) reference should be made to the Educational Trips, School Journeys and Visits Policy.

## **Remote Locations**

When supervising pupils in a remote location, members of staff are encouraged to have a mobile phone with them.

## **Break duties**

At break time, pupils will play in the designated break time areas. Pupils may be inside when wet (see below) or with the agreement of a member of staff. In usual circumstances it will be the responsibility of the member of staff who gives permission to supervise the indoor activity. Pupils will be fully supervised during break times as follows:

- Pupils in Pre-Prep will only be allowed out when led by a member of staff.
- Pupils in Y3-8 will only be allowed out to break at the end of lessons.

Staff on duty must be outside promptly and remain on duty throughout the break or until relieved by another member of staff.

Supervision during break times will be active with staff members circulating around their area of responsibility.

If a staff member notices a potential health and safety risk, they are responsible for ensuring pupils are moved from that area immediately and that is reported to the appropriate person. This will, most likely, be the Estates Manager in the first instance.

If a pupil is injured and the injury is minor, another pupil should be sent with the injured pupil to Matron.

If a pupil sustains a major injury, the member of staff should remain with the pupil and summon assistance from other staff within the school.

If a member of staff has a planned absence from school, it is their responsibility to arrange for another member of staff to undertake their duty and to make this clear on the weekly duty list held by the Senior Deputy Head.

If a member of staff is ill or has an unplanned last-minute absence, the Deputy Head must be notified who will arrange cover for the duty.

## **Wet break times**

When there is a wet break, pupils will be advised whether to wear waterproof clothing and be outdoors or to remain in their form rooms and undertake activities as advised by their form teachers. Staff who would ordinarily be on duty in the playground will supervise given areas of the school and will circulate around the classrooms. Where possible, other staff will circulate to ensure a strong presence and level of supervision, particularly for pupils in Y3-8.

School Prefects will help staff to supervise areas of the Prep School but staff must remain active at all times.

## **Sign-out**

Children sign out at the end of the day using SOCS. They are signed out by a member of staff, either at the end of the school day for their year group or after a chosen activity, such as prep or an evening activity.

A register is taken in supper at 6pm.

## **Late Collection**

Should the child not be collected by a designated adult, the member of staff in charge should call parents or the named adult collecting the child (any changes to collection details kept by the school must be put in writing with ID checks made).

If the child is not collected by the end of day (Monday-Thursday), the child is taken to the Boarding House to be supervised while all efforts are made to contact a parent or carer. On a Friday a member of the SLT ensures everyone has been collected. The SLT member who is on duty is informed, and the DSL will be contacted if staff are unable to reach a parent or an adult with designated responsibility of care. Social Services or the Police may then be contacted in accordance with steps made to reach parents and carers.

## **Extra-curricular Activities, Squads and Clubs**

Pupils will be fully supervised by a member of staff or external provider during the club or activity where a register will be taken.

At the end of the session, the member of staff or provider will ensure pupils are handed into the care of the relevant parent or carer and this will be noted on the SOCS register.

Pupils who have planned to attend After School Club after the activity or whose parents have not arrived will be escorted by the member of staff or provider to After School Club and will be registered there.

## **Impairment of Staff capability to supervise**

Staff should not be under the influence of any substance which may affect their ability to care for and supervise pupils. If staff are taking medication which may affect their ability to supervise pupils adequately, those staff should seek medical advice. These staff will only be able to work with pupils directly if medical advice confirms the medication is unlikely to impair that staff member's ability to look after pupils properly.

If a member of staff finds that he/she is unable to care for and supervise pupils adequately due to sudden illness, it is his/her responsibility to summon assistance from colleagues and/or notify the Senior Deputy Head or another member of the Senior Leadership Team immediately.