



**ST BERNARD'S
PREPARATORY SCHOOL
EARLY YEARS DEPARTMENT**

**SUPERVISION OF CHILDREN
POLICY**

ADVENT 2018

St Bernard's Preparatory School

EYFS SUPERVISION OF CHILDREN POLICY

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.

INTRODUCTION

This policy and guidance should be read in conjunction with the School Mission Statement, the Early Years Outcomes and our other related policies on Behaviour, Anti-Bullying, Child Protection and Health and Safety.

The policy and procedures for the supervision of children at the start of the school day, during break/lunch times and at the end of the school day are given, as well as what to do if a child goes missing either at school or on an outing. Procedures for dealing with personal accidents are also given.

Ratios

We comply with statutory requirements in adult:child ratios. At all times, the following ratios will be adhered to. During school hours and on the premises, the adult to child ratio will be 1:4 for Pre-Early Years, 1:8 for EY1 and 1:30 for Reception.

Before and after school, including breakfast club, after school clubs, and Homework Club, and out of term time, including holiday club, the adult to child ratio will be 1:8 for Nursery and Reception.

Off site visits and trips, the adult to child ratio will be 1:4/1:6 for Nursery and Reception.

Key workers

In the Nursery we allocate each child a key worker who monitors progress and ensures that the child's needs are met. This member of staff provides the link between our setting and home. The key worker also manages communication between our setting and the parents or carers, particularly on routine matters, and the child's progress.

Mobile Phones

Mobile phones are not permitted to be used at any time in the classroom. Mobile phones may only be used in the staff room and school office. At all times, when in the classroom, mobiles must be switched off. Mobile phones should not be used to take photos of children for assessment purposes; all classes are issued with a digital camera/iPad for this purpose. If staff fail to follow this guidance, disciplinary action will be taken in accordance with our School disciplinary policy.

Supervision duties for EYFS Staff

There is a list of supervision duties issued each year and checked each term. The teachers and other supervisory staff must be responsible for checking and noting their own duties. Any changes must be agreed and details given to the Deputy Headteacher.

Before start of School

Children are not the responsibility of the school until they have been dropped off at the designated place from 8:00 am (Early Morning Club) or at the usual time of 8.25 am. Early Years 2 children can be dropped off in the Dining Room and are supervised by staff from 8:00 am. The children in Pre-Early Years and Early Years 1 may enter the Early Years Department from 8.00am. They are supervised by the Early Years team.

Registration

Each class is registered at 8.25 am and if there are any absent children the teacher informs the Office to call the parent/guardian about the absent child. Registers close at 8:30 am. Afternoon registers are taken again at 1:15 pm. All registers are returned to the Office after registration. In the case of a fire alarm the registers are carried out by the Office Staff to the fire meeting point on the field for checking by the Class Teachers. Weekly, termly and annual totals are kept by the Class Teacher/Office Staff. All letters of absence are kept by the Class Teacher. Any unusual length of absence is noted by the Class Teacher and reported to the Headmaster who may contact the Social Welfare Office if there is a concern. Staff adhere to the register code in the registers. Any child who arrives after 8.30 will be marked as late. The afternoon register is taken after the morning children have been dismissed. Children arriving for the afternoon session will be entered into the register when they arrive.

Collection of a child during the day

If a child is collected before the end of the day the adult collecting the child has to sign them out at the Office. The Office Staff are responsible for administering this system. The child is then signed in again by the Office Staff, should they return during the day. Mid-session arrivals and departures, due to normal session changeover, are signed in and out in the EYFS Department.

Collection of a child to a private lesson during the school day

The Peripatetic Teacher will have a meeting with the Class Teacher to confirm which dates and times the child will be attending a private lesson. This information is noted in the register. In the event of fire, the teacher teaching the class will have access to this information and will bring it down to the fire assembly point so that the private lesson children are accounted for.

Authorised collectors

Any authorised collector must be made know to the child's teacher. In the event of an emergency the parents will provide a password to be given when the child is collected and the child will only be released after a call or letter from the parents.

Persons prohibited from collecting children

If a different person calls to collect a child, and the parents have not informed the school of this, then the parents' permission must be obtained before handing over the child. All staff will be made aware if a child is not allowed to come into contact with members of their own family. In such circumstances a record is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at school they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Answering the door

It is the policy of St Bernard's Preparatory School to keep the front gate locked most of the time. (it is open until 9.00am and after 3.00pm) If the gate is open it will be monitored by a member of staff i.e. during drop off time in the morning. (Site Manager) Access is by door entry system, gates have CCTV. Never grant access to anyone who is not known.

Visitors

Any visitors, such as sales people, school assessors, contractors, etc .must fill in the visitor's book on arrival. Visitors will be expected to show valid identification upon arrival to prove their identity and will be required to wear this and a Visitor's badge while they are in the building. Any visitors not displaying these items will be challenged to prove their identity.

Missing Child Procedures

If a child goes missing on site:

1. The Class Teacher, Playground Supervisor, Teaching Assistants, Office Staff, Specialist Staff and Duty Staff would be questioned. The Headmaster must be informed and in his absence the Assistant Heads.
2. A search would immediately be made of school buildings and grounds, including toilets etc. Additional staff members would be called to assist if they are available.
3. Parents, guardians and close relatives would be contacted in case of a misunderstanding, as would other close friends/parents.
4. The Police would be contacted as soon as an initial search had been made (and the child had not been found) on the school premises and the parents had been contacted or before if the parents could not be contacted.
5. A check would be made on the CCTV system.
6. Staff would start to walk/drive in the direction of that child's home if it was thought that they had tried to go home.

Actions to be followed by staff if a child goes missing on an outing:

1. The Group Leader would take control of the situation and each group would do an immediate roll call in order to ensure that all other children were present. Relevant children/friends of the missing child would be questioned.
2. A specified member of staff would search the immediate vicinity.
3. The venue manager would be contacted and a search arranged.
4. The Headmaster/Child Protection Officer of the school would be informed.
5. The remaining children would be taken back to school. The Headmaster would ring the child's parents as soon as possible and explain what had happened and what steps had been set in motion. The parents would be invited to go to the venue or the school as quickly as possible.
6. The police would be contacted as soon as the parents had been informed or before if the parents could not be contacted.
7. The Child Protection Officer would inform the Children's Safeguarding Board.
8. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care. The insurers would be informed.
9. If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Daily Routines

- Morning activity session: 8.30am-11.45 am
- AM children go home: 11.30 am, 12.15pm
- Register for children staying all day: 1.15pm
- Lunch: 11.45am-12.10 pm
- Children arrive for pm session: 11.30am or 12.30pm

- Afternoon activity session: 12.30pm – 3.30pm
- Home time: 3.30 pm

Outdoor Play Procedures

Informal Outdoor Play: If it is deemed safe the children go outside in the EYFS Outdoor Area.

General Guidance for Playtime Supervision:

- Undertake playground duty, supervising by *circulating* amongst children. Supervisory Assistants should carry out this supervision separately, not in pairs.
- Supervise children in designated areas, other than the playground, during Wet Play.
- Attend to minor accidents. In the case of serious accidents the supervisor must fill in the details of the accident in an Accident Book as soon as possible. This must be signed by parents/carers at the end of the school day.
- Report to the Headmaster or Assistant Heads, any untoward circumstances or behaviour. Children are encouraged to be kind to one another.
- Ensure that children do not leave the playground without being signed out by the Office Staff/parents.
- Ensure the safety and well-being of the children during the whole playtime.
- Children must wear school trainers/shoes/boots and warm clothing when necessary.
- Children are encouraged to put food wrappers, apple cores etc. in the bins/compost bins. Snacks are to be eaten in the classroom or in the playground, but children must be seated.
- Children are only expected to enter the school to go to the toilet. They must first ask permission. In an emergency the child would be accompanied by an adult.
- Children must keep off any wet/slippery surfaces which will be cordoned off.
- The Early Years children generally play in the designated EYFS play area. Sometimes they play in the main school playground when it is empty. In the Pentecost Term Reception children sometimes play on the playground or the school field to assist transition to Year 1.
- Children should respond to instructions and are expected to line up quietly.

Behaviour in the playground: Please refer to the School Behaviour Policy.

Equipment in the Playground:

- Equipment must be put away when finished with, not left on the ground.
- Equipment must be used in the appropriate manner.
- Inform Head of Pre-Prep/EYFS Co-ordinator of any broken equipment immediately.
- All equipment to conform with Health and Safety Regulations.

Playtime rules:

All Early Years children are to follow the Playtime Rules

1. We take care with sand. It hurts when it gets in our eyes.
2. We take care on climbing equipment.
3. We put things back where they belong.
4. We line up sensibly when asked.
5. We don't ride bikes under the cover.
6. We don't climb on the fence.

Wet Play

'Wet Play' is referred to a playtime that is not deemed to be safe on the playground. This could be because of meteorological conditions or any unforeseen condition.

Wet Play Plans: When raining heavily/icy during morning and lunch playtimes, children will remain indoors or under the covered area with a selection of activities. There should be two members of staff in each classroom at all times. First aid kits and accident forms should be accessible.

When raining/adverse weather the teachers will ensure that activities in each area of learning are set up so that children can choose independently, from a variety of resources.

Suggested Activities

- **PSED:** role-play, routine-board, registers, healthy-eating game, puppets, emotion play dough, Bible pop-up books.
- **Communication and Language:** Role-play, dress-up, puppet theatre, IWB Sherston language games.
- **Literacy:** Whiteboards, magnetic letters, letter crafts, chalk, play dough, shaving foam, book corner, phonic cubes
- **Mathematics:** Multilink cubes, washing line, magnetic numbers, counting games, abacus, 2D/3D shape resources, glittery numbers, Compare Bears.
- **Understanding the World:** Science puzzles, model skeletons, train set, Lego, Mobilo, laptops, marble run, cogs and gears, *Around the World* bingo.
- **Expressive Arts:** Drawing, role-play, musical instruments, dollhouse, colouring-in templates.
- **Physical Development:** chopsticks and beads, threading, cutting and pasting, pegboards,

Mealtime Duties

Dining Hall procedures

All children will use the toilet and wash their hands. Children will be shown to their seat and staff will take their food to them. In the Lent Term Reception children will begin to line up for food at the food counter. Staff will assist the children in using their cutlery correctly and, if necessary, help with feeding. Staff will also remind the children to use good table manners. Once the children have finished their first course the staff will then serve the children their pudding. At the end of lunch, rewards are given e.g. praise, stickers and Grace is said. Staff will sit with the children when possible and develop social interaction skills, advise on good manners and acknowledge good behaviour.

End of Day or 'Hometime' Procedures

The end of the school day is staggered. Pre-EYs, EY1 and EY2 parents are admitted to collect their children. Any children attending clubs, or Homework Club will be supervised by two members of staff whilst they have a drink and biscuit. Late children will be supervised in their classroom by the class teacher until 3.30pm. They then join other late children from KS1 in the designated Homework Club room. If a parent/carer has not collected their KS1 child, the child is supervised by the class teacher for a period of 15 minutes. If, at the end of this time, the parent has not arrived, the child will be taken to Homework Club to wait there for their arrival of their parent/carer.

Action to be taken if a child is not collected from school

The school obviously has an obligation to stay with any uncollected child at the end of the day, until that child is collected. If a child has not been collected at the end of school the following procedures will take place:

- The school must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the teacher in charge should check this description before permitting the child to leave. A password would be used.
- Any child not collected will be cared for until the parents arrive.
- The parents/guardians will be contacted using all available numbers on the contact form;
- The emergency number of a friend or neighbour will be contacted otherwise;
- The police will be informed;
- Social Services will be informed and will take the child into care.
- A record will be kept of all children who are not collected by the due time. This will note the date, the time at which was collected, who collected the child, and the reason given.

Morning Club and Afterschool Club

Children from Reception to Year 6 can attend Morning Club and children from Nursery to Year 6 can attend afterschool club. The Morning Club starts at 8.00am and finishes at 8.20am. Homework Club begins at 3.30pm/3.45pm and finishes at 4.45pm. All children attending these clubs are pupils of St Bernard's Preparatory School.

- **Organisation:** Information about each child’s individual needs and emergency contact numbers are available in the school office.
- **Premises & Equipment:** The premises are designed not to restrict mobility for any individual. All equipment is periodically checked and replaced if necessary. Morning Club takes place in the Dining Room/Gallery when wet or outside weather permitting.. Homework Club location varies but a rota is available in the School Office and at the front of school.
- **Activities:** Children complete their homework and then a range of activities are provided. All activities cover a wide range of abilities, interests and ages. Children have a free choice of activities.
- **Staffing:** All staff are experienced and are employees of the school
- There are three members of staff to cover Morning Club each morning. One for Reception children and two for Years 1-6. Homework Club usually has two staff members in the Lower School and one staff member in the Upper School. Staff numbers may increase or decrease dependent on demand and there is a bank of staff members to call upon if needed.

Applies to:

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related policies:

Safeguarding Portfolio, Health and Safety, Anti-Bullying, Behaviour, Registration and Attendance, Lost and Uncollected Children

Availability:

This Policy is available to parents on the website www.stbernardsprep.org or a copy can be requested from the school office.

Monitoring and Review

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____