

## Supervision of Pupils

### 1. Contents

1. Contents .....	1
2. Policy Statement .....	1
3. Key Personnel.....	2
4. Procedures .....	2
Arrival at School .....	2
During the school day .....	2
Lunch time .....	3
Playtimes.....	3
Other outdoor activities.....	3
Education visits offsite .....	3
Collection .....	3
5. Appendix 1: Playground Supervision .....	5

### 2. Policy Statement

Coworth Flexlands School is dedicated to educating the whole child within a caring community where each child's individual talents are encouraged. The ethos of our school is built upon a successful history, as well as aspiration and energy for the future. Our aim is to provide an education that will enable our pupils to develop into fulfilled, happy and successful individuals that take skills with them that last a lifetime. Our school places the pupil at its heart and we aim to Inspire Minds and Nurture Spirit. Our school is rooted in a Christian tradition. However, we welcome applications from children of all faiths and none. The school reflects a positive, happy family atmosphere and is a busy and thriving community where friendliness and enthusiasm are evident amongst staff, parents and children alike.

Coworth Flexlands School is committed to taking the necessary steps to safeguard and promote the welfare of its pupils and as such the following policy is in place to ensure that pupils are safe and appropriately supervised during school activities and educational visits.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit.
- Supervision of pupils considers of the age, maturity, special needs and numbers of pupils as well as the location and type of activities in which they are engaged.
- Staff ratios are always within government guidelines for all times that pupils are involved in school activities on the school premises or attending educational visits offsite or wrap around care.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of staff competence in view of the pupils and the area involved.

Mandatory staffing ratios for EYFS provision are enforced. These are:

- In Reception class, where the majority of children are 5+ within the school year the statutory ratio is 1:30. Where a teacher with QTS works directly with the children.

- In Nursery where the majority of children are 3+ the ratio is 1:8, where practitioners hold a relevant level 3 qualification, and 1:13 where a teacher with QTS works directly with the children. Those children that will be turning 3 years old within their first term are counted as three-year olds when the majority of children in the class are 3+.
- The ratio for two-year olds is 1:5 where staff hold a relevant level three qualification.
- In wrap around care the ratios for EYFS are 1:8, where practitioners hold a relevant level 3 qualification and 1:13 where a teacher with QTS is running the club. At least one member of staff holds a full and relevant level 3 qualification.

This policy applies to all member of our school community. It should be read in conjunction with the following polices: Child Protection, Educational Visits, Behaviour and Discipline, Missing, Absent and Uncollected Child.

Coworth Flexlands School is fully committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

This policy applies to all member of our school community, including those in our EYFS setting. In line with our Provision of Information Policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the school's Behaviour and Discipline Policy, Educational Visits Policy and Exclusions, Expulsions and Removal Policy.

Coworth Flexlands School is fully committed to ensuring that the appliance of the Supervision of Pupils Policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Coworth Flexlands School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the AssistantHead or as events or legislation change requires. The next scheduled date for review is March 26.

### **3. Key Personnel**

The Head, Nicola Cowell, the Deputy Head, Joe Yates, the Assistant Head, Amanda Engley, the Director of Studies, Claire Glover, and the Business Manager, Kerry Webb of Coworth Flexlands School are responsible for overseeing the procedures of this policy.

### **4. Procedures**

#### **Arrival at School**

The school gates open automatically at 7.30am to allow entry to Breakfast Club. Breakfast Club children are accompanied into the Hall by their parents, via the garden gate. Staff are to be in their classrooms to receive children from 8.20am. A member of staff will be at the gate to receive children at this time and children from Years 2-6 are encouraged to use the "Stop and Drop" facility and come in on their own. Year 1 are encouraged to do this in the Spring term.

Morning registration closes at 8.45am each day and afternoon registration closes at 1.15pm for Pre-Prep and 1.40pm for Prep. If a child is late, they should report to the School Office to sign in.

#### **During the school day**

- At the end of each break, a member of staff for Reception classes should go promptly to the playground to bring their class back into the school ready for the next lesson. Years 1 to 6, once they have been dismissed by the duty staff, may make their way back to the classroom where they are met by their teacher.
- Teachers should arrive ahead of classes to be there to receive them after break times.
- Teachers should be prompt to supervisory duties and not leave their duty until the area is clear of pupils.

- Pupils are not allowed to change for PE or other activities unsupervised.
- All staff are responsible for children as they walk to and from various parts of the school to ensure that children walk quietly, safely and do not run.
- Pupils should wait outside the classroom for a teacher to arrive and should not be left unattended during a lesson.
- Staff should deal with poor behaviour immediately and firmly following the guidelines in the Sanctions and Behaviour Management Policy.
- Correct staffing ratios are maintained in EYFS throughout the day including when staff are having breaks.

### **Lunch time**

Nursery and Reception children will have their meals plated for them. The staff on duty ensure they can manage (e.g. cut up food if necessary, top up water, encourage them to eat and reinforce good table manners). Staff clear the plates and wipe tables afterwards. The number of staff on duty is dependent on the number of children.

Year 1 and Year 2 will collect their meals from the serving hatch. A member of staff will supervise the children and cut up food, if necessary, top up water, encourage them to eat and reinforce good table manners. They may clear their plates and then wait in the Hall until the staff for playground duty have arrived on the playground.

Year 3 to Year 6 enter the Hall for the second sitting, where they will sit at the tables and wait for the member of staff on duty to call them up to collect their lunch from the serving hatch. Duty staff will encourage healthy eating and good manners, top up water and answer questions. They may clear their plates and leave the Hall only when there is a member of staff in the playground.

### **Playtimes**

Staff collect walkie talkies and position themselves around the playing area, one member of staff should always be by the climbing equipment. Equipment is checked before children are allowed on it.

- During morning break when Reception to Year 6 are on the playground there are three members of staff on duty
- At times when only the Pre-Prep or only Prep are on the playground there are two members of staff on duty

Nursery children play only in their designated play area with the Nursery and correct staffing ratios are always maintained across the Nursery. The Nursery staff may bring Nursery children across to the Trim Trail in the afternoons if it is not being used.

### **Other outdoor activities**

For any other outdoor activities such as sport, Forest School, etc. staff must take a walkie talkie and a mobile phone if they will be beyond the range of the walkie talkie. The risk assessment for these activities will include the appropriate staffing ratios for the age of the children and any specific needs, the nature of the activity and the location.

### **Education visits offsite**

To help decide what staff: pupil ratio is needed, a risk assessment should be completed and reviewed before every visit or activity. The below are minimum guidelines and should be used as a guide alongside the considerations above.

Years 4 – 6	1:10
Years 2 – 3	1:8
Year 1	1:6
EYFS	1:4

### **Collection**

- Nursery children are taken to the gate for dismissal at 1pm. At 3.30 they are dismissed from the Nursery gate. Correct staff ratios are maintained during dismissal.
- At 3.30pm children in Reception to Year 2 are taken to the courtyard for dismissal; a teacher will wait with them. Any child not collected by 3.40 should be taken to Care Club and the office informed so parents may be called if appropriate.
- At 4:00pm girls in Years 3-6 are taken to the gate by their form teacher who will dismiss them to their parent or guardian. Any child not collected by 4.10 pm should be taken to Care Club and the Office informed so parents may be called.
- Children going to clubs have a snack during form time at the end of the day, except those going to Care club, snack is at 4.15 pm. Written registers are kept for all clubs and all children must be signed out by the member of staff running the club upon collection by the parent or guardian.
- No child should exit the building unaccompanied by a member of staff, parent or guardian.

## 5. Appendix 1: Playground Supervision

### PLAYGROUND SUPERVISION

#### General

1. It is essential that all children go out to play at break times, unless they are required to be in school for a particular reason, e.g., extra-curricular Music/Speech lessons, . Children must ask the Duty Staff if they wish to go into school for any reason.
2. . The children must be encouraged to respect their environment and to play safely on the equipment. The tranquillity of the Peace Garden should be always respected. No running or playing noisy games.
3. Going out – The children in years one to six should collect their snack from the Mais Ogle Hall and assemble outside the Reception classroom annex, and only enter the playground when a member of Duty Staff is on the playground. 4. . Children are not allowed outside the main playground area unaccompanied.
5. Wet Break – a minimum of one member of staff to supervise in Reception classroom and one Member of staff in either Year 1 or 2 classroom. The Pre-Prep children are divided accordingly. Yand member of staffone to patrol the corridor of Year 3-6 classes. Members of Year 6 will also assist during wet breaks.
6. Climbing of trees or bushes is strictly forbidden and children are not allowed to use sticks to play contact games at any time. Sticks maybe used to draw in the mud, make pictures, etc.
7. There is a rota to ensure that not too many children are on the apparatus at the same time. Duty Staff will monitor the numbers.
8. The Caretaker will check the playground area before morning break time. Staff are to additionally check the area for safety: no fallen branches, no dangerous animals (including excrement) present, gates and barriers locked.
9. It is essential that duty staff arrive promptly, as children are not allowed on to the playground until they arrive. To enable them to monitor all activities, dependent on the activities taking place, Duty Staff should position themselves with a clear view of the playing area. The Playing area includes: the climbing frames, swings, trim trail, the Peace Garden, the Wendy House and area behind it. It also includes the grass area when in use. Staff should split up and patrol these areas. There should always be a member of staff near the climbing frames when in use.
10. Staff must use their discretion as to the safety of play equipment and surfaces– in wet/icy weather equipment may be slippery and should be withdrawn from use.
11. Staff should watch pupil behaviour, intercept if necessary and deal immediately with any inappropriate actions. Children who behave aggressively towards others must be stopped and the Behaviour and Discipline policy followed. the incident is reported to the form teacher and recorded on CPOMs.
12. Children are expected to co-operate fully with Duty Staff and respond immediately to any requests made by them. Any child who repeatedly disobeys should be removed from the situation to sit on the bench and then, at the end of playtime, brought to the Form Teacher by the Duty Staff. A record of the incident will be recorded on CPOMs.
13. Duty staff must carry their Walkie Talkies to respond to emergencies, be it in the play area or elsewhere. Staff must be familiar with the school Emergency Procedures. Duty staff are not to be called away to take a telephone call (or such like) unless relieved and it is a personal emergency.

14. First Aid - Minor injuries should be treated in situ or sent to the office with another child if it is deemed necessary. Injuries requiring first aid should be recorded in the accident book. Any injuries for EYFS children must be reported to EYFS staff at the end of playtime, if the injury is a bump to the head, parents must be informed by the office and the incident recorded in the main accident book by the member staff who dealt with it.

15. Duty staff ring a bell five minutes from end of play to allow children to go to the toilet. The bell is rung again, or a whistle is blown to indicate the end of play at which point all children should come off climbing frames and swings and then stand still in silence. When the duty staff are satisfied, they have everyone's attention they will ring the bell or blow another short whistle and the children will walk and line up in silence. EYFS Staff are to collect children promptly from the playground at the end of break times. Apparatus

16. Pupils are not allowed on any of the apparatus until they have been inducted. Induction is normally completed as pupils join the appropriate year group noted below for each apparatus. Form teachers and Duty Staff must remain alert to new pupils arriving subsequent to the planned inductions.

17. When using apparatus children must respect others by not pushing, and waiting, and sharing appropriately.

18. No eating whilst on the equipment all snacks must be finished before a pupil can use any of the equipment.

## **Equipment**

. **Wendy house, wooden trail and play boat** - no restrictions, although children are to respect all equipment. Sitting on top of the posts on the parallel bars is forbidden.

### **Large Green Apparatus at rear of Playground**

- This equipment is for **Years 3 to 6 only**,
- The monkey bars may be used by after instruction and PE staff assessment.
- All children must be instructed by the PE staff before using this equipment
- When travelling on the parallel rails, children must always go from higher to lower not lower to higher.
- When travelling across the equipment children must hold on with both hands
- Rota
- Morning break – Years 3 and 4
- 1.00-1.30 - Years 5 and 6
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### **21. Horizontal bars**

- The horizontal bars may be used by everyone.
- Children may swing or hang upside as long as they hold on with both hands at all times.
- No backwards rotation on horizontal bars

### **22. Wooden Apparatus with slides**

- This equipment is for **Reception to Year 6**, with restrictions for Reception
- Reception **must not** go on the Fireman's pole or the higher climbing wall
- The slides are for everyone
- Going up the slide is not allowed.
- Children must sit down on the slide and go one at a time in a forward-facing position
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- Reception must access the slides via ladder on the Peace Garden side.
- All may use the wall with the rope.
- Reception class will receive their induction in the Autumn term by PE staff. All children new to the equipment, must first be instructed by the PE staff.
- There is a rota for this climbing equipment

Rota

- Morning break – Years 5 and 6
- 12.30-1.00 - Years 1 and 2
- 1.00-1.30 - Years 3 and 4
- Afternoon break - Reception

#### **Nursery Apparatus**

- Children must hold on with both hands whilst climbing the ladder Children must sit or lay down on the slide and go one at a time in a feet first position

#### **23. Playground Swings**

- The two higher swings are for Years 2 to 6 only
- The two lower swings can be used by anyone, but are mainly for Pre-Prep, Reception and Year 1 must only use the lower swings
- Pupils must go one at a time, face into playground, no twisting, bumping, standing or pushing allowed
- All children should be reminded about playing at a safe distance from swings and not walk across the safety surface
- Whilst waiting for a turn children must wait at the side (behind the frame) NOT the middle.

#### **Nursery Swings**

- One at a time, no twisting, bumping, standing or pushing allowed

#### **24. Gym Equipment**

- Children from years 1 to 6 can use this equipment, once they have been inducted by the PE staff