

Carrdus School

Supervision Policy

INTRODUCTION

This policy's aim is to ensure children are supervised safely and in line with the EYFS adult / child ratios outlined in the Statutory Framework for EYFS 2023. Any person over 17 years old may count for the purposes of supervision and adult: child ratios. Any person under 17 years old to be supervised at all times.

SCHOOL HOURS

The school operates as follows:

- 08:00 - 18:00 Staff supervision
- 08:30 - 11:45 Years N-R (EYFS); half day
- 08:30 - 15:30 Years N-R (EYFS); full day
- 0830 – 15:30 Years 1 - 2
- 08:30 - 15:40 Years 3 – 6

ARRIVAL

- No child is allowed on site unless supervised.
- 08:00 - Children may arrive at any time after 08:00:
 - They may attend Breakfast Club in the dining hall under supervision of school staff; they must be signed in by their parent/carer.
 - They may remain in the Front Hall under supervision of their parents; they may not be left unsupervised.
- 08:30 - Children go to their classes. Teachers will be in their classrooms to welcome children from 08:30. Class teachers or Teaching Assistants will email or ring the Office (01295 263733) or the Head if they are likely to be late or absent.

DEPARTURE

Children are allowed to depart at the following times:

- 11:45 Nursery (N) Children will be handed over to parents at Nursery door.
- 13:00 N Children will be handed over to parents at Nursery door.
- 15:30 N and R Children will be handed over to parents at the Nursery or Reception doors, taken to After School Club and signed in (if required or after parents are 5 mins late).
- 15:30 Years 1-2 Children will be handed over to parents at the Year 1 or Year 2 doors, taken to After School Club and signed in (if required or after parents are 5 mins late) or to other clubs.
- 15:40 Years 3-6 Children will be handed over to parents at the wooden gates, taken to After School Club and signed in (if required or after parents are 5 mins late) or to other clubs.
- 16:30 Clubs Children will be taken to the Front Hall or Wooden Gates to be handed over to parents. If parents are 5 mins late they will be taken to Tea Timers.

This policy refers to all sections of Carrdus including EYFS

Supervision Policy

Carrdus School

- 16:30 Teatimers Children are collected and signed out in the Dining Hall or Nursery, where Teatimers is taking place. If a child is uncollected then we follow our policy and procedures for uncollected children. Please read our 'Lost or Uncollected Children' policy.

SUPERVISORY DUTIES

- All breaks are supervised with the correct adult: pupil supervision ratios for the age of children involved.
- All supervision ratios are in line with DfE Statutory Regulations and ISI Regulations.
- All members of the teaching staff undertake various break, lunchtime and teatimers supervisory duties.
- Rotas of duty staff are available to staff and pupils on SharePoint and the main office noticeboard in the staffroom.

BREAK TIMES

- Nursery take breaks at times separate from the rest of the school under their own supervision ratios.
- 1st Break run from 10.50 – 11.10 for the whole School. The Head/Deputy Head is the teacher responsible for supervision of Reception to Year 6 and is assisted outside by the Teaching Assistants.
- Afternoon break for Years R–2 only can be taken at any appropriate time or not at all; it should last about 15 minutes. Supervision is provided by the class Teachers and Teaching Assistants.

Commented [LM1]: @Samantha Bagshaw Should we create a rota between us?

Commented [SB2R1]: Sorry I've missed you sending this through I think. Are you happy with how the current arrangement is working?

Commented [LM3]: @Samantha Bagshaw We could remind Lower School teachers about this as not many take this time.

LUNCH TIMES

- The school operates a staggered lunch break. Pupils are supervised by staff from their classes when having lunch and also outside for playtime. Correct ratios are adhered to at all times for pupils in the EYFS.
- 11:50 Nursery & Reception
- 12:10 Year 1 & Year 2
- 12:40 Year 3 & Year 4
- 12:45 Year 5 & Year 6

Commented [LM4]: @Samantha Bagshaw This has changed. Can we discuss?

Commented [SB5R4]: Yes- and Reception now 11:50?

WET BREAK ARRANGEMENTS

- It is for the Head (Deputy Head in his absence) to decide if it is too wet outside.
- The Head will notify the classes or the adult on duty in the dining room at lunch if it is a wet 2nd break.
- If wet break is decided then the following risk assessed supervision takes place:

1st Break

- 1 Teacher – Reception Responsibility
- 2 x TA – Year 1 & Year 2 Responsibility
- 1 x TA – Year 3 & Year 4 Responsibility
- 1 x TA – Year 5 & Year 6 Responsibility

This policy refers to all sections of Carrdus including EYFS

Supervision Policy

Carrdus School

Junior's 2nd Break

- 1 Teacher – Reception Responsibility
- 1 x Teacher & 1 x TA – Year 1 & Year 2 Responsibility

Senior's 2nd Break

- 1 Teacher – Year 3 & Year 4 Responsibility
- 1 x TA – Year 5 & 6 Responsibility

- There are wet break resources in every class.
- Please ensure that children do not watch a DVD in more than one break if both are wet breaks.

REGISTRATION

- The Class Register for each form should be taken on ISAMS, twice a day by class teachers.
- The Class registers will be reviewed twice daily by the School Secretary before 09.30 and 14.15 on ISAMS
- Parents are responsible for notifying the school if their child is going to be absent for any reason by telephoning or emailing the School Office before 09.30.
- The school will always contact parents if a child fails to arrive at school without an explanation by 09.30.
- Registration is at the following times:
 - 08:45 Years N-Y6
 - 13:10 Years N-Y2
 - 13.40 Years 3-6

ASSEMBLY

- Assembly takes place between 08:50-09:20
- On certain Fridays over the course of the year there is an extended Class Assembly to which parents are invited in the Sports Hall. It starts at 08:50 and finishes at around 09:20. It is prepared by classes in turn or by specialist teaching staff.
- Assemblies are supervised as follows:

○ Monday	Years R-6	Whole School Assembly	Head and 7 teachers
○ Tuesday	None		
○ Wednesday	Years R-6	Whole School Assembly	1 Teachers and 3 TA
○ Thursday	None		
○ Friday	Years R-6	Whole School Assembly	1 Teachers and 3 TA

Commented [LM6]: @Samantha Bagshaw Again, we need to look at these ratios. Previously has been 1 teacher and 2 or 3 TAs?

AFTER SCHOOL CARE & TEATIMERS

After School Club followed by Teatimers takes place every day between 15:40 and 17:30. It usually takes place in either the Dining Room or Nursery. There are at least two members of staff on duty. One will be a qualified member of staff who will look after the EYFS children, who is Head of After School Club and Teatimers and who acts as Key Person for any EYFS children present. The other will be a member of staff who will look after the rest of the children under the

This policy refers to all sections of Carrdus including EYFS

Supervision Policy

Carrdus School

direction of the Head of After School Club and Teatimers. Children will be supervised in signing in and parents or a member of staff will sign the children out.

MEDICAL SUPPORT

A number of the teaching staff and non-teaching staff are trained and qualified to administer emergency first aid, EpiPens and defibrillators. We display a current list of these staff around school including adjacent to First Aid Boxes. A First Aid box and Defibrillator hang on the wall in the school office. EpiPens are kept in the office cupboard. Please read our 'First Aid' Policy.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of children during educational visits and trips out of schools are described in our Educational Visits Policy. All child ratios for school trips are sign off by the Head.

UNSUPERVISED ACCESS BY CHILDREN

Children do not have unsupervised access to potentially dangerous high-risk areas, such as the swimming pool and the sports hall. Doors to these areas are always locked when not in use. All flammables are kept securely locked in appropriate storage facilities. Children do not have access to the Grounds (unless supervised), Maintenance, Catering and Caretaking areas of the school.

EYFS

EYFS supervision at Carrdus is in line with the Statutory Framework for the EYFS. We adhere to the statutory adult: child ratios required. Please see Appendix A which outlines all staff working with our EYFS children, their qualifications and how many children they can supervise on their own. This information is displayed on the staffroom noticeboard. Instructors are those members of staff who provide education which consists of instruction in any art or skill, in any subject, or group of subjects whose qualifications and experience satisfies the Carrdus Governors. We ask all parents of children in the EYFS to provide the office with a 'word code' that any member of staff may ask for if he or she does not know or recognise the adult collecting the child concerned.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Arrangements for the health and safety of the entire school are described in our 'Health and Safety' 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 buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

REVIEW

This policy refers to all sections of Carrdus including EYFS

Supervision Policy

Carrdus School

This policy including the appendix is reviewed at the beginning of each year by the Head and Deputy Head.

Appendix 1:

EYFS SUPERVISION: September 2023

Before School (Breakfast Club) – Dining Room: 0800 - 0830

Day	Member of Staff	Qualification	Ratio
Monday to Friday	Mrs Hall Mrs Bushrod	NVQ L3	1:8 0 (on own)

During the School Day (EYFS, including Breaktimes and specialist lessons)

Member of Staff	Qualification	Ratio
Mrs Hall	NVQ L3	1:8
Miss Haden	Teaching Assistant	0 (on own)
Miss Claremont	Forest School Leader L3	1:8
Mrs Byrne	PGCE	1:13
Miss Webb	NVQ L3	1:8
Mrs Sulley	PGCE	1:13
Miss Fox	NVQ L3	1:8
Mr Morris	PGCE	1:13
Mrs Bushrod	Teaching Assistant	0 (on own)
Miss Bailey	LTA Level 3 Coach	1:13
Mr Duncan	PGCE	1:13
Mrs Ledger	BEd	1:13
Mrs Bowker	Instructor (Music)	1:13
Mrs Butler	Instructor (Ballet)	1:13
Mrs Thurgur	PGCE	1:13
Mme Genot	PGCE	1:13
Miss Burt	PGCE	1:13
Miss Boland	PGCE	1:13
Mrs Hirons	PGCE	1:13
Mr Widdows	PGCE	1:13
Mrs Thurgur	PGCE	1:13
Mrs Pickin	PGCE	1:13

This policy refers to all sections of Carrdus including EYFS

Supervision Policy

Carrdus School

Mrs Lane Fox	PGCE	1:13
Mrs Bagshaw	PGCE	1:13
Mrs Mills	PGCE	1:13
Mrs Drew	PGCE	1:13
Mrs Pearson	Teaching Assistant	0 (on own)
Mrs Qamar	Councillor	
Mrs Woolf	MA	0 (on own)

After School Care & Teatimers (Dining Room): 1540 - 1730

Day	Member of Staff	Qualification	Ratio
Monday	Miss Fox (to 1730)	NVQ L3	1:8
Tuesday	Miss Fox (to 1730)	NVQ L3	1:8
Wednesday	Miss Fox (to 1730)	NVQ L3	1:8
Thursday	Miss Fox (to 1730)	NVQ L3	1:8
Friday	Miss Fox (to 1630)	NVQ L3	1:8