



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.

1. INTRODUCTION

Safeguarding pupils is of paramount importance and this policy highlights to all staff at Leicester Grammar Junior School their responsibility to safely supervise pupils whether on school premises or engaged in authorised activities elsewhere.

The extent of the supervision will be affected by:

- The ages and numbers of pupils
- Whether pupils have any special educational needs
- The activities being undertaken
- The environment

2. EYFS STAFF TO CHILD RATIOS

EYFS staff should have regard to guidance given in the Statutory Framework for the Early Years Foundation Stage (Updated 4 September 2023).

In Kinders the following guidance applies for supervision during the school day:

where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved 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 an approved level 3 qualification. For children aged three and over at any time when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children there must be at least one member of staff for every eight children and at least one member of staff must hold an approved level 3 qualification with at least half of all other staff must holding an approved 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 during the school day:

when a member of staff with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children there must be at least one member of staff for every 30 children. Where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher 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.

3. STAFF RESPONSIBILITIES

3.1 The Commencement of the Day

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

Two members of staff will be on duty from 8 a.m. to supervised KS1 and KS2 pupils on the junior playground. Pupils should remain in their year group zones and ball games are not permitted. At 8.15am a whistle will signal lining up time and class teachers (KS2) or a teaching assistant (KS1) will collect classes from the playground.

EYFS children can be supervised in the 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 (one of whom will have a level 3 qualification) 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.

3.2 Registration

All pupils are registered electronically by their 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). Pupils not present should be marked L and the class teacher should remember to click 'send' to pass the completed attendance information to the office staff.

KS2 teachers should also complete a daily co-curricular register (including school buses). This is a paper copy and should be returned to the school office promptly.

Pupils arriving after 8.30am 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.

3.3 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 sufficient staff 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.

3.4 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.

3.5 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 to ensure pupil safety and 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 Homework Club 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 and recorded on CPOMS.

EYFS and KS1 pupils will be dismissed to their parent/carers from their classroom door. Year 2 and KS2 pupils will be taken to the junior playground to be dismissed to their parent/carers.

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 Homework Club.

3.6 After School Clubs

Staff leading clubs are responsible for the supervision of pupils during any preparation time, during the club and for dismissal to parents/carers at the end of the session. Off site staff or those using the extended school grounds should collect a school mobile phone from the office to use in case of an emergency. Club leaders are expected to communicate with parents with regard to collection times and collection points.

A copy of the club register must be available in the office.

If a pupil is expected at a club but does not attend, the club leader should inform the school office who will establish the whereabouts of the pupil.

3.7 Homework Club

Homework Club is available for all KS2 pupils. There are always two members of staff on duty, at least one of whom will be first aid trained. The school nurse (LGS Medical Centre) and a paediatric first aider (aftercare) will also be available for additional support in the event of a more serious injury.

Pupils will be asked to indicate their attendance at Homework Club on a daily basis during morning registration.

Homework Club begins at 3.30 pm and a register is taken. At 3.45pm the office will be made aware of any pupils who indicated they were attending but are not present at registration. The office staff will establish the whereabouts of the pupil, if necessary by phoning parents.

A member of staff on duty will 'sweep' the drop off zone at 3.45 and direct any remaining children to Homework Club.

3.8 School Buses

KS2 pupils are able to use the school bus service. Pupils booked onto the bus assemble in the refectory at the end of the school day and register with the member of staff on bus duty.

At 3.50pm the member of staff should escort the children to the bus drop off zone (outside the main LGS entrance) and ensure pupils board the correct 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 pupils are safely delivered to the correct bus.

3.9 Aftercare and 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 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 centralised record system or in the pupil record folder stored in the office cupboard.

If no contact can be made a member of the leadership team should be informed. Discretion will be used to decide at what point to contact the police and/or 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 provide consent for their child to attend.

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 (for example walking to the local church for a service) is part of the obligations of staff 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.