

The White House Preparatory School Woodentops Kindergarten and Woodentops Day Nursery

PREP SCHOOL and EARLY YEARS **SUPERVISION OF CHILDREN POLICY (36)**

GUIDANCE ON PUPIL SUPERVISION POLICY

A Legal Requirement, ISI, Ofsted and EYFS Reporting Standards

References:

A: [Reference Guide to the key standards in each type of social care service inspected by Ofsted \(Reference 080117\)](#)

B. [The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools. September -December 2009.](#)

C. [Early Years Foundation Stage \(EYFS\) Checklist and Monitoring Reference for Inspectors. September 2009](#)

INTRODUCTION

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.30am (8am Day Nursery), and are expected to go home by 6.00pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties.

The main duty times are:

- Early morning duty (8.30am – 9am)
- Break duty
- Lunch-time duty
- After-school duty (3pm - 6.00pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

For the EYFS Dept. and Day Nursery in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance. For a change in routine a password should be given to Day Nursery staff before children can be released.

MEDICAL SUPPORT

There are a number of paediatric First Aiders throughout the school and Day Nursery who can administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are displayed around the school. We make sure always that a qualified paediatric first aider is on duty whilst our Nursery and EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are supervised by a member of staff when travelling on the school minibus and are expected to behave responsibly.

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 including EYFS".

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, computing, athletic or climbing equipment without supervision. 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 unsupervised access to potentially dangerous areas, such as the swimming pool, the science room, computing room.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

EYFS PUPILS

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow your child to go home with you, unless we have received your advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Headteacher
Policy reviewed:	Sept 17	By:	Headteacher
To be reviewed:	Sept 18	By:	Headteacher