



FALCONS PRE-PREPARATORY SCHOOL

Child Supervision Policy

Primary person responsible for updates to this policy: Adel Thomson

Job title: Deputy Head Teacher

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable): A12

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Introduction

At The Falcons Pre-Preparatory School the pupils are carefully and positively supervised throughout their day at school; in class, in the hall/dining room, in the playground, in the specialist rooms, on the sports field and visits, during clubs and between lessons.

The children must be under supervision during the school day. From time to time it may be desirable that boys are allowed to exercise some personal responsibility e.g. delivering a message or the taking the register back to the office, and of course visiting the toilet. However, each teacher has a responsibility to ensure the safety and good conduct of all boys under his/her care at any particular time and should always be aware of their whereabouts at all times.

Breakfast Club

Breakfast Club is offered to boys from 7.45am. A member of staff is on duty to open the front gate and front door to boys and then supervises the boys while they have breakfast. The boys are sent into the playground or hall from 8.00am where they are supervised as outlined below.

Nursery: Our nursery students will have breakfast club in the nursery classroom and will remain with their teachers once breakfast club has finished.

Arrival

Students normally arrive at school between 8.00 and 8.45am. Those arriving on the bus are escorted into the playground by a member of staff and handed over the duty members of staff. Often they go directly into the building depending on the timing of the bus arrival. Nursery children arriving before 8:45 will be taken directly to their classroom. Reception, Year 1 and Year 2 who arrive before 8:30 may stay in the playground or go into the hall until 8:30, depending on the temperature of the weather. The gates to the playground are opened at 8.00 and two members of staff supervise students, who arrive until 8.30. One of these staff members will be stationed at the gate to greet parents and students as they arrive. When the school doors are opened at 8.30, the students may go to their class. From 8.30 a member of staff continues to greet arriving boys and parents at the gate. They do this until 8.50 when the gates are closed. Pupils arriving after this time have to enter by the front gate and door, using the buzzer and signing in as late with the school office.

Wet morning arrangements

At 8:00 students are supervised in the hall or under the covered area in the playground until 8.30, when they may go to class. The member of staff greeting from 8.30, stations themselves by the gym door if it is too wet to stand at the wooden gates.

Registration

This takes place at in the morning at **8.55am** and is done using the SIMS online registers. At 9:05 am the office checks that all the class registers are completed and prints off a copy of each class. This is then kept in the signing in and out book along with any children who arrive late. Registration for the afternoon period is taken at **1pm** for Nursery and Reception and at **1.30pm** for Year 1 and **2pm** for Year 2. If a class goes straight to a specialist lesson after lunch the specialist teacher must register the children using SIMS. PE must make arrangements with the class teacher to take the register.

Care and supervision of pupils at playtime

It is often at unstructured break times that students are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. To ensure the most secure play environment for all students, adequate supervision of breaks is vital. To that end a playground rota is devised by the Deputy Head Teacher and Year Group leaders and is available on the public drive to view.

There is a first aid bag in the playground and the staffing meets the statutory guidance regarding first aid training.

Duty teacher responsibilities

- To be where they are supposed to be to carry out their duty **ON TIME**
- To supervise all areas of the playground interacting with the students, encouraging and instigating appropriate games etc.
- Keep a close eye on what is going on and look out for individuals or group actions which may be considered intimidating (bullying), give rise to injury (over-enthusiasm or aggressive play/games), or cause damage
- Impose the school rules
- Be aware of individuals whose presence on school premises is not justified
- In the event of an accident, take appropriate action
- Introduce the end of playtime in an appropriate manner and supervise an orderly line up of classes before the boys lead into school

Inclement weather

In the event of the weather being too bad for playtime to take place outside, the students will need to remain in their classrooms. Wet play rotas are sorted out by the head of year groups as to who will cover the classes and where the wet play will take place. Appropriate games have been allocated to each classroom in the event of wet play. Small groups of students may be taken out to the covered area in the playground.

Absence of duty staff member

In the event of the absence of a duty staff member, any teaching cover in their place will assume their duty. The Deputy Head Teacher and Head of Year Group will ensure they are aware of their duties. If no supply teacher is engaged at the time of an absent teacher's duty, other members of staff will, on a rota basis, fill that duty. Head of Years or the Deputy Head Teacher will arrange the cover.

Should a member of staff feel for any valid reason that they cannot complete a duty, they must inform the Deputy Head Teacher, who will arrange to cover it.

Departure (end of the day)

Early Years

Nursery

Students in the Nursery are handed over by the staff to their parents/carers, from the Nursery classroom or playground at 12:30 and again in the afternoon. A member of staff will be stationed at the playground gate to dismiss the children.

Reception

Pupils in Reception are handed over to their parents/carers from the playground at the end of the day. These children are dismissed at 15:15 unless they participate in a club which ends at 16:30. A member of staff will be stationed at the playground gates to dismiss the children. Pupils participating in clubs will remain in one of the reception classes until the clubs start at 3.40. They will be supervised by a member of the reception staff.

Key Stage 1

Years 1 and 2

The pupils are brought down to the playground by their teachers and are handed over to their parents, who enter by the wooden gates. Dismissal takes place at 15:30 unless a pupil attends a club at which time they will be dismissed at 16:30. Pupils who are attending clubs will remain in the hall or their classroom under supervision of a member of staff until clubs start at 15.40. A member of staff will be stationed at the playground gates to dismiss the children.

Wet weather dismissal Key Stage 1

Years 1 and 2

Year 1 and Year 2 is to be dismissed as usual but from under the covered area. A member of staff will be stationed at the wooden gates with an umbrella

As pupils leave they are expected to say goodbye to the teacher on the gate.

Staff members must not hand a child over to anyone not on the approved pick-up form that parents complete at the start of the year.

If in any doubt, hold on to the child and send for a member of the SLT or take the child to the office and contact parents/guardian by phone.

Class teacher to check message book or e-mail correspondence from parents/guardians for any changes to pick up arrangements.

Supervision after school

If a child has an after school club, they are supervised in the intervening times between the end of the school day and the beginning of their club in the hall or in their classroom. The children will be handed over to the teacher/teaching assistant who is running the club.

Children are dismissed from their clubs at 16.30 by the club leader from the playground. A member of staff will be stationed at the playground gates as pupils leave the premises. Pupils who are not picked up at 16:30 will be taken to the late club by their club lead.

Pupils attending late club will be supervised by a member of staff in the designated late care room. Parents enter through the front door and collect boys from the late care room.

Children not collected at designated time

If a child is not collected at the end of the day (or after a school club) and ten minutes has elapsed, the child will be taken to late care.

If a nursery child is not collected at the end of the morning session, she/he should remain in the nursery for the afternoon session until his parents are able to collect him/her.

If at the end of after school care (5pm), parents have still not been contacted, the child will be given into the care of the late care staff member. A member of the late care staff will contact the parents to confirm when they will be arriving. If contact is not made, the Head or DSL will be informed and a decision will be taken as to the next steps.

Supervision in minibus

- No matter how many children are in the minibus (min 1 – max 14), there should always be another adult in addition to the driver
- Follow the protocols set down in the minibus and trips policies.

Supervision on trips and sports fixtures

Full guidance regarding supervision on trips away from school is given in the School Educational Visits and Trips policy, and must be followed

General Ratios

These ratios are suggested in the classroom and on the playground, although the specific needs of the group of children will always be considered.

Early Years ratios are dependent on the qualification of each staff member and adhere to the EYFS Statutory Framework.

Mini Falcons Nursery

Adult to child 1:4

Little Falcons Nursery

Adult to child 1:13

Reception

Adult to child 1:30

Years 1 & 2

Adult to child 1:30

Special Ratios

The school's Educational Visits and Trips policy details the ratios which must be applied for trips out of school and residential visits.

MISSING CHILD PROCEDURE

Prevention

Every effort is made to ensure the safety of children whilst they are in the school's care. To prevent a child going missing, all children are registered twice a day, at the start of the day and after lunch.

For school trips off the premises, it is the responsibility of the staff members on the trip to ensure that a regular register is taken or head count made. Field files are essential.

Children are supervised at all times, whether in the classrooms before school starts, during all break times, meal times, PE or games lessons, and in after school clubs.

Action

If a child is suspected of being missing from the school premises, the following actions apply:

1. A check is made with the school office to see whether the child has another commitment
2. A senior member of staff must be informed immediately
3. Available staff will check grounds and rooms to ensure the child has not hidden or been mistakenly locked anywhere within the grounds. This search should take no longer than 15 minutes
4. Contact should then be made with the police, and then the parents, by the senior member of staff (unless there are reasons connected with the child's welfare which indicate that this should not be done)
5. A written record of the incident and any action taken should be made as soon after the incident as practicable, and placed in the pupil's confidential record.
6. The crisis management policy comes into play and the SLT member should follow the exact guidelines.

Read in conjunction with the following policies:

- School Educational Visits and Trips Policy
- Missing and Uncollected Child Policy

This policy will be reviewed annually.