



# **Notting Hill Preparatory School**

## **1.30 Policy for the Supervision of Children**

**(EYFS & KS1-3)**

Reviewer responsible: Headteacher  
Reviewed by: SK

Date of last review: **11/20**  
Date of next review: **09/23**

## 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.

**This policy also applies to EYFS pupils.**

## PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive in school from 8.00am if they are in a club which runs before school, and are expected to leave school between 3.10pm and 4:15pm, depending on their allocated year group pick-up time. Children may stay at school until their club pick-up time, if taking part in an after-school club. At least one member of the teaching staff and at least one member of SMT is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Duties are shared by members of senior management, teaching staff, support staff, teaching assistants and gap year students. The main duty times are:

- Early morning door, gate or road crossing duty
- Break-time duty
- Lunch-time duty
- Home-time or after-school duty

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 during both home and away matches and during after-school training sessions which run for an extended period.

## 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.

Reception Class teachers operate identical registration procedures to Years 1 - 8 and, along with the rest of the school, teachers will only release a pupil at the end of a session into the care of a parent or other individual whose name has been notified to us in writing in advance.

## MEDICAL SUPPORT

There is a qualified School Nurse, along with qualified first aiders in all three buildings throughout the day, and they are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. All Reception teachers and teaching assistants are paediatric first aid trained and there is always a qualified paediatric first aider on duty when the Reception pupils are in school. The names of First Aiders are published within the First Aid Policy. First aid boxes are in all classrooms and additional first aid supplies are kept in all three building reception areas. (The office staff regularly checks and replenishes the first aid boxes). Children who require additional medical equipment, such as epi-pens and inhalers, have individual orange bum bags to store this equipment. For detailed information on our First Aid procedures, see **First Aid Policy**.

## SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school and children should be accompanied by a responsible adult at all times. Pupils in Years 6-8 may walk to and from school unaccompanied as part of their preparation for transfer to senior schools. Parents notify the school in advance if they wish to do this and a list is held in the office. Relevant teachers are also notified.

## **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our **Educational Visits Policy**.

We are always aware of staff to pupil ratios and we always have a significant number of adults accompanying all trips, including Reception classes.

## **UNSUPERVISED ACCESS BY PUPILS**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratory, the Art/Design Technology Room etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils are not allowed to use gymnastic, 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.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed. All potentially hazardous Art, Cleaning and Medical equipment is kept in locked storage cupboards and/or above child height.

## **RECEPTION PUPILS**

In the Reception Classes, all classes are led by a teacher holding a Level 6 Early Years qualification, as per the ratio guidance for the EYFS. Alongside the class teacher, there is a Teaching Assistant allocated to each class. All pupils are allocated a key worker who is their class teacher.

The Head of Early Years leads regular Supervision Meetings with all members of Reception staff. EYFS Supervision is a formal and recorded process to support and monitor children within the Early Years. Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development. Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

For more information on Supervision with the Early Years, see **EYFS Policy**.

## **STAFF INDUCTION**

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the building that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbooks. See **Staff Induction Policy** for more information.

## **HEALTH AND SAFETY**

Our **Health and Safety Policy** describes the arrangements for safety of the entire school.