



POLICY FOR THE SUPERVISION OF PUPILS, INCLUDING EYFS

This policy makes reference to the most recent version of the Independent Schools Standards Regulations and the Statutory Framework for the Early Years Foundation Stage (EYFS).

CURRENT ARRANGEMENTS AND GUIDELINES IN SCHOOL

- Children are allowed on the premises between the hours of 7:30am to 6:30pm from Monday to Friday when they will be supervised by nursery or school staff.
- Specific arrangements must be made, in advance, for any child who will arrive at school between 7:30am and 8:00am or remain until 6:00pm and 6:30pm.
- All children must be brought into school by a parent (or other responsible adult as specified by parent) and handed over to the member of staff on duty.
- No child is allowed to leave the school unless collected by a parent (or another responsible adult as specified by parent).
- Every child must be signed out when leaving the school at the end of the day/session.
- If it is necessary for someone other than the normal person/s to collect a child, the school must be informed about this in advance and the parent/guardian must provide the school with a password. ID must be provided to confirm identity. If this is not possible the school will not allow the child to leave the school until checks have been made with the parent/guardian.
- Children under the age of five will be supervised at all times when in school. There will always be a member of staff with each group of children. The member of staff will know the number of children they are responsible for at all times.
- Once a child has been handed over to a parent (or other responsible adult) at the end of the day/session, the safety of the child becomes the responsibility of the parent/guardian even if still on school premises. If a child misbehaves at this time, compromising health or safety standards, a member of staff will intervene.
- All children are supervised during mid-morning, lunchtime and afternoon breaks.
- The school will accept the responsibility of administering medicines to children on the written authority of the parent/guardian.
- Children are not allowed access to the car park unless accompanied by a parent (or another responsible adult).
- Most visitors to the school will be accompanied by a member of staff while in the presence of the children. The exception to this is when tradesmen are carrying out work on the premises with no children present. Such visitors are required to sign in and wear a visitor's badge while in the school.
- When children travel by school vehicles they will be supervised by staff. These arrangements are detailed in the policy document '*School Vehicles Policy*'.
- All members of staff will be supervised at all times until all DBS checks have been completed and the original DBS certificate seen by the Human Resources Department in school.
- Children must usually be within sight and hearing of staff and always within sight or hearing.



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SAFEGUARDING AND WELFARE REQUIREMENTS - EYFS

The following qualifications and adult-to-child ratios are required under the EYFS Statutory Framework.

Children aged three or over

Where the majority of pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children. Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the Governors/Proprietor are satisfied with the qualifications or experience). In such classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full and relevant level 3 qualification.

In other EYFS classes for children of three and above, with a person with Qualified Teacher Status (or other suitable person as defined above), the ratio is 1:13 and at least one other member of staff is required to hold a full and relevant level 3 qualification.

In EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), the staffing ratio will be 1:8. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

Children who are 'rising three'

If those 'rising three' in their first term are in a separate group, the staffing ratio for two-year-olds applies. If they are in a mixed group with three year olds, they count as three if they are in the minority, but as two if they constitute the majority.

Children aged two in any early years group setting

The staffing ratio will be at least 1:4. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

Children aged under two in any early years group setting

The staffing ratio will be at least 1:3. At least one member of staff will hold a full and relevant level 3 qualification and have suitable experience of working with children under two. At least half of all other staff will hold a full and relevant level 2 qualification. At least half of all other staff will hold a full and relevant level 2 qualification. At least half of the staff will have received specific training in the care of babies. The member of staff in charge of the babies' room will have suitable experience of working with children under two years.

Supervisors and managers

All Room Leaders will hold at least a full and relevant level 3 qualification and half of all other staff will hold a full and relevant level 2 qualification. A named deputy must be identified and be capable and qualified to take charge in the Room Leader's absence.



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Break and lunchtime

The EYFS Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest or sleeping. The school ensures that all the relevant staff are in the vicinity and readily available. The school will undertake risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS. Safety will always be the first priority.

Supervision of pupils in out of school care

The staffing arrangements for the EYFS are given above. For holiday provision for children who normally attend a reception class or older during the school day, there must be sufficient staff as for a class of 30 children. For pupils from five to seven, the recommended staffing ratio is 1:8. For older pupils from eight upward, a risk assessment will be carried out, so that the staffing ratio is appropriate to circumstance.

Where Nursery or Reception class children attend outside of normal school hours or in play scheme, the school will apply a ration of adults to children of 1:8. At least one member of staff will hold a full and relevant level 3 qualification and half of all other staff will hold a full and relevant level 2 qualification.

FIRST AID

Matron and the deputies will administer first aid, deal with any accidents or emergencies and provide assistance if someone is taken ill. A number of members of the teaching and non-teaching staff, who are trained and qualified as first aiders are able to provide emergency first aid. One member of staff who is a qualified paediatric first aider is always on duty when EYFS children are in school. The first aid boxes are located in all potentially high-risk areas, as well as in the school's office. Matron regularly checks and replenishes the first aid boxes.

- *Please refer to the separate document: First Aid Policy.*

SENIOR MANAGEMENT RESPONSIBILITIES

The Estates Manager is responsible for the physical security of the buildings.

PROMOTING A CULTURE OF SAFETY

Staff Induction

All staff receive a full induction, including a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils: where new members of the teaching staff are given training in registration and in the arrangements for supervising pupils.
- Safeguarding personal possessions.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site and for returning them.
- Measures to deter opportunist thieves, such as closing windows, doors and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Electronic signing in and out of the building.
- Arrangements for late and/or lone working.



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- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The induction briefing will also cover:

- The procedure for booking in visitors.
- Safeguarding responsibilities and how to report concerns.
- The Safeguarding and Child Protection Policy, including Children Missing Education
- The names of the school's Designated Safeguarding Leads.
- The Code of Conduct for Staff.
- The Whistleblowing Policy.
- Acceptable Use of Technology Policy
- Missing Child Policy
- The Behaviour, Sanctions and Rewards Policy.
- Keeping Children Safe in Education Part 1 (with Annex B).
- Policy for Online Safety

RISK ASSESSMENTS

The Estates Manager and Health and Safety Officer have conducted risk assessments on the security and safety of the grounds and all the buildings.

CCTV

CCTV cameras cover the main entrance used by visitors, the pedestrian and staff car park and the rear of the school. Monitors are in the School Office.

PHYSICAL SECURITY MEASURES

External doors and windows

All external doors and windows are fitted with locks. The CTS Lab is locked when not in use. Security lights are in place to protect the outside of the school buildings.

The Policy for the Supervision of Pupils Including EYFS was reviewed in September 2021 and will be reviewed in or before September 2022.

ADDENDUM: COVID19

During the COVID-19 period, should a further regional/nationwide lockdown be imposed, sections of this policy will be replaced with

- Staggered start/finish times for pupils.
- Car park drop off and pick up only.
- Year group bubbles.
- Only pupils and staff members are allowed entry into the building between 8:00am and 5:45pm.
- Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made, including qualification level ratios.