



**ST BERNARD'S PREPARATORY SCHOOL**  
**EARLY YEARS DEPARTMENT**  
**ARRANGEMENTS FOR SUPERVISION**  
**THROUGHOUT THE SCHOOL DAY**

**ADVENT 2018**

# **St Bernard's Preparatory School**

## **Arrangements for supervision of EYFS pupils throughout the school day**

### **Mission Statement**

**With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.**

**St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.**

- All children in the Early Years are brought into school by their parent/carer and greeted by a staff member.
- Children enter Pre EYs and EY1 from 8.00am and at this time our staffing ratio is as follows  
1:4 for children aged two and half to three  
1:8 for children aged three to four or 1:13 if a qualified teacher is present.  
From 8.00am Reception aged children are able to go into The Gallery with a member of EYFS Staff.
- Children in nursery self-register on entering the department and a formal register for Nursery and Reception is completed by staff at 8.25am and taken to the office by 8.30am.
- Children leaving mid-session are collected by their parent/carer from the classroom after they have reported to the School Office. Their absence is recorded by the parent noting reason, time and date. The same procedure operates for children arriving late or mid-session. Parents sign in at the School Office. A signing out record is kept in EY1.
- Children are given responsibility to take the register to the office and walk in pairs to do this, observed by a member of staff from the doorway of the department as they walk along the corridor and return.
- Children are supervised by qualified adults at all times while in our setting.
- Children in our care are supervised during all activities both directed and self initiated and reminded of the correct procedures for playing safely, moving around inside and out and how to use equipment in a safe manner.
- We ensure at least two adults are always on duty at any time when children are present.
- We have a 'free flow' system in place for outside play. The children are supervised by staff on a rotational basis, ensuring appropriate ratio is maintained at all times.

*St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

- During lessons with a specialist teacher taking place outside the classroom the appropriate number of staff accompany the children to maintain ratios. Children are collected from and escorted back to their classroom by the specialist teacher and Early Years staff.
- The main entrance to school is locked at all times during the school day.
- The door into the Early Years Department has both a low and high level handle for the safety and security of the children.
- Children are free to use the toilet as and when needed. They are asked to inform a staff member that they need to do so. Toilets are located within the department and supervised and monitored regularly by staff.
- The Early Years outside area is self contained and secured by a low level fence.
- The main school playground area is used at times and is secured by high fencing and a locked gate.
- All outside areas of school are monitored by CCTV cameras.
- In the event of a fire or emergency exit from the building an alarm is sounded and the children are escorted to the designated area by staff. A designated staff member checks the toilet area and the department to ensure all children are out of the department. An initial head count is carried out followed by a formal register.
- All visitors must report to the School Office and are identified by a visible 'Visitor' label.
- When children require intimate care they are supervised by two adults at all times, as stated in our 'Intimate Care Policy'.
- Children in our Early Years eat their lunch in the dining room supervised by Early Years staff and a lunch time supervisor.
- Children who are unwell are cared for within the EYFS Department and supervised by a staff member until such time as they are collected by their parent/carer. A Medical Room is available if required and the same level of supervision is used.
- First aid is given as needed by staff and recorded in an Accident Book this is signed by a staff member and parent/carer.
- All head injuries are reported to parent/carer by telephone promptly. Appropriate first aid procedures are followed and the children are monitored by staff. If necessary the Designated First Aider attends.
- At the end of the school day children wait in their classrooms until their parent/carer arrives. Children are collected from the classroom.
- Procedures are in place for the collection of a child by an adult other than the usual parent/carer in case of an emergency. A password system is used.
- Procedure for an uncollected child is followed as recorded in the relevant policy and children are supervised by a staff member until such time as they are collected.