



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

### Legal Status:

- Prepared with regard to the Statutory Framework for the Early Years Foundation Stage (DfE 2017)

### Related documents:

- Mission Statement
- Anti-Bullying Policy
- Child Protection Policy
- Children Missing in Education
- Health and Safety policies and procedures

### Availability:

This policy is made available to parents on request from the school Office. It is also available to staff on the school network.

*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.*

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date reviewed: August 2018

Mr R.J.S. Higgins  
Headmaster and Proprietor



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

### 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 1:8 for Nursery (1:13 for Nursery children with a Qualified Teacher) and 1:30 for Reception.
- Before and after school, including breakfast club, after school clubs, and late class, and out of term time, including holiday club, the adult to child ratio will be 1:8 for Nursery and 1:13 for Reception.
- Off site visits and trips, the adult to child ratio will be 1:4 for Nursery and 1:5 for Reception.
- For local (Blackheath) visits (eg. walking to the church, heath, Elsie Marshal Hall or library) the adult to child ratio will be 1:8 for Nursery and 1:10 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.

### Before start of School

Children are not the responsibility of the school until they have been dropped off at the designated place from 7.45 am (for Breakfast Club) or at the usual time of 8.30 am. Early Years children can be dropped off at the Early Years Playground and are supervised by at least two Supervisory Assistants from 8.30am. Parents are given a code that changes annually allowing them access into the playground. They are not however allowed into the school building without first consulting the Office via the intercom. The bell rings at 8.40am when the children transition to their classroom at 8.45 to unpack ready for the start of the day.

### Registration

**Reception:** Each class is registered at 9.00 am and if there are any absent children the teacher informs the Office to call the parent/guardian about the absent child. Children arriving for the Nursery afternoon session will be entered into the register when they arrive at 12.15. Afternoon registers are taken at 1:05 pm. All registers are returned to the designated box in 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 playground for checking by the Class Teachers. Weekly, termly and annual totals are kept by the Class Teacher and checked every term by the Key Stage Leader. Any unusual length of absence is noted by the Class Teacher and reported to the school office who may contact the Royal Borough of Greenwich in accordance with the guidelines outlined in the document *Children Missing Education* (2016). Staff adhere to the register code in the front of the registers.

### 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 Secretarial/Office Staff are responsible for administering this system. The child is then signed in again by the Secretarial/Office Staff, should they return during the day.



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

**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 known 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 The Pointer School to keep the front gate locked at all times. If the gate is open it will be manned by a member of staff i.e. during drop off time in the morning. Access is by key pad or door entry system both gates have CCTV. Never grant access to anyone who is not known.

### **Visitors to Marnic House**

Any visitors, such as sales people, school assessors, contractors, ISI 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 Headteacher must be informed and in his absence the Deputy/Senior Teacher.
2. A search would immediately be made of school buildings and grounds, including toilets etc.
3. Both 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 a 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.



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

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 Headteacher/Child Protection Officer of the school would be informed.
5. The remaining children would be taken back to school. The Headteacher 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**

#### **Nursery Routine in Brief:**

- Morning activity session: 9.30-11.00 am
- Outside play: 11.00-11.30 am
- AM children go home: 12.00 am
- Lunch: 11.45-12.15 pm
- Children arrive for pm session: 12.15
- Afternoon activity session: 12.30 – 2.30
- Outside play: 2.30-3.00 pm
- Home time: 3.15 pm

#### **Reception Routine in Brief:**

- Morning play: 10.00 – 10.30am
- Lunch play: 30 minutes between 12 and 1
- Lunch serving: 30 minutes between 12 and 1
- Outdoor Learning: 30 minutes between 1:30 and 2:30
- Home time: 3:15



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

All timings are subjected to change due to extenuating circumstances.

### **Outdoor Play Procedures**

**Informal Outdoor Play:** If it is deemed safe the children go outside in the playground.

#### **Playground Supervisory Assistant's Role for Playtimes**

- a) **Play Times:** The children should be lead out to play by their class teacher/ TA when the playtime supervisor is ready. The supervisor will be accompanied by at least one member of staff to comply with ratios. The first bell should be rung for tidying no earlier than 5 minutes before the end of play. The second bell for lining up should be rung at the end of play. The TA on duty should take the children inside. Accident forms should be completed and delivered shortly after playtime ends.
- b) **Bell Ringing:** When the bell rings the children are expected to **stay still and remain silent and the Duty Teacher must insist on this!** When this is accomplished the bell is rung and the children tidy-up and walk towards their designated lining up areas silently. When the bell rings the Playground Supervisors should actively enforce the code of silence and help the children line up. They should move around the lines to assist with discipline. Any children who do not cooperate should be referred to their Class Teacher.
- c) If a member of staff on duty fails to appear on duty, the playground supervisors should **send a message to the Office** and the matter will be addressed immediately. The Duty Teacher must be **on duty promptly**.
- d) The Duty Teacher will open the front door and begin to set up the activities, ensuring that the front gate is locked. They will stay outside through playtime and complete the tidying away. They should check that all children are accounted for before leaving the grounds. **All doors must be closed for security reasons.**

#### **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 and, in the case of accidents requiring first aid, the Supervisory Assistant must fill in the details of the accident in an Accident Form as soon as possible. This is kept in the School Office. A copy is kept in the relevant child's file and another copy is sent home to the parent.
- For any untoward circumstances or behaviour, follow our school's behaviour policy. Children are encouraged to be kind to one another.
- Ensure that children do not leave the playground (if being collected by a parent/carer) without being signed out by the Office Staff.
- 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.



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

- Children are encouraged to put food wrappers, apple cores etc. in the bins. Snacks are to be eaten in the classroom not in the playground.
- Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission. If it was a real 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 play in the playground.
- Children respond to the bell and are expected to line up quietly.
- Any behaviour incidents should be noted in the playground book and the appropriate action taken (ie notifying class teacher or filling in a behaviour incident form)

### 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.

**Reception Wet Play Plans:** When raining heavily during morning and lunch playtimes, children will remain indoors with a selection of inside activities. The outside duty teachers will be the duty teachers the classrooms along with the Outdoor Supervisor. There should be a member of staff in each class at all times. First aid kits and accident forms should be accessible. When raining during Reception's Outdoor Learning time, children will remain in their classes and 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 (at least one activity per area of learning):

- **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 and Design:** Drawing, role-play, musical instruments, dollhouse, colouring-in templates.
- **Physical Development:** chopsticks and beads, threading, cutting and pasting, pegboards,

**Nursery Wet Play Plans:** When raining heavily during morning and lunch playtimes, children will remain indoors with a selection of inside activities reflecting the seven areas of learning. The nursery children will use a variety of resources within the nursery environment and will be supervised by the nursery practitioners.

Suggested Activities (at least one activity per area of learning):

- **PSED:** role-play, routine-board, registers, healthy-eating game, puppets, emotion play dough.
- **Communication and Language:** Role-play, dress-up, books, songs and rhymes
- **Literacy:** Whiteboards, drawing, tracing, crafts, chalk, play dough, shaving foam, book corner, alphabet tubs.



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

- **Mathematics:** Number puzzles, number rhymes, IT games, board games
- **Understanding the World:** Science puzzles, model skeletons, train set, Lego, Mobilo, laptops,
- **Expressive Arts and Design:** Drawing, role-play, musical instruments, small world, colouring-in templates, easels and various craft activities.
- **Physical Development:** puzzles, beads, threading, cutting and pasting, peg boards, music and movement and ring games.

### **Mealtime Duties**

#### **Nursery Dining Hall procedures**

Children will be shown to their seat and nursery staff will take their food to them. Nursery 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 nursery assistants will then serve the children their pudding. At the end of lunch, rewards are given e.g. praise, stickers and Grace is said. During the summer term children moving up to the Reception class in September will follow the Reception routine; this is in preparation for the transition into the Reception year.

#### **Reception Dining Hall procedures**

Children will be led into the lunchroom by a member of staff. Kitchen Aids will serve the food while the TA/T seats the children. The TA/T will assist as needed. After all the children are served, the kitchen aids will begin clearing up the serving as well as supplying seconds while also circulating amongst the children. Toileting should be discouraged, unless it is an emergency. The TA/T will lead the children in the prayer and line them up to return to their classrooms. During the summer term children will follow the Year One routine; this is in preparation for the transition into Year One.

### **End of Day or 'Hometime' Procedures**

**Reception:** Reception children will end the day with a prayer. Classes then line-up and children are dismissed from 3:10, via the a door leading out onto the playground. Any children attending clubs, or the Afterschool Club will be supervised in their classroom by the class teacher until 3.30pm. If a parent/carer has not collected their 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 Afterschool Club to wait there for their arrival of their parent/carer.

**Nursery:** Nursery staff will ensure that children have all their belongings with them before saying an end of day prayer. At 3.15 parents are invited into the Entrance Room to collect their child; who will be dismissed via the Green Room. If parents see their child's name on the board in the Entrance Room it is at this point that they will be informed of any information that might have affected their child during the day. Nursery staff are always available to talk to parents about any aspect of their child's day, routine or progress.

### **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 or Late Class the following procedures will take place:



# EYFS SUPERVISION OF CHILDREN POLICY

## GUIDANCE AND PROCEDURES

- 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.
- Any child not collected will be taken to the late class and cared for until the parents arrive.
- The mother and/or father 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.

### **Breakfast Club and Afterschool Club**

Children from Nursery to Year 6 can attend breakfast club and afterschool club. The Breakfast Club opens at 7.45am and finishes at 8.30am. Afterschool Club begins at 3.30pm and finishes at 6.30pm.

- **Organisation:** A daily register is kept, where children are signed in and out. Information about each child's individual needs and emergency contact numbers are available in the school office. Important daily notes are kept with the register.
- **Premises & Equipment:** The premises are designed not to restrict mobility for any individual. All equipment is periodically checked and replaced if necessary. Breakfast Club and Afterschool Club both take place at The Early Years Department.
- **Activities:** 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 or have a close affiliation with the school.
- **Ratios:** Staffing ratios are 1:8. There are three members of staff to cover Breakfast Club each morning. Afterschool Club usually has three staff members. Staff numbers may increase or decrease dependent on demand and there is a bank of staff members to call upon if needed.