

ST WYSTAN'S SCHOOL AND NURSERY
PUPIL SUPERVISION POLICY
(INCLUDING EYFS, PRE AND AFTER SCHOOL CARE)

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 7.30am, and are expected to go home by 6.30pm unless they are staying late for a function. Pupils are not allowed on site without supervision and no children should be left unsupervised in the classrooms. 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.

The main duty times are:

- Pre-School Care morning duty (7.30am – 8.30am)
- Break duty
- Lunch-time duty
- After School Care duty (3.40pm – 6.30pm)

At the end of the day it is the Form Teacher's responsibility to dismiss children to their parents in the playground, to a club or activity or to After School Care.

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.

In the Nursery, we operate identical registration procedures to the main school; but 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 advance or who gives us an appropriate password.

BREAK SUPERVISION

There are two members of staff on break duty at all times for whole school break times. At lunchtime, where there are 3 lunchtime supervisors are on duty, a member of SLT is always 'on hand'.

The Nursery will always usually have 2 members of the Nursery staff present with them (unless more children require an additional member of staff or fewer children mean their needs can be met by one member of staff). If only one member of Nursery staff is present with the children, there will always be another member of staff available to be called on if needed.

MEDICAL SUPPORT

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. First aid boxes are in all potentially high-risk areas, as well as in the Staff room. All members of staff in the Foundation Stage have 2 day Paediatric First Aid training.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school.

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'. Our arrangements for the supervision of EYFS children on visits is described in our 'Policy for Educational Visits by EYFS Children'.

UNSUPERVISED ACCESS BY PUPILS

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed and explained to children.

PRE AND AFTER SCHOOL CARE

The ratios for Pre and After School Care, with the inclusion of any EYFS pupils, are carefully monitored. A ratio of 1:8 is adhered to at all times for children aged between 3 and 5; a ratio of 1:4 is adhered to for children aged under 3.

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A PARENT FAILING TO COLLECT A CHILD AT THE APPOINTED TIME

At the end of the school day which is 3:40pm for all children, there are a number of options for the children's care. Children can be collected straight from school by a parent/carer, attend a club, attend Prep (Years 4 – 6) or attend After School Care. Parents complete a form for their requirements on either a termly, weekly or daily basis this form is given in at the school office or given in with the register. A log of messages from parents with changes to these is kept in the school office and form teachers will be informed of any messages received. If for any reason, an incident or emergency arose where parents could not pick their child up, parents should telephone the school up to 3.50pm to book their child in to After School Care.

In the event that a child is not collected at the end of the school day the following procedure will be followed:

- 1) The form teacher or other member of staff dismissing the class will wait for 10 minutes with the child. The office staff will be consulted to check whether a message has been received.
- 2) After this time children in Years 4 – 6 will go to Prep (in Year 6 classroom), and all other children will go to After School Care (in Nursery). There is no Prep session on a Friday. If the child is not normally in Prep/After School Care and thinks that they should be going straight home, staff will try to contact parents/carers.
- 3) If a child in Years 4-6 has still not been collected at the end of Prep (4:45pm) they will go to After School Care.
- 4) After School Care normally runs until 6:30pm. If a child is still there at 6:10pm and the parents/carers usually collect them earlier than this, staff will try to contact the parents/carers to arrange a collection time. Emergency contact details for all children are kept in the Nursery, as well as the school office.
- 5) If a parent/carer cannot be contacted other people on the emergency contact list will be tried, in the order indicated on the form.

- 6) If no contact can be made staff will stay in school with the child until a parent/carer arrives to collect them. They will continue to try to contact anyone named on the emergency contact form, in the order indicated. After school care staff will contact the Head/member of the SLT if a child is still in After School Care after 6:30pm and no contact has been made with a parent/carer.

STAFF INDUCTION

All new members of the teaching staff, including temporary staff and volunteers receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.

POLICY DEVELOPMENT AND REVIEW

This policy document was produced in consultation with the entire school community, including school staff and Governors.

This document is freely available to the entire school community.

It will be reviewed on an annual basis.

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Full Governors

Read & Shared: Staff of the school

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