

**The White House Preparatory School,
Woodentops Kindergarten and Woodentops Day Nursery**

PREP SCHOOL and EARLY YEARS

SUPERVISION OF CHILDREN POLICY

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.

Statement of Principle

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.

Arrival and Departure

Arrival:

The Day Nursery and School Early Bird Provision opens at 8am and members of staff are ready at this time to welcome and supervise children. The School Office is open from 8am and supports the arrival of parents and children.

The School and Kindergarten open at 8.30am and children arrive from 8.30am-9am. The school door and side gate are supervised by members of staff, most usually senior members of staff.

At 9am the side gate and main door are closed, after which late arrivals use the entry mechanisms to alert the school office that they have arrived. Parents/Carers must ensure their children must sign in at the School Office.

Departure:

There are set departure times for children in different year groups and all children are expected to be collected at the end of normal school, after end of clubs or at the end of Homework Club and by 6pm latest.

Children are supervised by staff at the side gate or main door at set departure times.

For the school, class teachers bring children to the front door at the end of normal lessons and support the handover of children to parent/carers. At the end of clubs, club leaders escort the children to the front door and supervise handover of children. For homework club, Natalie supervises the handover of children.

Children are handed to parents/carers or those confirmed as having responsibility for picking up the children. Alternatives to parents/carers are confirmed either in annual consent forms or in advance of pick up via the school office and class teacher. Normally an agreed password will be used for a "one off" alternative collection arrangement.

Outside of set pick up times parents/carers report to the main door or side gate and use entry mechanisms to alert the school office of their arrival. The School Office will supervise collection of children from class/activity and handover to the parent/carer.

Registration

Children are registered in the morning 8.30-9am and immediately after they return from, the lunch break. Registers are taken by class teachers or activity leaders (e.g. sports teachers immediately after lunch).

The Missing Child Policy details procedures to be followed if a child has not arrived at school with out explanation or if a child is thought to be missing or if a child is not picked up on time.

Break/Lunchtime Supervision

All members of the teaching staff, including the Headteacher, are expected to take their share of break and lunchtime supervisory duties, as well as late duties. These are timetabled in advance, usually termly but are subject to change. **A member of staff whose absence is known in advance (e.g. off site INSET) is expected to arrange a swap of their duties.**

Around the school

Children should never be left in a room unsupervised.

We encourage independence and responsibility therefore on school site occasionally children may move from place to place unsupervised. We ask some children to take responsibility e.g. taking drinks and snacks to classrooms mid-morning. Staff must be especially alert and vigilant at these times.

Break and lunch time:

- Class teachers/activity leaders must escort children to the dining room or garden at the beginning of these sessions to support a good start but also to ensure supervision is in place before they leave the children.
- At the end of each break class teachers/activity leaders should collect children from the garden and escort them to their destination.

Other school activities

Specific 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.

Medical Support

Please see First Aid Policy and/or Administration of Medicines Policy.

All EYS staff, Class Teachers and as many other staff as we are able are trained as Paediatric First Aiders and they are expected to administer first aid, medicines as agreed and to deal with any accidents or emergencies, or to help if someone is taken ill.

The names of First Aiders are displayed around the school.

At Break and Lunchtimes the School Office is often the first point of call/contact for staff on duty.

Any administration of first aid or/and medicines is witnessed and recorded appropriately according to our policies..

First aid boxes are in all potentially high risk areas, as well as in the School Office.

Supervision of Children to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Older children (most usually Year 6 then Year 5 from the summer term) may travel t/from school with out their parents/carers and this if they are very local and with school/parent permission and agreement. This supports the transition of these children to senior school. Particular attention of these children is made at registration and any non-arrival should be reported immediately to the school office at 9am.

School Trips and 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**". Where possible we use the school minibus where pupils are supervised by a member of staff when travelling on the school minibus and are expected to behave responsibly.

Unsupervised access of children

Children are not allowed to access the school unsupervised.

Children 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.

EYS children

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 children to go home with parent/carers who have been agreed in advance most usually on the consent forms. Any change to this requires advance permission from the parents (preferably in writing) that their child/children 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 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
Policy reviewed:	Sept 18	By:	Headteacher
Policy reviewed:	Sept 19	By:	Headteacher
To be reviewed:	Sept 20	By:	Headteacher

Guidance

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](#)