



## Supervision Policy

This policy applies to the whole school including the EYFS. Reference should be made to the school's Behaviour Management Policy, Staff Code of Conduct Policy and the Early Years Foundation Stage Operation Plan in conjunction with this policy.

### Aims

We recognise our duty of care towards all pupils at Oakwood School. Through effective deployment of staff and clear supervision procedures we aim to ensure that the children's needs are met. We aim to specifically ensure that:

- pupils are safe at all times while on site;
- all EYFS pupils are usually within sight and hearing of staff;
- the school is effective in its procedures and organisation;
- emergencies are dealt with promptly while maintaining adequate staff supervision of all pupils;
- all staff have appropriate training in supervising pupils effectively, including those taking part in off-site activities.

### Staff: child Ratios

It is imperative that our staffing arrangements meet the needs of all children and ensures their safety. We ensure staff supervision is, as a minimum, in line with the regulatory staff:child ratios at all times, appropriate to age and activity. To this end the staffing in EYFS is carefully planned with appropriately and well qualified staff in all class based sessions and free flow activities, both inside and in outdoor areas throughout the day. The staff:child ratios in EYFS at Oakwood are as follows:

- Nursery: 1:4 - 2 ½-3 years old
- Kindergarten: 1:8 – 3-4 years old
- Reception: 1:9 - 4-5 years old

### Pupils' Arrival and Departure

Pupils, including those in EYFS, may arrive at school from 7.45am and all classrooms are open from 8.15am. There is provision for all pupils, in after school activities and homework clubs until 6.00pm every day. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours (due to delayed collection or additional school activities). All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties, as indicated on the whole school Staff Duty Rota. A member of the Senior Leadership Team is on 'call' if needed throughout the school week from 7.45am - 6.00pm.

The main supervision times are:

- 7.45-8.15am: Breakfast Club in the school dining room
- 8.00-8.15am: Prep School early drop off in the Arundel Library
- 8.15-8.35/45am: Classrooms open & registration
- 10.20-10.50am: Morning Break

- 12.00-1.35pm: Lunch Break (times vary between Pre-Prep and Prep School)
- 3.30-6.00pm: After-school Activities & Clubs (times vary between Pre-Prep and Prep School)

Arrangements for staff supervision are made to ensure pupils are adequately supervised during school activities that take place outside the normal school day, for example, for play and concert rehearsals/performances, music/LAMDA exams etc. Members of the Sport Department supervise pupils on both home and away matches.

### **Break and Lunchtime**

All areas designated for play across the school are well supervised by staff and detailed in the staff duty rota. There is always one member of staff supervising first aid, in both Pre-Prep (including EYFS) and Prep school. For EYFS the staffing of playtimes is prioritised to ensure the safety of all children. For EYFS children who are at rest or sleeping at these times there is always one member of staff to supervise.

### **Registration and Dismissal**

We take an electronic 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 reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Please refer to the 'Attendance Policy' for further details.

At the end of the school day or after school activity all pupils are dismissed by their class teacher, teaching assistant or supervising adult and handed over to their parent/guardian. Parents are asked to inform the office or class teacher of any alternative collection arrangements for their child. The school will contact the parent for clarification or permission for alternative collection arrangements if this has not been communicated.

In Nursery and Kindergarten a child is only released at the end of his/her session into the care of a parent or other individual whose name has been identified to us in advance and a password system is put in place with the parent and teacher.

### **Supervisors and Managers**

The Head of EYFS has Qualified Teacher Status (QTS). The Nursery and Kindergarten Leaders hold at least a full and relevant Level 3 qualification, and at least half of all other EYFS staff hold a full and relevant Level 2 qualification or higher.

### **Medical Support**

There is a qualified First Aider on duty in the School Office from 7.45am to 6pm who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The majority of all teaching staff and non-teaching staff are also trained and qualified as First Aiders and able to administer emergency first aid. The majority of EYFS staff are Paediatric First Aid (PFA) trained and qualified.

The names of First Aiders are published in Nursery, the Pre-Prep Resources Room, the staff room and the school office. We always ensure that a qualified Paediatric First Aider (PFA) is on site and readily available whilst our Nursery, Kindergarten and Reception children are in school and in Key Stage 1. First aid boxes are in all potentially high risk areas, as well as in the School Office (The First Aid Coordinator regularly checks and replenishes the first aid boxes as required). Medical "grab bags" are taken on all outdoor activities. Please refer to the First Aid Policy for further guidance.

### **Supervision whilst travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from school. Parents are expected to observe the published speed limits on the school site and use pedestrian routes when supervising their children at drop off and pick up times.

### **Supervision during Educational Visits**

Please refer to the school's Educational Visits Policy (including Annex A: Policy for Educational Visits for EYFS Children) for arrangements of supervision for pupils during educational visits and trips out of school. A Paediatric First Aid qualified member of staff must always accompany children on all school trips and outings.

### **Supervision of pupils in out-of-school care**

Our priority is to provide safe and effective after school care/holiday camp provision. The safety and welfare of the children is always planned for in regard to staff deployment and supervision in school provided activities. We maintain recognised EYFS staff:child ratios for out of school care (Acorns Tea Club) and holiday provision (Camp Little Oaks). All after school care/clubs have attendance registers taken. Any absences are following up immediately.

### **Supervision of children on site**

Our priority is to ensure all children are safe on site as they go about their school day. By the nature of our site and breadth of curriculum, it is necessary for all pupils to move around the site, confidently and safely. All Pre-Prep children are supervised by an adult whilst moving around the site; class teacher, Teaching Assistants, subject teachers and specialist teachers, as appropriate. Prep School children are gradually given greater independence to navigate the site safely with teacher direction and knowledge. Movement of Prep School children between lessons is generally as a class with assistant supervision as appropriate (specifically with the younger Prep School children in Year 3 and when going to the swimming pool.)

To facilitate the children's participation in activities such as Speech & Drama, Music and SEN lessons, Prep School children are required to navigate the main school site independently. These activities are timetabled weekly, displayed in classrooms and written in individual's pupil planners. Attendance is monitored by the teacher responsible for the class.

All pupils of all ages are taught to use the designated pedestrian crossing and footpaths through the use of PSHE, form time and whole school assemblies and is modelled annually.

### **Unsupervised Access by Pupils**

Pupils are not allowed into the swimming pool area without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratory, the Food Technology room, the kitchen, the kiln, the pond etc. Doors and gates to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Water butts have locked, secured lids and the Squirrels Class pond has a metal lid that is fixed.

Pupils do not have access to the Grounds, Maintenance and Catering areas of the school. Clear signs are displayed.

## Security, Access Control and Workplace Safety

Our Health and Safety Policy describes the arrangements for the safety of the entire school.

### New Staff Induction

All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times. Supervision guidance and operating procedures are detailed in the Staff Handbook.

As part of the induction process, new staff are made aware of additional policies relating to the supervision of pupils including: Educational Visits Policy, Critical Incident Policy, Missing Child Policy and Procedures for when a child is not collected on time, Admissions Policy and the Attendance Policy. Regular practices such as a missing child procedure, fire extinguisher training/hazards are part of the whole staff INSET programme.

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