



**ALLEYN COURT
PREPARATORY SCHOOL
Including EYFS**

SUPERVISION of PUPILS POLICY

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Alley Court Supervision of Pupils Policy

The 'duty of care', places a clear responsibility on all staff to ensure children are adequately supervised and safe **at all times** while in the care of the school. Supervision will usually be direct supervision e.g.in the classroom or on the playground for break-time but may in some situations be "distant" supervision.

Supervision before school

Before school, children may attend breakfast club from 7.30am or an early morning club which begins at 8:00am. Children attending a club before school are the responsibility of their parents until they are "handed over" to the teacher taking the club. At which time, the teacher becomes responsible for the care and safety of the child.

Parents have responsibility for their children, who are not taking part in clubs before school, until 8.15am when a senior member of staff will be on duty in each playground. This staff presence is important as it encourages good pupil behaviour and also reassures the parents that we take our obligation to care for and provide a secure environment for the children seriously.

If there is bad weather at the start of the day the children are allowed to go indoors and will be directed to their form rooms by the member of staff on duty.

Supervision at playtime

In the summer months and when the field is dry, playtimes will be on the school field or all children. At all other times, outside play will be on the playgrounds.

Playground duty demands a high standard of care and in particular requires that teachers and teaching assistants patrol the playgrounds to monitor and supervise all areas effectively, ensuring the gates are kept closed.

If a child is not allowed to go out at playtime due to illness, alternative arrangements will be organised by the form teacher. Children who miss a playtime due to behaviour issues are supervised by a member of staff.

During playtimes children may stay in classrooms to complete work or do other jobs for teachers (with the teacher's approval). This is acceptable providing that a member of staff is nearby and can

be easily located. At such times the member of staff remains responsible for the care and supervision of the children they have allowed into their room.

At least one of the members of staff on duty must be on the playground at all times. If one person needs to leave the playground for any reason, such as taking an injured child to the office, they must ensure the other member of staff is present and aware that they are the sole person. Volunteers and those on work placements are not responsible for supervision in the playground; however, they can be used as a useful additional pair of eyes to help and support supervision.

Teachers on duty are encouraged to interact with the children. They must patrol the whole of the area they are responsible for. It is not appropriate for members of staff on playground duty to spend the whole time chatting to colleagues, listening to children read, marking books, or sitting on a bench. There could be potentially serious consequences if a child is injured at playtime and it can be shown that the playground was inadequately supervised. See appendix for information on use of play equipment.

Members of staff must take a walkie talkie out with them on playground duty so that the school office can be contacted in cases of emergency. The walkie talkies for the Prep School are kept in the office and for the Pre-Prep School in Carpenter Room.

Wet playtime

On occasions when the weather makes it unsafe to use the playgrounds at playtime, the children are to go to the following places.

EYFS – stay in their classrooms

Year 1 – Year 1 classrooms

Year 2 – Year 2 classrooms

Year 3 – Year 3 classrooms

Years 4, 5 & 6 – the English Suite or Science Lab.

They will be supervised by the staff on duty or class teacher.

Lesson time

No class is to be left unsupervised for any reason during the school day. Teachers must arrive punctually or be present at the beginning of lessons that follow a break and should leave the staff room in due time to receive the children.

It is the responsibility of the class teacher to establish classroom rules and provide guidance for their pupils.

If a child is withdrawn from Assembly for religious reasons, he/she should read either outside the office, in the Head of Pre Prep/ Head of Prep room or the Burrow, (dependent on supervision requirements), under the supervision of a member of staff.

Dining Room

Years 1-3 teachers are expected to accompany them to lunch and stay with them, unless they make alternative arrangements. Those teaching Years 4-6 must eat in the dining room with the children to ensure adequate supervision. EYFS children are supervised by staff and the ratio adhered to.

Moving around school

Children in Pre-Prep and Year 3 must be supervised as they move around school during the school day. Children in Year 4 and above are expected to get themselves and their equipment to the next lesson, increasingly independently. All staff are responsible for ensuring children move around the school safely.

Supervision of toilets

Toilets are an area of the school in which there is quite rightly a clear expectation of privacy and this privacy will always be respected by members of staff. However, our desire to give children privacy does not remove our responsibility for their safety and welfare. If a member of staff feels there is a situation in the toilets that requires attention, all members of staff have a responsibility to ensure the situation is resolved. Good practice would be for same gender teachers to resolve the situation, but this is not always possible. In the Main School if a member of staff needs to enter the toilet area they must announce their intention by opening the door slightly and clearly stating why they are entering.

See appendix for the EYFS guidance on toilet supervision.

Changing

When children are changing clothes in school there is a balance to be made between the level of supervision and the desire for privacy. Clearly, this balance changes as the children get older. For the Pre-Prep it is expected that members of staff supervise children directly and where necessary, offer appropriate assistance with tasks such as doing up shoe laces and helping with ties. Direct supervision may be appropriate for older children in some situations but in general the older children are not directly supervised when changing. Instead, children are supervised by a member of staff popping in and out of the changing rooms, regularly, throughout the time children are in the changing rooms. Older children with SEND may require greater supervision and arrangements will be made and discussed as required in individual circumstances.

During the times when older children are changing, members of staff should regularly ensure good behaviour and speedy changing occurs. It is more appropriate for a member of staff of the same gender as the children to enter the changing rooms, but in some circumstances this may not be possible.

If a member of staff is in a room in which children are changing, they should be supervising rather than “watching” the children.

Supervision at the end of the School Day

At the end of the school day some children go straight home, others stay at school to take part in a variety of clubs and activities. Pre-Prep and Years 3 and 4 children are released to parents and authorised adults from their playgrounds, by their class/form tutors. Children participating in school clubs will have registered (EYFS a half-term in advance, Yr1 children on the board outside the gate, and older children at registration onto Schoolbase). Pupils in the Pre-Prep or Year 3, are taken to the club where the club register is checked. Pupils in Years 4 to 6 wait outside between the Music Room and the Burrow, supervised by a member of staff, until the member of staff running the club collects them and a register, which they will take before the club starts. Absences, or extras will be called through to the office for confirmation.

Children in Years 1, 2, 3 and 4 who go straight home after school stay with their class teachers in the playground until collected by their Parent (or agreed adult). Any child who has not been collected at the end of the day will be taken to the office and wait in Prep Club.

Children in the Years 5 and 6 make their own way to the playground after lesson 9 to wait to be collected. Any child not collected by 3.45pm will go to the office and then wait in Prep Club. If parents have given permission, via email or phone, children in Years 5 and 6 can walk independently to the field to be collected. If they have not been picked up by 3.45pm they will return to the main school and wait in Prep Club.

A member of staff will be on supervisory duty in the playground and at the ‘Top Wood’ gate until 3.45pm.

Parent Helpers

There are occasions when parents help out as a volunteer in the classroom or on school trips. If they will be working with the children on their own (directed by the class teacher), they will have had a DBS check, attended a safeguarding session led by the DSL and made aware of the expectations and rules to be followed while working with children at Alleyn Court School.

School trips

Members of staff need to be particularly vigilant on trips and outings to safeguard the welfare of the children. The trip leader maintains overall responsibility and should have identified all possible risks and supervision requirements in the pre-trip risk assessment.

All school trips must be risk assessed, filling in the risk assessment online document (made available by Mrs Duffin) normally two weeks before the trip takes place, discussed with the Bursar and signed off by the Headmaster when approval for the trip is sought.

For children in Lower Nursery the adult to pupil ratio must be at least 1 adult to every 2 children.

In Upper Nursery and Reception the minimum ratio is 1 adult to every 4 children.

In Years 1 - 3, for day trips the adult to pupil ratio must be at least 1 adult to every 8 children.

In Years 4 - 6 the minimum ratio is 1 adult to every 10 children.

The ratio for residential trips will vary depending on the nature of the activities and should be agreed with the Headmaster.

Ideally, there should be at least one adult of each gender accompanying a school trip, however, it is understood that while this remains the ideal, it is not always possible. There is a greater need for a gender balance as the children get older.

Ideally a first aider should accompany every school trip for the Main School. For the EYFS a first aider must accompany every school trip.

Parents must be made fully aware of the activities taking place and the supervision arrangements for all school trips, including supervision of sleeping areas on residential trips. On such trips adults must not share bedrooms, changing facilities or showers with the children. If a child becomes ill and needs to be closely supervised, following discussions with the parents, the child will be moved so closer supervision, for medical purposes is possible preferably to a room with an adjoining door. Staff must ensure their behaviour remains professional at all times.

Parents must give consent for their child to take part in trips and out of school activities.

Use of play equipment at Break time

Wilcox Playground

Balls used for football can be 'air flow' balls, sponge balls (only when it is dry) and light 'beach ball' plastic balls. Football will be played in the area between the Sports Hall and the Wilcox Block on one of the two playtimes each day.

Other play items are available from the storage box and should be used safely and not thrown about.

Tulgy Wood Play area

Children in Yr1/2 may play in the Tulgy Woods (weather dependent) up to the rope barrier separating off the Forest School. This must be supervised by at least one member of staff with a radio.

Tomlinson Playground / Tennis Courts

Year 3&4 using the Tomlinson playground may use sponge balls (when dry) to the North of the playground.

Play equipment is also available from the storage box.

Year 5 & 6 using the tennis courts are allowed ball games such as football/netball. The permitted balls are 'air flow' balls, sponge balls (only when it is dry) and light 'beach ball'.

Appendix

NAPPY CHANGING AND TOILET TRAINING

Children may attend the setting in nappies or pull-ups, whichever best suits their needs.

We shall work in conjunction with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate.

Our bathroom provision and the hygiene practice accommodate children who are not yet toilet trained as well as those children who are toilet training.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support of both parents and staff. Staff have a thorough knowledge of the safeguarding policy and would refer any issues to the designated person.

Procedures:

- Teachers know about the stage children are at with toileting through information obtained in their 'all about me' documentation before they start.
 - Teachers will discuss toileting needs with parents during their first session.
 - Teachers have a list of personalised changing times for the young children in their care who are in nappies or 'pull-ups'.
 - Children in nappies or pull-ups are checked at least every two hours or as and when needed.
 - Children will be changed by a familiar adult.
 - We respect the fact that children should be allowed to make choices about who changes their nappy /pull-up.
 - Changing areas are warm and there are safe areas to lay young children if they need to be cleaned.
 - Gloves and aprons are put on by the teacher before changing starts and the areas are prepared.
- Hygiene procedures are in place to ensure that the changing area is cleaned sufficiently.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies and assisting children to use the toilet. This is displayed on a sign in the nappy changing area.
 - In addition, teachers ensure that nappy changing/using the toilet is relaxed and a time to promote independence in young children.
 - Young children are encouraged to take an interest in using the toilet
 - Children will be encouraged to wash their hands and have soap and paper towels to hand.
 - Teachers are gentle when changing. They avoid making negative comments about 'nappy contents'.
 - Teachers do not make inappropriate comments about young children's genitals when changing their nappies.
 - Older children access the toilet when they have the need to and are encouraged to be independent.

- Nappies and 'pull ups' are disposed of hygienically. Cloth nappies and ordinary pants that have been wet or soiled will be double bagged for parents to take home.
- As a setting we provide wipes and nappy sacks. Parents are responsible for supplying nappies.
- We provide parents with a toilet training guidance sheet to ensure we work together to best support the child.