



## Supervision Policy

*This policy applies to the whole Junior school, including the EYFS and sets out the means by which we take all necessary steps to keep children safe and well. At all times the health, safety and wellbeing of all children are our paramount concern.*

### 1 Introduction

- 1.1 Colfe's Junior School is committed to ensuring pupils are safe in school and on school activities or visits and recognises its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety.
- 1.2 It is very important, in the interest of safety and for the positive ethos of the school that an effective policy for the supervision of pupils is in place.

### 2 Aims

- Supervision of pupils takes into account the age of pupils, any additional needs of the pupils and the activities in which they are engaged
- Staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises
- Supervision of pupils in remote locations follows recommended guidelines as outlined by the EVC. Detailed risk assessments are carried out for off site activities and staffing ratios calculated accordingly

### 3 EYFS Provision for Staffing Qualification and Ratio Requirements

- 3.1 Qualifications & Child: Adult Ratio Requirements under the Early Years Foundation Stage Statutory Framework are as follows:

*Children aged three or over. In Reception classes, where the majority of pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children. Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the governors/proprietor are satisfied with the qualifications or experience).*

*For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6*

qualification, an instructor<sup>21</sup>, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;
- for all other classes there must be at least one member of staff for every 13 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

### 3.2 Staffing Ratios and Qualifications for EYFS

<b>Class</b>	<b>Number of Children</b>	<b>Teacher &amp; Qualifications</b>	<b>Additional Adults &amp; Qualifications</b>
Nursery	38	2 qualified teachers 4 TAs with level 3	Additional support is provided when required.

### 3.3 Staffing Ratios and Qualifications for Reception Classes (age 4 – 5)

<b>Class</b>	<b>Number of Children</b>	<b>Teacher &amp; Qualifications</b>	<b>Additional Adults &amp; Qualifications</b>
Reception	60	3 qualified teachers 3 TAs with level 3	Additional support is provided when required.

4. There are appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision will provide support, coaching and training for the practitioner and promotes the interests of children. Supervision will foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues. These regular meetings will provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

## 5 General Practice

5.1 Staff are expected to be ever mindful of their responsibility to supervise children. When on duty and at all other times when children are in their care they need to do the following:

- Follow the Health and Safety Policy and First Aid Procedure
- Ensure the environment and any equipment being used is safe
- Be vigilant and active
- Intervene where necessary to avoid incidents
- Have high expectations of behaviour
- Ensure children are where they are supposed to be and report any concerns to SLT
- Deal with minor injuries and ensure that more serious injuries are dealt with by the School Nurse

## **6 Arrival at School**

- 6.1 The school is open for pupils from 8.20 am unless they are at breakfast club from 7.30am. Junior School pupils arriving by coach before 8:10 am should wait in the office where they will be supervised by staff. Staff are on duty at each location to welcome children and ensure that they come into school safely. A member of staff is available on Reception from 7.30 am.
- 6.2 Due to Covid pupils now wash their hands in the playground and enter the building to their classrooms instead of lining up outside. Parents are requested to drop and go to maintain social distancing and our flexibly drop off is extended throughout the junior school.

## **7 Registration**

- 7.1 A register is taken of all children 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 Junior School Office will contact parents if a child fails to arrive at school without explanation.

## **8 Staffing During the School Day**

- 8.1 During the school day, children are supervised by their respective teachers or when members of staff are absent, by a suitably qualified alternative member of staff. Staff who teach in remote locations, such as PE and Forest School staff are equipped with Junior School mobile phones.

## **9 In the Classroom**

- 9.1 Children should be supervised appropriately during lesson times with due regard to the nature of the lesson and where it takes place. Detailed risk assessments are in place covering the full range of lesson and staff should read and adhere to the stipulations within these.
- 9.2 Currently the majority of lessons are taking place in the Form room to prevent congregating in the corridors.

## **10 Break Time Supervision**

- 10.1 During breaktimes a duty system operates and staff have responsibility for areas of the school. The responsibilities are outlined in the Staff Handbook and rotas can be found in the shared drive and on notice boards. This includes supervising in classroom for wet break. Breaks are currently in key stages with designated areas for each year group.
- 10.2 The statutory ratio for supervision is in place for the EYFS.

## **11 Lunch Time Supervision**

- 11.1 Children in Nursery & Reception have lunch in the KSI Hall and those in Y1 upwards are joined by class teachers and teaching assistants, on duty, for lunch in the Dining Room. All pupils have a designated seat to sit on. Lunch is staggered so that there are no long queues in the dining hall.
- 11.2 A rota for adult supervision of pupils is in place. The duty staff member will ensure adequate supervision is taking place in the lunch queue and during lunch along with the team of Teaching and Learning Assistants who are always on duty.

## **12 Medical Support**

- 12.1 The School Nurse is on duty every day from 8.30am until 4.30pm. Lunchtimes are covered by an experienced First Aider. A number of staff members, trained and qualified as first aiders, are able to give emergency first aid.

## **13 Dismissal & Clubs**

- 13.1 Generally speaking, children are collected from school by their parents or a known carer. Children may be collected by a parent/carer or a nominated adult. Parents must notify the class teacher in advance if alternative arrangements are to be made for that day.
- 13.2 After school all pupils are expected to leave the school site unless they are in a supervised activity, e.g. Late School or Clubs. A member of staff is available in Reception until 1800. A member of SMT is on the premises until children leave at 6 pm.
- 13.3 Children in EYFS and KSI are dismissed by their Class/Form Teacher or Teaching Assistant. The staff member will wait by the door and look for the parent or carer who should be picking up the child. On seeing the parent/carer they should call the child and say goodbye. In KS2 the majority of pupils are in clubs after school those going home say goodbye to staff on duty at the door and only leave after the teacher has seen the parents/carer. Any children left are taken to the Junior School Office and parents called. A staff member is on duty after dismissal to check that all children have arrived at clubs.
- 13.4 At the beginning and end of term additional members of staff are available on duty to help the dismissal process run smoothly and ensure all children are carefully supervised.
- 13.5 Several after-school clubs or squads are provided by members of staff, during which direct adult supervision will be provided in addition to an adult-supervised Homework Club. Staff are required to carry out risk assessments to ascertain the necessary staffing level for their activity. Members of the office operate a daily system, checking that all children have arrived safely at their club.
- 13.6 No child should leave the premises during the school day, unless a communication has been received to that effect from a parent and the parent signs the child out.

#### **I4 General Safety**

- I4.1 It is the duty of all members of staff to ensure that they are aware of the Health and Safety Policy, and that they adhere to it.
- I4.2 Staff should wear high visibility jackets when off site.
- I4.3 Staff should not use their mobile phones whilst on duty although they are required to take a school mobile to sport fixtures and on educational visits in case of emergencies in order to call for assistance.
- I4.4 Any concern regarding safe practice should be reported to the Head of Junior School at the first available opportunity.

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