

Pupil Supervision Policy (including EYFS)

At Brookham, we have a legal duty of care to all our pupils and the responsibility to ensure that we have in place safeguarding procedures for supervising pupils throughout the school day in order to ensure their health, safety, welfare and good conduct.

Every member of staff at Brookham School acts in the best interests of pupils at all times. It is recognised that we act 'in loco parentis' and, therefore, should do our utmost to ensure the welfare of the pupils during the school day. There is structured supervision for all EYFS children throughout the school day starting at 8.20am. On arrival at school, children should reach their classrooms between 8.20am and 8.25am, where they will be welcomed by the class teacher and teaching assistant. Nursery and Reception children may attend the Larks early morning club. This takes place in Library from 7.30am.

All the pupils, including those in the EYFS, spend much of the school day with their class teacher, who takes full responsibility for their welfare and the learning opportunities throughout the day. At times during the week other staff will also be involved in leading some activities, including lessons for music, PE, dance, swimming, Spanish and Forest School.

We are aware that our responsibility of supervising pupils begins when they arrive at school. Therefore, we ensure that all parents are informed of the time that school starts and that children should not be dropped at school before supervision is available.

Ratios

All pupils, including those in EYFS, will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the DfE. Please see 'Statutory framework for the early years foundation stage' (2021). There will always be a member of staff with appropriate paediatric first aid training available to pupils in the EYFS. Furthermore, staff across the school are paediatric first aid trained and there is an ongoing rolling programme of training.

Pupils' Arrival and Departure

Pupils may arrive at school from 7.30am and are expected to go home by 6:30pm, unless they are staying late for a function, or engaged in directly supervised activities.

Pupils are not allowed on site without supervision.

Supervisory Duties

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours.

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties, which are covered by the SLT.

During the week there is a Duty Rota to ensure adequate supervision of pupil, particularly at the following times:

- Larks (7.30am – 8.00am)
- Early morning duty (8.00am – 8.20am)
- Morning break duty (10.10am – 10.30am)
- Lunch-time break duty (11.45pm – 12.50pm)
- After School Care and clubs (3.30pm – 5.30pm)
- Owls (5.30pm – 6.30pm)

Details of supervisory duties are laid out in the Staff Handbook.

Arrangements are made to ensure pupils are supervised during play rehearsals, or other events that bring small groups into school out of hours. Games coaches supervise pupils on both home and away matches.

School Boundaries

Pupils are not allowed off site at any time, without being accompanied by a member or members of staff.

Boundaries are clearly marked around the school site and pupils are reminded regularly where the boundaries are.

All new pupils to the school are taken on a familiarisation walk with their class teacher, during which the school boundaries are made clear.

Registration

We take a register of pupils at the start of the morning (8.20am) and afternoon sessions (12.50pm).

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. For all year groups, from Nursery through to Year 3, we will only release a child at the end of his or her session into the care of a parent or other adult whose name has been notified to us in writing in advance. In an emergency, we will contact the parents directly to check on the status of anyone we do not know arriving to pick up a child.

The staff on duty at Before and After School Care (including Larks and Owls) keep their own register signing children in on arrival and out when they are collected by an appropriate adult.

Music or other Lessons

If a child is taken to a music, tennis, learning support or OT lesson, the teacher should sign the child out on the sign-out sheet in the reception office and sign them back in on their return. All pupils should be handed over to a Brookham member of staff on their return.

All specialist teachers are expected to keep a register at the start of all academic lessons and must raise the alert if a child is absent without explanation.

Assemblies

The Reception children join with Years 1, 2 and 3 every week for our Monday and celebration assemblies. EYFS staff attend these assemblies and supervise the children accordingly.

Lunchtimes

At lunchtime, the EYFS children eat in the dining room with Year 1. The Nursery and Reception children have their lunch assisted by the EYFS staff. All staff sit with and supervise, their children throughout lunch. After lunch, the reception children go out to play with the Year 1 children. They are supervised by the staff on duty. The EYFS staffing ratios are adhered to; as a result, there is always a qualified teacher on duty alongside the teaching assistants. The Year 2 and 3 children have their playtime before lunch and eat lunch in the dining hall. Again, they are supervised by the staff on duty and staff sit with them and supervise throughout lunch.

After School Care

All children, including Nursery and Reception, can attend After School Care until 6.30pm. Nursery and reception children will be supervised by the early years' staff.

Medical Support

There are two qualified nurses on a duty rota in the Health Centre. They provide cover from 7.45am to 8.00pm Monday to Friday and 8.15am to 5.30pm on Saturdays. Outside of these times, a Nurse is always on call and contactable by phone to answer any medical queries and provide support.

The nurses are responsible for ensuring all pupils' essential medical information is obtained and stored confidentially, in the Health Centre. For those with pre-existing health issues, the nurses provide support and care throughout the school day. For those who become ill while in school, the nurses will assess and give treatment as necessary, possibly arranging for the pupil to go home.

When pupils are due to leave the school site for the purpose of educational trips or sporting fixtures, the nurses ensure all staff responsible for the pupils have been fully briefed about the medical needs of those in their care. All staff have access to medical care plans, which are available to read in the school secretary's office or on the school intranet. Staff taking children out of school for educational visits and matches are required to collect a First Aid Kit, which involves checking the SMI (Serious Medical Information) for the relevant pupils and signing that any particular needs are understood.

The nurses are trained in first aid and oversee the first aid training of the majority of staff (including staff working in EYFS), both teaching and non-teaching. There are many first aid cabinets placed around the school and also two Automated External Defibrillators. The Nurses check and replenish these termly. (For detailed information please refer to the first aid policy.) Walkie-talkies are used at break time and lunchtime by the duty staff to ensure that medical support can be provided as soon as it is needed.

Further to the nurses, the majority of Brookham staff are Paediatric First Aid trained.

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. We would always investigate complaints about poor behaviour.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: 'Educational Visits', this includes EYFS children.

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. New members of teaching staff are taken on a familiarisation walk with an appropriate member of the SLT, during which the School Bounds are made clear and all the necessary procedures for signing in and out of school are explained. 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.

We believe we have a duty of care to all school staff and adult volunteers. Therefore, we strongly advise that they should avoid supervising any pupil alone at all times. If a one to one situation is unavoidable, then school personnel should take the necessary precautions beforehand.

Children of Staff

We are happy for school personnel to bring their own children to school to attend school events such as school concerts, sports day etc. However, we do stress that school personnel must at all times seek permission from the Headteacher for their children to attend and must supervise them at all times. This supervision cannot impede staff from fulfilling their school duties.

School personnel may bring their children to school after school hours when preparatory work is being undertaken, but again permission must be given and children must be supervised by their parents at all times.

Reviewed and updated January 2019 SEWB/SF

Reviewed and updated January 2020 SEWB/SF

Reviewed and updated September 2020 SEWB/KW

Reviewed and updated September 2021 SEWB/SFR/GHU

Reviewed and updated September 2022 SEWB/GHU

Review date September 2023