



LEICESTER GRAMMAR JUNIOR SCHOOL

POLICY AND PROCEDURES FOR PUPIL SUPERVISION

This is one of the policies concerned with safeguarding. It should be read in conjunction with other policies: Safeguarding, Pastoral Care, Aftercare, Extended School Provision, Trips and Visits, Behaviour and in line with the Prevent Duty.

This is a whole school policy and as such applies to EYFS.

INTRODUCTION

All Leicester Grammar Junior School teachers are required to maintain good order and discipline among pupils and to safeguard their health and safety whenever they are authorised to be on school premises or engaged in authorised activities elsewhere.

The extent of the supervision will be affected by:

- The ages and numbers of children supervised
- Whether they suffer any physical or mental disability
- The environment of the school, i.e. particular dangers at that location.

EYFS STAFF TO CHILD RATIOS

EYFS staff should have regard to guidance given in the Statutory Framework for the Early Years Foundation Stage.

In Kinders the following guidance applies for supervision within the classroom:

When a member of staff with QTS, EYPS, EYTS or other suitable Level 6 Qualification is present 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. Where there is no person with QTS, EYPS, EYTS or other suitable Level 6 qualification the ratio is one member of staff for every 8 children. At these times at least one member of staff will hold a full and relevant Level 3 qualification and half of other staff will hold a full and relevant level 2 qualification

In Reception (where the majority of children will reach the age of 5 or older within the school year) the following guidance applies for supervision within the classroom:

When a member of staff with QTS, EYPS, EYTS or other suitable Level 6 Qualification is present there must be at least one member of staff for every 30 children. Where there is no person with QTS, EYPS, EYTS or other suitable Level 6 qualification the ratio is one member of staff for every 8 children. At these times at least one member of staff will hold a full and

relevant Level 3 qualification and half of other staff will hold a full and relevant level 2 qualification.

STAFF RESPONSIBILITIES

The Commencement of the Day

Teaching staff must be on the premises at least 15 minutes before commencement of the school day.

A member of staff will be on duty from 8 a.m. and KS1 and 2 pupils will be supervised on the junior playground from that time. At 8.15am class teachers will collect their class from the playground.

EYFS children can be supervised in the Library and Learning Zone from 8 a.m. Places are allocated on a first come, first served basis, with priority given to those parents who require additional time to travel to their place of work. No charge is made for this service. Parents or designated adult carers must sign their child in. At 8.15 a.m. children will be escorted to their classes. There will always be two members of staff and a paediatric first aider on site.

All other EYFS children must be handed directly to a member of staff by a parent or designated adult carer.

If the weather is inclement children will go straight to their classrooms from 8am. The duty teacher will remain outside to direct children to their classrooms. Class teachers are responsible for their own class from 8am.

Registration

All pupils are registered by the class teacher at the beginning of each morning and afternoon session. Registration takes place at 8.30am and 1.00pm (EYFS and KS1) and 8.30am and 1.30pm (KS2)

Should a pupil be late arriving they must be admitted into school via the main school entrance and be registered in the school office.

Any pupil being collected before the end of either the morning or afternoon session will only be released to a parent or other responsible adult via the school office where they will be signed out by a member of the office staff and if applicable signed back in.

Outdoor Playtimes

For KS1 and 2 at least two members of staff will be on duty in the playground. A designated First Aider will be on duty within school. For EYFS there will be enough staff on duty to maintain the supervision ratios detailed in the Statutory Framework for EYFS. A paediatric first aider will always be available.

In the event of inclement weather children will be supervised by the duty teacher and/or the class teacher in their classrooms.

Lunchtimes

Staff and lunchtime supervisors will be on duty across the lunchtime session. For EYFS the qualifications and supervision ratios will be as detailed in the Statutory Framework for EYFS. A paediatric first aider will always be available.

Close of the Day

School ends at 3.00pm for EYFS and KS1 pupils and 3.30pm for KS2. Class teachers are responsible for the orderly dismissal of their pupils to maintain discipline and ensure safety. Class teachers are responsible for their children for 15 minutes after the close of each day. In the event of a child remaining after 15 minutes the class teacher should follow procedures for non-collection of a child (below) and once parents or carers have been contacted children should be cared for in either Aftercare or Prep dependant on their age.

EYFS pupils will only be dismissed to a parent or other authorised carer. Carers must be authorised by parents and written permission must be received from the child's parent. Copies of the permission letter will be kept in the child's file in the office, in the classroom planning folder and in the Aftercare folder (if applicable). Permission by email is acceptable, but must be printed and stored.

KS1 pupils will be dismissed by the teacher to the adult collecting the child on the playground.

For KS2 pupils one member of staff from each year group will accompany the children who are going home into the playground and will be a visible presence close to the Shelter. Children may arrange with their parents to be collected at the drop off zone. These pupils may inform the teacher and walk to the drop off zone to await collection. If no parent has arrived the children must return to the teacher and after 10 minutes any remaining children will be directed to Prep.

After School Clubs

Staff leading clubs are responsible for the supervision of pupils during any preparation time, during the club and for dismissal at the end of the session. Off site staff will be equipped with a mobile phone to use in case of an emergency. Club leaders are expected to inform parents with regard to collection times and collection points. A copy of the club register must be left with the office.

Prep

Prep (a supervised after school homework club) is available for KS2 pupils. There will be two members of staff on duty. A first aider will always be available. Pupils will be asked to sign in to Prep on a daily basis during morning registration. Prep begins at 3.30 pm and a register is taken. The whereabouts of any pupils who indicated they were attending Prep but are not present at Prep registration will be determined by one member of staff on Prep duty, if necessary by telephoning parents. A member of staff on Prep duty will 'sweep' the car park at 3.45 and direct any remaining children to Prep.

School Buses

KS2 pupils are able to use the school bus service. Pupils booked onto the bus assemble in the refectory at 3.35pm prompt. The duty teacher takes a register of the pupils for that day and at 3.45pm escorts the children to their designated bus. Buses depart school at 4.05pm. In the event of a bus being late it is the responsibility of the duty teacher to wait and ensure that all pupils are safely delivered to the correct bus

Aftercare Late Club

There are separate policies and procedures for pupil supervision in Aftercare and Late Club. Please refer to the Aftercare and Extended School Provision Policies

SUPERVISION WHEN A PARENT FAILS TO COLLECT A CHILD

In such cases law and duties and responsibilities should take second place to common sense and a teacher should do what is necessary to solve the problem, taking into account the pupil's age, gender and also general circumstances. Particular care needs to be taken with very young children.

If a parent fails to collect a child and has not previously notified either the office staff, Aftercare or Late Club that the parent/ designated adult may be late, a telephone call will be made after 15 minutes by the supervising member of staff to the main contact number (home) and then to any mobile contact numbers on the SIMS system or in the pupil record folder stored in the office cupboard.

If no contact can be made the Headteacher will be informed. She will then use her discretion to decide at what point to contact the police and then Social Services.

Parents will be formally notified if collection procedures for their child are considered to be inadequate. In extreme cases, after school facilities may be withdrawn.

SUPERVISION OFF THE SCHOOL PREMISES

This section should be read in conjunction with the Policy and Procedures for Trips and Visits.

A reputable firm with a proven safety record will be used for transporting pupils off site. Parents will receive notification and be required to sign a letter of consent.

There will be sufficient staff on board the vehicle to ensure the good behaviour and safety of the pupils. The regulations of the School and the Statutory Requirements for EYFS as to the adult or teacher ratio must be followed and pupils should never be left without a qualified adult.

When supervising children on and off buses staff should endeavour to do so at a location that does not involve crossing a road. If crossing a road is unavoidable then a pedestrian crossing should be used when they are present and at a reasonable distance from the bus.

Teachers do not have authority of law to control traffic and have no sanction against drivers who ignore them other than the deterrent of prosecution and civil liability if, as a result, an accident occurs. If an accident occurs as a result of attempts at traffic control the blame in law will fall upon the teacher. The supervision of pupils moving between sites is part of the obligations of a teacher at Leicester Grammar Junior School. However, this does not include traffic control as a contractual obligation.

If staff volunteer to supervise a party of pupils on a residential school journey they accept the full duty of care and it is to some degree a 24 hour a day responsibility.