

# **SUPERVISION OF CHILDREN AT SCHOOL**

## **(including children in the Early Years Foundation Stage EYFS)**

Annan School is committed to provide, as far as is reasonably practicable, a safe environment for all the children of the school. Part of creating that safe environment is the level of supervision that we provide during the school day.

This guidance seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

This guidance is for all children at the school including children in the EYFS.

### **This guidance should be read in conjunction with:**

- Health and Safety Policy
- Off-site Activities Policy
- Missing Child Policy
- Late Collection Policy
- Admissions and Attendance Policy

### **Supervision Responsibilities**

The Principals are responsible for ensuring that practitioners and teachers duties are covered in the event of any absences (sickness or training).

Practitioner and teachers must arrive promptly and are responsible for the supervision of the whole of their learning environments either indoors or out.

#### **1. Supervision in the Kindergarten (EYFS)**

- Teachers and practitioners are deployed within the EYFS following at least the appropriate ratios laid out in the Statutory Framework for the Early Years Foundation Stage 2017 as follows:
- *Children aged three and over in setting where there is a teacher with full QTS/EYQTS, there must be at least one member of staff for every thirteen children (1:13) and at least one other member of staff must hold a full and relevant qualification (level 3).*
- *Two-year olds require a 1:4 ratio. This can include the second member of staff for the 3 & 4-year olds provided the 1:13 ratio has not been exceeded. For example, three staff (where one is a teacher with QTS/EYQTS) could have a maximum of **thirty** children, i.e. **twenty-six** 3 & 4-year olds and **four** 2-year olds or a maximum of **twenty-one** children if there are between **five and eight** 2-year olds and up to **thirteen** 3 & 4-year olds.*
- Children must be supervised at all times. Children should always be within sight or hearing of the adults in their learning areas. There should always be one member of the team in the garden when it is in use. This should increase according to numbers of children and supervision needs of the activities.
- Minimum ratios apply everywhere within the school campus. If a member of staff is working with a group on their own and are not within easy reach of another member of staff, such as the orchard or wildlife area, they should take a mobile phone.
- **Arrival supervision in the Kindergarten (EYFS)**
- Children in the Kindergarten should arrive at 9.15am and taken by their parents/adult carer to the Infant House where they will be met by a member of staff. If the door is locked they should ring the bell. If there is no response parents should go to the office.
- A member of kindergarten staff is deployed to be on the door in the morning to mark children in on arrival. A member of staff would also mark down on the register when children are collected and the time of collection.

- Parents are responsible for notifying the school office if their child is absent for any reason. The kindergarten staff should check with the office if children are absent without an explanation and the school office will contact the parents.

- **Home time supervision in the Kindergarten (EYFS)**

- Children should be collected from the Infant House at home-time (morning or full-day collection) at either 12.15pm/1.15pm or 3.15pm (unless they are attending after-school club).
- Parents who arrive before collection time should wait outside the house until the door has been opened by a member of staff.
- If parents are collecting children from the Kindergarten and from KS1/KS2 they should collect children from the Kindergarten first.
- Kindergarten staff must only release children into the care of individuals named by the parent. Where this named person is not already known to staff they should be asked for ID.
- Kindergarten staff will ensure any children in the kindergarten who go home on the minibus are accompanied by a member of the kindergarten team to the minibus.
- If parents are 10 minutes late collecting and have not sent a message, kindergarten staff should notify the office. If possible the child should remain in the kindergarten until the parent arrives unless no supervision is available in which case they are taken to the school office (**see Late Collection Policy**).

## **2. Supervision in (Reception/KS1/KS2)**

- The level of supervision is always determined by, and appropriate to, the age of the children and the activity being undertaken. The school's ethos values the principle that children can be trusted with the responsibility of certain freedoms within clear boundaries. Children are encouraged to take personal responsibility, for example, delivering a message elsewhere, carrying out an activity or investigation outside the classroom. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

- Within the school campus the minimum staff/child ratio is:

1:30 for Sycamore, Oak Tree, Willow and Elder classes;

There should always be a minimum of two members of staff on-site whilst children are present. Exceptionally the school principal (or another person they appoint) may have sole responsibility for a child/children, when they are on school premises outside the published school hours.

- if for any reason a teacher/teaching assistant (with sole responsibility for a group of children) needs to leave the children for whom they are responsible, they should make arrangements for another member of staff to take on responsibility for the children, by asking a member of staff in an adjacent class or by sending two children to another class or the office to ask for cover.

- **Arrival supervision (Reception/KS1/KS2)**

- Children should be supervised by their parents on arrival at school before 8.50am, unless they are attending the breakfast club.
- Children should not arrive in the playground before 8.40am (unless arranged and agreed with the school principals). Parents who wish to bring their children to school before 8.40am must make use of the breakfast club facility.
- A teacher/TA from each class (KS1 and KS2) will be in the playground from 8.50am at which time parents may leave their children. A bell will be rung at 8.55am to signify that it is time for children to line up ready to go into their classrooms with their teacher/TA. Parents should make their way to the car park to make space for cars arriving with Kindergarten children.
- Parents who have children in KS1/KS2 classes and also a child in the Kindergarten may take their

child into the Kindergarten at 9.00am when a member of the Kindergarten staff will be available to supervise them.

- **Late arrivals (Reception/KS1/KS2)**

- Parents of children in Reception/KS1/KS2 who arrive after 9.00am should go to the office where a member of school staff will record the late arrival details. These details can then be recorded on the register for the class (see Register policy). Children should go straight to their class.

- **Home time supervision (Reception/KS1/KS2)**

- At home-time children should be collected from the playground by their parent or another adult carer. Children should remain with their teacher/TA until they have been collected. Once they have been collected the parent/carer is responsible for the supervision of the children they have collected.
- Teachers should make sure that children who are staying for after school club go to their meeting place for the club.
- Teachers should make sure that children who use the minibus service are sent over to the minibus to be checked on the minibus register. Teacher should check with the minibus driver if any of the parents have not arrived for children who usually use the minibus service but children are unclear about arrangements.
- Children who have not been collected from the playground within 10 minutes should be taken to the office (see Late Collection Policy and Procedure).

- **Wet Weather (Reception/KS1/KS2)**

- In the case of wet/inclement weather a member of the SLT will decide if it is 'wet-weather' arrival. In this case children may be taken directly to their classroom buildings from 8.50 am when a teacher/TA will be responsible for their supervision;
- At home-time children may be collected from the entrance to the classroom buildings by their parents;
- Children going home on the minibus should assemble under the pagoda where they will be met and supervised by the minibus driver.

### **3. Minibus**

- Children arriving by minibus will be supervised by the minibus driver. On arrival in the playground, children in Reception/KS1/KS2 should join the other children in the playground supervised by the teachers/TAs ready to take their classes inside.
- Kindergarten children will be taken by the minibus driver to the kindergarten building where a member of the kindergarten staff will take on responsibility for their supervision.
- At home-time, the minibus driver will supervise children going home on the minibus, checking the register as they board the minibus. Children in the kindergarten who go home on the minibus should be accompanied by a member of the kindergarten team to the minibus.

### **4. Care and supervision of children at playtime and lunchtime**

#### **a) *Morning play (Elder/Willow classes)***

- At playtime, teachers and teaching assistants should ensure that there are always a minimum of two members of staff on duty to supervise outdoor areas. Any class who takes a separate playtime on their own can be supervised by one member of staff.

- Staff should ensure they supervise from a vantage point where the largest amount of play area can be seen. They should enforce such rules as may be necessary. In the event of an accident the member of staff on duty should take appropriate action.
- Staff need to set appropriate boundaries and consider the range of activities depending on the number of staff on duty. Children should be made aware of these boundaries and the activities available.

**b) Lunchtime Supervision (Sycamore/Oak Tree/Willow/Elder classes)**

There will be a minimum of two members of staff on duty at all times.

- A ‘duty teacher’ is also available each lunch-time to deal with behaviour issues or supervise children who need to make up any lost-learning.
- All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.
- Any children in classrooms or activity areas during lunchtimes must be supervised by a class teacher, teaching assistant or lunchtime supervisor.
- In case of poor or wet weather at lunchtime, a collective decision will be made by the staff on duty as to whether there will be indoor/outdoor play. Once a decision is made all duty staff should be informed. Whenever possible lunch play will be outdoors.

**5. Supervision of children at breakfast and after-school clubs**

- Supervision of children at the school Breakfast Club and after-school Club is undertaken by a member of the school staff and follows the same supervision principles as supervision at other times of the school day.
- There will always be a minimum of two staff on the school site during all supervised before and after school clubs. Supervision ratios will be at the school’s normal ratio for on-site supervision.
- After-school activities organized by the Friends of Annan (PTA) such as Christmas decoration making will be overseen by a member of staff. Only parents or other volunteers who have a DBS check will be allowed to run the activity unsupervised.

**Summary supervision ratio for on-site and off-site activities**

<b><u>MINIMUM SUPERVISION RATIOS</u></b>	<b>On-site supervision ratio</b> (including the orchard, wildlife area and half-acre)	<b>Off-site supervision ratio</b> including Slays Wood for Forest School and the Recreation ground for PE; <b>minimum ratio - subject to risk assessment for all other activities</b>
<b>Kindergarten</b>	1:4 (two-year olds) 1:13 (3 and 4-year olds)	1:4 (2-year olds) 1:6 (3 & 4-year olds) (minimum 2 staff)
<b>Sycamore Class and Oak Tree Class</b>	1:30	1:8 (minimum 2 staff)
<b>Willow Class</b>	1:30	1:10 (minimum 2 staff)
<b>Elder Classes</b>	1:30	1:15 (minimum 2 staff)