

Queen's College Preparatory School (including Early Years Foundation Stage)

Supervision of Children

Policy Document



V1: June 2017
Review: July 2020

Supervision of Children Policy (including EYFS)

Introduction

The purpose of this policy is to offer guidance to staff about the appropriate supervision of the girls throughout the school day.

Supervision arrangements on School Trips can be found in the Educational Visits Policy. Staff will be reminded to familiarise themselves with both these policies annually at the start of each academic year and will receive guidance and training as appropriate.

Site Safety

One of the most important factors in ensuring the safety of our children and staff is the security of the School building. Access to the Prep School building is controlled via three points.

The main entrance (front door to No 61) is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked either from the School Office or the Headmistress' Office, the switch inside the door (which is used by staff as they need to leave the building) or the keypad which has a four digit code for staff to gain access to the building. The main entrance is monitored by a CCTV camera, which can be seen from the School Office and the Headmistress' Office, and is used to identify people entering and exiting the site.

The second door (front door to No 59) is locked from the inside for the duration of the school day. It is opened only to allow girls to leave, when the door is opened and supervised by a member of staff until the final girl has left.

The third access point is the door into the School Dining Room. This is key operated from the outside and is push-bar operated from the inside. This door is unlocked while staff are in the Dining Room as it is a fire exit. The door is locked once the last member of staff has left the Dining Room. Any access through this door will be seen by the members of the kitchen team.

Staff Supervision Ratios

Reception Classes

In Reception the girls are usually within sight of a member of staff and always within sight or hearing. The minimum staffing ratio is 1:30 when the Reception classes are with their Form Teachers, who are both fully qualified teachers. In the absence of a qualified teacher, the staffing ratio is at least 1:8 and at least one member of staff must hold a full and relevant level 3 qualification.

Children in Forms I to VI

Adequate supervision of pupils in Forms I to VI is maintained at all times with recognition that children will grow in responsibility, particularly as they move around the School in the Prep Years. Risk assessments (including 'dynamic' assessments of risk, where professionals exercise their own judgement) are carried out as appropriate.

Supervision before the start of the School Day

The School notifies all parents of the timings of the school day, which begins with a staggered start from 8.15am - 8.35am.

It is important to note that pupils do not arrive on the school premises or depart from the school premises simultaneously. The girls are met individually by a member of the Senior Leadership Team staff at the door each morning. The girls are expected to go straight to their Form Rooms and may be accompanied by their parent/carer. Form Teachers and Teaching Assistants supervise the girls from 8.15am.

Supervision during the School Day

Registration

Form Teachers electronically register the girls at 8.35am, when the door to the school is closed. Girls arriving after 8.35am 'sign in' at the School Office, and the electronic registers are updated and printed by the School Secretary. Girls are also electronically registered at the start of the first afternoon lesson by the member of staff in charge.

Supervision during Lessons

The girls are under the supervision and care of the teacher of each lesson. From time to time it may be desirable that girls are allowed to exercise some personal responsibility e.g. use of the library, attending an individual music lesson, carrying out a survey or investigation. Nevertheless, each teacher has responsibility to ensure the safety and good conduct of all girls under his or her care and should be always aware of the whereabouts of each child.

Supervision between lessons

Children in the Early Years and the Pre-Prep are always closely supervised as they move between lessons (e.g. travelling to and from Music, ICT, etc.). In the Prep Years, the degree of supervision reduces as children are expected to grow in independence in preparation for Senior School.

Supervision during break

Generous levels of supervision of all pupils outside lesson times are fundamental to our belief of our duty of care. In the Early Years, ratios are maintained according to the recommended guidelines from ISI, usually exceeding these. Staff ratios and training for the supervision of other age groups have been carefully considered.

Duty staff should begin supervision promptly and should only leave the area for which they are responsible in exceptional circumstances.

Morning break begins at 10.10am each day. The girls have their break in designated areas which can be either their own Form Room or spaces that have been identified as suitable for their age and number. Staff are allocated to each area as appropriate. Lessons resume at 10.30am.

Lunch Time

Members of staff are responsible for the order, safety and behaviour of the girls during lunch.

Girls in the Pre-Prep arrive for lunch at 11.40am and leave the dining area at 12.15pm. The ratio of qualified staff is followed in line with EYFS requirements and children are given appropriate assistance as needed to help them eat their food.

Girls in the Prep arrive for lunch at 12.15pm and leave the dining area at 12.50pm. A team of 4 staff supervise.

Regular Off-Site Activities

PE, Games and Sports Fixtures

Pupils take part in many off-site activities, including PE and Games lessons and sports fixtures.

When Reception children attend off-site activities the required EYFS ratios are met, and usually exceeded and staff ratios are carefully considered and appropriate for other year groups. During PE and Games lessons, and during sports fixtures, the

member of staff leading the team / lesson is responsible for the supervision of the children in her or his care.

The Garden

Girls from Reception through to Form VI visit the Garden throughout the week, weather permitting. It is a short distance from school and is a gated and secure play area. The girls are counted prior to leaving the school and again prior to leaving the garden, and once more on return to school. Each Form is 'signed out' and 'signed in' at the School Office.

Supervision is appropriate for the age (and statutory requirements in the case of EYFS children) and number of girls. For EYFS children the supervising ratio is at least 1:30. To ensure the girls' safety, members of staff follow the control measures listed in the generic risk assessment for walking in the locality.

Inclement Weather

Staff will decide whether or not the weather conditions allow for the girls to visit the Garden. In the case of bad weather, children will be supervised indoors by a combination of duty staff, class teachers and teaching assistants supervise the girls while they are engaged in play activities. In the EYFS appropriate supervision ratios are maintained within the classrooms during bad weather as at all times.

End of School

The school day ends with a staggered finish (from 3.00pm - 4.00pm). At the end of the school day the girls are brought to the front doors by their Form Teacher and/or classroom assistant. Staff hand the girls over to their parent/carer once visual contact has been made between the adults.

Parents are expected to inform the school concerning changes to the collection of their child such as new nanny or au pair. Parents/guardians of EYFS children provide a list of who is authorised to collect their children.

Girls in Form VI may leave school unaccompanied on receipt of written permission from the girl's parents, at the discretion of the Headmistress.

Uncollected children are taken to the library or in the case of Reception their classroom and the procedures set out in the Uncollected Children Policy are followed.

After School Activities

From Monday to Thursday there are after school activities for the girls to attend. Throughout the time of the activity the girls are supervised by one or two members of staff depending upon the nature of the activity and the age and number of girls attending. Once the activity is finished the girls are taken by the member of staff responsible for the activity to the designated front door and handed over to their parent/carer once visual contact has been made between the adults.

Uncollected Children

Uncollected children are taken to the library or in the case of Reception their classroom and the procedures set out in the 'Uncollected Children' Policy are followed.

Supervision on School Trips

For full details regarding supervision, planning and leading a school trip, please consult the Educational Visits Policy.

Lost Child Procedure

For full details the procedures to be followed in the event of a lost child please consult the 'Lost Child' Policy.