

EYFS and Junior Department Supervision Policy

This Policy applies to the Junior Department including the Early Years and is published to staff and parents.

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Aims

To provide protection and a safe environment for our children at all times.

- Pupils are not allowed out of school during school hours without appropriate supervision from a teacher.
- No class of pupils should be left unsupervised for any reason, except in emergencies. If this is the case, a colleague should be informed to provide parallel supervision. In the event of a member of staff being unavoidably detained, the parallel teacher should assume responsibility for the safety and welfare of that class.
- Pupils should not be left anywhere in school at lunchtime or break time without supervision.

Supervision Whilst Travelling To and From School

Children who travel to and from school on a school minibus are under the supervision of the driver who holds a First Aid qualification. Children travelling with outside transport providers are not under the supervision of Longridge Towers School. In all other cases, parents are responsible for ensuring that their children travel safely to and from school.

Supervision Before and After School

Pupils may arrive at school from 8.30am (at which time all teachers should be in class) and are expected to leave to go home by 4.45pm unless they are staying late for a function.

At home time, teachers who have stayed at school for enrichment are responsible for seeing all children off the premises or to buses and should remain until the last child has gone. At this time, any children who have not been collected should be escorted to the Head of the Junior Department/Deputy Head's office and parents contacted.

Children may only be collected by a parent (or adult named on the 'Collection of Pupils' form) who is known to the class teacher, unless prior notification has been given of a different arrangement. This notification should be given to the Junior Department office in writing.

Registration

We take a register of pupils at the start of the morning, start of the afternoon and at the beginning of each enrichment session. Parents are responsible for notifying the school either by telephone or e-mail if their child is absent for any reason. The school will always endeavour to contact parents (by around 9.30am) if a child fails to arrive at school without an explanation. For pupils aged five and

over, any longer term planned absence requires permission which should be sought from the Head of the Junior Department using the 'Request for Absence' form available on the School's website at least two weeks in advance.

Break Times

All members of the Junior Department staff are expected to take their share of break and lunchtime supervisory duties; a rota is prepared by the Head or Deputy Head of the Junior Department.

There are always at least two members of staff on break duty at any given time. Duty staff should be the first to arrive on the playground. When a break time starts, class teachers must ensure that the duty staff are outside before releasing their children.

The end of break time is signified with the ringing of a bell. At this time, the duty staff should ensure that all playground equipment is tidied away and both Jerningham and Stobo pupils line up on the playground. Key Stage 2 pupils are sent into the Stobo building whilst EYFS and KS1 children must wait to be collected by their teachers.

At least one of the staff on duty should remain on the playground until the playground has been cleared.

Any children kept in class at break times for additional activities **must be supervised at all times.**

During wet break times children stay in the Stobo or Jerningham buildings and are supervised by staff.

During wet lunchtimes the children should be brought from the dining room to the Stobo Atrium or to the Jerningham building. A variety of activities will be available in different classrooms off the Atrium which the children may choose from. The duty teachers supervise each room.

Medical Support

A number of members of the Junior Department staff hold a Paediatric First Aid qualification and are able to administer first aid and deal with any minor accidents or emergencies. There is a School Matron who is available to assist or to help if someone is taken ill. A number of members of the non-teaching staff are also trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are published on First Aid notices that are displayed around the school. We always make sure that our First Aid boxes are situated in potentially high risk areas, as well as in the Junior Department Office. EYFS and Key Stage 1 children will always be escorted to see the school Matron. Depending upon the nature of the visit to see Matron, Key Stage 2 children may be sent unaccompanied to her room. In such circumstances, a member of staff will always ring Matron first to ensure she is in her room and that she is available to meet the pupil.

Supervision Around School

Staff share a collective responsibility for the supervision of pupils as they move around the school. Any pupils who are not moving sensibly and safely around school should be spoken to and reminded of the school rules.

Teachers should insist upon silence as children enter and leave assembly. Children who are disruptive in assembly should be moved away from their peers.

Teachers should ensure that children always pay due respect to the school environment and displays.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits." Our arrangements for the supervision of EYFS children on visits are described in our 'Supervision on Visits and Outings Policy'.

After School Events

At least two members of the teaching staff are always present on duty in order to supervise pupils whenever they are in the school outside normal school hours.

Members of staff supervise pupils on both home and away sporting fixtures.

Adventurous Activities and Unsupervised Access by Pupils

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have access to potentially dangerous areas such as the cleaning cupboard and boiler room, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the grounds maintenance area, catering and caretaking areas of the school.

Security, Access Control and Workplace Safety

The Longridge Towers School Security Policy describes the arrangements for the safety of the entire school.

Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.