



## SUPERVISION OF CHILDREN POLICY

Date	Review Date	Headmistress	Proprietor
January 2019	January 2022	Zoe Sylvester	Brian Berkery

Broadhurst School takes seriously its responsibility to ensure that all children are safe in school and on school activities or visits and recognises its duty to provide an environment where children are well supervised and the utmost care is given to their health and safety.

It is very important, in the interest of safety and for the positive ethos of the school that an effective policy for the supervision of children is in place.

### Aims

- supervision of children takes into account the age of children, any additional needs of the children and the activities in which they are engaged
- staff ratios for supervision are safe at all times that children are involved in school activities or on the school premises
- supervision of children in remote locations follows recommended guidelines as outlined in the Educational Visits Policy. Detailed risk assessments are carried out for off-site activities and staffing ratios calculated accordingly

Staff who supervise are mindful of our Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedures, Anti-Bullying Policy, Behaviour Policy and Health and Safety procedures.

This policy is also linked to the following policies:  
Discipline and Exclusion Policy, Educational Visits Policy, Equal Opportunities for Children, Fire Safety and Evacuation Policy and Procedure, First Aid Policy and Procedure, Health and Safety Policy inc Risk Assessment Policy, Intimate Care and Nappy Changing Policy, Special Educational Needs and Disability Policy, Missing Child and Non- Collection Policy and Procedure, Site Security and Visitor Protocol.

Through the operation of this policy we aim to:

- protect the health and safety of children at the School
- ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of children
- promote the principles of good behaviour that are set out in the School's Behaviour Policy

All staff have a duty to ensure they promote the principles of behaviour set out in the School's Behaviour Policy. This states that behaviour is based on the basic principles of honesty, respect, consideration and responsibility. Even when staff are not 'on duty' they are expected to be vigilant around School, helping create an environment which encourages and reinforces good behavior and care and respect for others.

Members of staff have an important responsibility to model high standards of behaviour, both in their dealings with children and with each other, as their example has an important influence on the children.

Some areas of the School are out of bounds to children unless supervised by a member of staff. These include, but are not limited to, the staff room, the School office and Headmistress' office and the maintenance areas. At times, some areas of the School may be fenced off because they are hazardous.

Morning arrival (8.40 am) and afternoon arrival (12.40pm) - Parents must see their children safely into School, firstly waiting with them outside until the School doors open at 8.40 am ready for the start of day and at 12.40pm for afternoon sessions. The designated member of staff will welcome the parents and children at the main door. Class Teachers and Assistant Teachers welcome their children in their classrooms. Parents should accompany their children into School and wait with them until a member of staff acknowledges their arrival and responsibility is handed over. Parents can choose to allow another parent to bring their child into School, from their cars. The School operates a 'Stop and Drop' Rota for this purpose.

Lesson Times - designated teachers are responsible for the supervision of children as directed on their timetables. No class should be left unsupervised for any reason. In cases of emergency another member or members of staff can be called to supervise the class while the situation is dealt with. All children's' garden times are covered by the class teachers and assistant teachers.

Children go to the toilet accompanied by a member of staff. Some older children may go unaccompanied but are within hearing of the staff.

Wet Play/Lunch Times – children and staff will remain in class.

## **School Collection Time**

Parents must collect children from their classrooms. Children will be passed over to their parent or carer. Any children whose parents/carers do not arrive on time are supervised by their class teacher until such time as they are picked up or the Pupil Collection Policy is put into action.

### **Adult: child ratios**

*EYFS statutory Framework 2017- 3.28- 3.39:*

- *staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing*
- *only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible*
- *The ratio and qualification requirements below apply to the total number of staff available to work directly with children 34. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. For group settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must always be awake*

*For children aged two: there must be at least one member of staff for every four children; at least one member of staff must hold a full and relevant level 3 qualification; and at least half of all other staff must hold a full and relevant level 2 qualification.*

*For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children: there must be at least one member of staff for every 13 children; and at least one other member of staff must hold a full and relevant level 3 qualification.*

*For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children: for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;*

*for all other classes there must be at least one member of staff for every 13 children; and at least one other member of staff must hold a full and relevant level 3 qualification.*

*For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:*

*there must be at least one member of staff for every eight children; at least one member of staff must hold a full and relevant level 3 qualification; and at least half of all other staff must hold a full and relevant level 2 qualification.*

For Reception: The ratio is 1:13 if a qualified teacher or 'EYFS instructor' present or 1:8 with the adult being at least level 3 qualified and at least half of all other staff must hold a full and relevant level 2 qualification

For Reception it is also possible to have 1:30 if the majority of children are rising 5 or older with a qualified teacher or 'EYFS instructor' present.

For Classes 6-8- The ratio is 1:8 if a qualified teacher present or qualified level 3 staff member and at least half of all other staff must hold a full and relevant level 2 qualification, but always a minimum of 2 members of staff present.

For Classes 1-5 - The ratio is 1: 4 if a qualified teacher or level 3 staff member present and at least half of all other staff must hold a full and relevant level 2 qualification, but always a minimum of 2 members of staff present.

A member of the Senior Management Team remains on the School premises until all children have been collected.

Our Pupil Collection Policy is followed for any late collections.

### **Supervision during School visits**

Arrangements for children on extra-curricular visits in the UK follow the procedures as stated in the Educational Visits Policy. The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the children and any special needs. The risk assessment must include consideration of adult to child ratios.

<b>Headmistress:</b>		<b>Date:</b>	
<b>Proprietor:</b>		<b>Date:</b>	