

**Junior School**

**PROCEDURES FOR THE SUPERVISION OF JUNIOR SCHOOL PUPILS, INCLUDING EYFS**

Walthamstow Hall Junior School is committed to ensuring that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare both in school, on school visits and in after school activities. To this end the school aims to ensure the following:

* Supervision of pupils takes into account the age of pupils, any additional needs of the pupils and the activities in which they are engaged.
* Staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises
* Supervision of pupils in remote locations e.g. on visits is safe and follows guidelines as outlined by the place being visited and/or the Educational Visits Co-ordinator (the Head of the Junior School). Detailed risk assessments are carried out for any Learning Outside the Classroom activities e.g. in the schools grounds / school visits and staffing ratios calculated accordingly
* The teacher has a duty of care to the children which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children.

**Legal Requirements**

We acknowledge and do all we can to fulfil specific legal requirements.

The Independent School Standards Regulations require that:

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| a) the premises, indoors and outdoors, must be safe and secure | The school grounds are securely fenced, both the electric back gate and the electric front gate are shut during the school day with entrance for visitors operated by the School Office staff, the pedestrian gate is kept locked during the school day (parents are given the keypad code) |
| b) children must only be released into the care of individuals named by the parent | All pupils are handed over at the end of the school day to a known adult and parents must inform the teacher if another adult is collecting. |
| c) children must not leave the premises unsupervised | No child is allowed to leave the school premises alone. An exception may be made for Year 6 pupils in the Summer Term living nearby whose parents have requested in writing that they walk home – and where the Head of the Junior School has given permission for this arrangement. |
| d) steps must be taken to prevent intruders from entering the premises. | During the school day visitors are required to communicate with the School Office via the intercom at the main front gate or pedestrian gate before they are allowed to enter. All visitors must report to the School Office when on site. |

**Statutory Guidance**

We also have regard to the following statutory guidance:

“Providers should consider where relevant:

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| general indoors and outdoors security, such as which doors are  locked or unlocked, door alarms, the use of security systems,  intercoms and name badges; | All outside doors of the school are kept shut during the school day. Staff are issued with door security cards and keypad codes to enable easy access. Visitors report to the School Office from the school gate via intercom and visit the School Office to be given a Visitor’s Badge to wear for the duration of their visit. |
| staff awareness of the whereabouts of other people in their  building and other users of the premises; | The School Office staff are aware of all visitors in the school building, as is the Head of the Junior School and Caretaker (maintenance visitors). Prospective parents are always accompanied by the Head of the Junior School or member of the Senior Management Team. Visitors are always collected from the Reception room by the member of staff expecting them. |
| information about the need for security and the systems in  place: for example, posters and reminders displayed for  parents and visitors; | Reminders to keep doors/gates closed in the form of posters/notices are placed on all outside doors and gates. Signs on the front door remind visitors to report to the School Office. Finger board signage to direct visitors is evident in the car park/driveway. |
| the use of a system to verify the identity of any visitors, record their names, the purpose of the visit, and details of the arrival and departure times; arrival and departure procedures for staff, children, parents  and visitors | The School Office staff only open the gates to authorised visitors who speak to them via the intercom. All visitors complete the visitors’ book and are given a Visitors Badgeto wear for the duration of their visit; they are asked to sign out as they leave. Visiting tradesmen, service engineers etc. are asked to show their identity cards by the School Office staff. |
| except where there is reasonable excuse, obtaining written  permission from parents where children are to be picked up by  another adult.” | Parents are asked to write a note in their daughter’s contact book/planner if collection/going home arrangements have changed in any way. Staff will never let a child go with an unknown adult. |

**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 in areas within the building and grounds that should be regularly checked when on duty.

**Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school minibuses, but are expected to behave responsibly. It is rare for a Junior School girl to be transported to and from school by school minibus but when this does happen a Senior School girl is asked to help and support her during the journey. This arrangement would be made by the driver, Deputy Head at the Senior School and Head of the Junior School.

**Supervision ratios during the school day**

In our school the safety and emotional welfare of pupils is an overriding concern above all other considerations.

We follow the ISI Regulations April 2015 about required ratios for teaching and general supervision:

Staff qualifications and staffing ratios.

All our teachers and Classroom Assistants are formally qualified (or are in the process of being) and have relevant expertise or experience.

…. the following qualifications and child: adult ratios are requirements under the Early Years Foundation Stage (EYFS) Statutory Framework, 2014.

Children aged three or over.

In Early Years, where the majority of Reception-aged pupils are five or over within the school year, the required staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children. In such Early Years classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full andrelevant Level 3 qualification.

***(In our Reception class we currently have 1 fully qualified teacher and 2 fully qualified part time classroom assistants)***

In Early Years for Nursery-aged children of three and above, with a person withQualified Teacher Status (or other suitable person as defined above), the

ratio is 1:13, and at least one other member of staff is required to hold a

full and relevant level 3 qualification.

In Early Years for Nursery-aged children of three or above, without a person withQualified Teacher Status (or other suitable person as defined above), the

staffing ratio must be at least 1:8. At least one member of staff must

hold a full and relevant Level 3 qualification.

Children who are ‘rising three’.

If those ‘rising three’ pupils in Early Years in their first term at the setting are in a separate group, they count as being two years old (and the staffing ratio for two year olds applies). If they are in a mixed group with three year olds, they count as three if they are in the minority, but as two if they constitute the majority.

Children aged two in any Early Years group setting.

The staffing ratio must be at least 1:4. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification half of all other staff must hold a full and relevant level 2 qualification.

Supervisors and managers.

In registered settings (including children under the age of three), all supervisors and managers must hold a full and relevant Level 3 qualification, as defined by the Children’s Workforce Development Council (CWDC) and half of all other staff must hold a full and relevant Level 2 qualification (as defined by CWDC).

***(In our Early Years of Nursery-aged children aged 2 years 9 months - 4 years we have a fully qualified teacher and 4 fully qualified part-time Classroom Assistants. We adjust our staffing each term depending on the number of girls attending each session, always working to the ratios of 1:8 for 3+ girls and 1:4 for Rising 3’s).***

Break and lunchtime

The Early Years Foundation Stage Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest or sleeping. This is with the proviso that all the relevant staff are in the vicinity and readily available. Sleeping children must be and are frequently checked. The school should undertake risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS. Safety should always be the first priority.

***At break time the EYFS girls play separately from Year 1 – Year 6 allowing them a safe environment to play and where staff can easily see them. They play on the Netball/Tennis courts, the playground or in the grassy areas (The Dell and The Ship). At least 2 members of staff are on duty to supervise them.***

Out of school care.

Where Nursery-aged and Reception-aged children in Early Years attend school for longer than the school day, in provision run directly by the governing body/proprietor(s), it is recommended that the ratio of adults to children should be 1:8. At least one member of staff should hold a full and relevant Level 3 qualification (as defined by CWDC) and half all other staff should hold a full and relevant Level 2 qualification (as defined by CWDC).”

***EYFS girls are welcome to stay to Wraparound Care (our before school care Breakfast Club and our After School Club); as and when they do, staffing is adjusted to ensure the appropriate ratio. In addition, the Head* of the Junior School /** **D*eputy Head is always in the vicinity of After School Club to assist the supervisor if necessary.***

Adequate supervision of Early Years - Year 6 pupils is maintained at all times.

**Supervision ratios of pupils in out of school care (Early arrivals 7.15-8:30am and Late Stay / After School Club3.15 - 6.00pm)**

Our staffing supervision for out of school care varies according to the ages and number of pupils attending. In addition to at least one or more members of staff on duty, the Head of the Junior School or Deputy Head is always in the vicinity of this supervision.

For pupils in the Early Years the ratio of adults to children is 1:8 with at least one member of staff holding a full and relevant level 3 qualification or above.

For pupils from Year 1 to Year 3 the staffing ratio is 1:8.

For older pupils Year 4 to Year 6 the staffing ratio is appropriate to circumstance.

**Supervision arrangements before the school day starts**

Pupils do not arrive simultaneously on the school premises.

No children should be in the classrooms before 8:25am but for earlier arrivals, supervision is available from 8:00 – 8:25am on the Netball/Tennis Courts or playground.

On wet mornings, Early Years girls are supervised in the Studio and Year 1 - Year 6 are supervised in the Hall.

Early arrivals 8:00-8:30am

1. Early Years Nursery-aged girls
2. Year 1 – Year 2

At least two teachers are on duty on the Netball/Tennis Courts from 8:00 - 8:25am and the Head of the Junior School or Deputy Head is in the vicinity. Numbers of staff may fluctuate depending on the number needed to fulfil the ratio of 1:8 for children up to 7 years of age. A member of the Pre-Prep team will be there to greet children from Pre-Prep and they will act as the Key Person and forward relevant information from the carer to the appropriate member of staff.

Pre-Prep children should be escorted by their parent or responsible to the Netball/Tennis Court where a head count is kept.

b) Year 3 – Year 6 Children may go to the playground between 8:00am and 8:20am, where two duty staff will supervise them.

**Supervision arrangements during the school day**

**Supervision and care**

* Staff are on duty at break and lunch times to supervise the girls at play and at lunch. At lunch time Pre-Prep staff sit with and assist their own forms. Pre-Prep staff remain with their forms until the girls have finished eating and are collected by the members of staff that are on supervisory duty at the break after lunch at 12:30pm. The Pre-Prep girls then have a story read to them in Early Years classroom / Year 1 classroom / Year 2 classroom before going to the playground at 12:40pm.
* On the second sitting (Year 3 – Year 6) a member of SMT supervises; teachers of Year 3 – Year 6 sit at the end of table to eat their meal whilst encouraging good manners from the girls on the table. These staff may leave the Dining Hall when they have finished their main course, leaving the member of SMT to supervise. A member of staff who is on supervisory duty at the break after lunch or who takes a lunch time club may eat their lunch in the Staff Room to gain some non contact time. During all of the co-curricular activities the members of staff taking the activity are responsible for supervising the girls in their care. Supervision is also available in the Studio by the Breakfast Club and After School Club Supervisors.
* Girls may arrive in school from 8:00am and are expected to have left the premises by 4.15pm unless they are involved in an after school activity, match or are booked into After School Club.
* Any minor difficulties which may arise outside lessons may be dealt with by the member of staff on duty. Concerns are normally noted on a Communication Slip as well as passed on to the Form Teacher in the first instance who will speak to the pupil(s) involved and then decide on appropriate action. More serious incidents or concerns about a child’s behaviour, health or welfare may be referred to the Deputy Head or Head of the Junior School for further action, investigation or follow-up.
* All pupils are encouraged to speak freely and openly to any member of staff if they have any concerns. Staff respond to girls in a sympathetic and concerned way, offering advice, support, guidance and reassurance if required.
* Parental support is assumed as a matter of principle and parents are always welcome in school, providing that they have followed the correct signing-in procedures.*.*

a) The Start of the School Day

The school day starts at 8:30am. All Early Years – Year 6 children gather in the Studio/Netball/Tennis Courts or playground from 8:00am until the 8:20am bell sounds. From 8:25am children are welcome in the classroom when their Form Teacher is present. Nursery-aged children in Early Years must be brought to the Studio by an adult at 8.30am. From Year 1 upwards children arriving at school by car may be dropped off at the pedestrian gate.

Registration is taken at 8:30am.

If a pupil arrives at school after 8:30am they need to sign in the relevant file in the School Office.

b) Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of the

parents and guardians. The school will contact parents when children are absent from school without notification.

c) Lesson Times

Children should be under supervision at all times during the school day. Teachers at EYFS and Pre-Prep should not leave a class unsupervised at any time and at Prep only when there is an extreme emergency. If for any reason a teacher of Prep needs to leave the classroom for any length of time another appropriate adult should be summoned.

Occasionally it may be desirable that children of an appropriate age are

allowed to exercise some personal responsibility for a short amount of time e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child. School Passes are issued by the teacher should a pupil need to leave a lesson in order to go to another lesson eg Music / Drama / Learning Support. The School Pass is worn by the pupil to show that staff have kept a note in their register to record that she is out of the classroom.

d) Leaving the School Site

Children should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian and they leave the school site with a nominated responsible adult.

e) Visitors (other than parents or carers of children in the school)

All visitors to the school are expected to sign in and out. Visitors are required to wear a Visitor’s Badge.

If a member of staff is uncertain about the legitimacy of a visitor they should ask if they can be of assistance and ensure the visitor goes to the School Office where they will be attended to appropriately.

f) Supervision at Playtime

We realise that it is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. Good levels of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. In the Early Years ratios are maintained according to the recommended guidelines from ISI. Staff need to be vigilant for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye on them at all times of supervision. Staff ratios have been carefully considered and are based on risk assessments.

There must be adequate supervision both indoors (when appropriate) and outdoors through school break times.

A duty rota for break time supervision will be displayed on a board in the Staff

Room, Deputy Head’s office and School Office.

It is essential that the duty staff maintain good lines of vision of the play areas they are responsible for and that they check all nooks and crannies of the play areas on a regular basis.

**Responsibilities of Staff on Break Duty**

All staff are reminded of their responsibilities at the start of each term.

Duty staff should begin supervision promptly and should only leave the area which they are responsible for in exceptional circumstances.

Members of staff supervising the EYFS play area and the Year 1 – Year 6 play area take a First Aid bag out with them on duty. This bag contains a basic

First Aid kit as well as forms on which to record any First Aid given. In an emergency a member of staff or a Year 6 pupil will be sent with an urgent message to the School Office.

**Morning Hall/Courts/Playground duty (8:00 – 8:20am)**

Duty staff welcome early arrivals on the Netball/Tennis Courts or playground. At 8:20am girls line up quietly in forms and are sent in a form at a time to their cloakrooms where they will be supervised by a Classroom Assistant. Duty staff follow girls in and ensure that all have left the changing room in time for registration at 8:30am.

On wet mornings all girls meet in the Studio/Hall until 8:20am.

**Morning break duty (10:40 – 11:00am)**

Two members of staff are on duty for girls on the Netball/Tennis Court, playground or the Dell.

Staff should be proactive in ensuring the welfare and safety of each girl at play, ensuring that all areas of the playground / Dell are observed at all times. Girls must ask permission to re-enter the building to go to the toilets.

At the end of break time the staff on duty should ensure that pupils return any play equipment to the container and that the pupils line up in an orderly fashion and stay with them until they are sent in a class at a time with a teacher from their year group. One member of the duty team should walk ahead of the first class to go in to supervise the Prep changing room as girls come in.

At the end of break Early Years Nursery-aged girls and Reception-aged girls girls line up and are escorted back to their classrooms.

On wet days, girls in Year 1 – Year 6 spend break time in the Hall. They should bring a reading book or quiet activity with them. In Early Years, girls remain in their classrooms with a teacher.

**Pre-Prep lunch (12:10 – 12:45pm)**

All Form Teachers and Classroom Assistants go to the Dining Hall with their form, help girls as required and sit and eat with the girls. They encourage girls to try a variety of foods and eat a good lunch. If on lunch break duty staff may eat their lunch in the staff room instead, to have non- contact time.

**Pre-Prep lunch break (12:45 – 1:15pm)**

Two staff on duty outside and an appropriate ratio of staff to cover in Early Years. Supervise as for morning break.

**Prep lunch (12:45 – 1:15pm)**

Members of the SMT supervise the second sitting of lunch. All Prep teachers eat with the girls to encourage polite conversation and good table manners. Staff may leave the Dining Hall when they have finished their lunch. If on lunch break duty staff may take their lunch to the Staff Room for non contact time.

Grace is said at the end of the meal at the direction of the SMT member of staff and is led by a Year 6 Prefect. Silence is expected after Grace.

**All teaching staff should support the duty staff and leave the staff room promptly to supervise the children back into class.**

**Bad Weather Arrangements**

Whenever possible breaks must be outdoors. However, there will be times when bad weather will prevent that.

The duty staff will decide whether outside conditions merit a break being declared indoors. In the EYFS supervision ratios are maintained within the classrooms during bad weather. In the Pre-Prep, the duty staff are responsible for patrolling the classrooms, ensuring that they regularly visit each classroom. Classroom Assistants should support the duty staff to maintain adequate levels of supervision. For Prep the two duty staff should supervise the girls in the Hall, or classrooms for an after lunch break, with one member of staff on each corridor.

Form Teachers should support the duty staff appropriately to maintain adequate levels of supervision during wet playtimes.

**Medical Support**

When children are taken ill during the school day the school will contact the

parents or guardian whether at home or at work. Information about contacts is

kept in the School Office, and on School Base the school’s information management system.

a) First Aiders and Paediatric First Aiders

There are a number of staff who are qualified First Aiders and Paediatric First Aiders. A list is kept in the First Aid Room. The Bursar has an up to date list of qualified First Aiders and copies of their certificates. There will always be at least one qualified First Aider on site at times when children are present. There will always be a Paediatric First Aider on site at times when Early Years children are present (including before and after school) and there will always be at least one Paediatric First Aider on each Early Years visit or outing, and a nominated First Aider on all visits. On residential visits, there is a fully-trained First Aider.

b) First Aid Kits

First Aid kits are provided by the School Nurses in the Medical room and are available for sports staff to take to the Astro Turf at Holly Bush. A check list is kept with each kit, which is checked and replenished on a regular basis by the School Nurse. Staff can request extra items when they need them. A First Aid kit will be taken on all off site visit. This is the responsibility of the visit leader or designated First Aider.

c) Steps Taken When a Child is Hurt or Unwell

If a child falls or is physically hurt in any way in school and has to be given First Aid, the member of staff who treated the child should fill in the treatment forms which is kept in the First Aid room and an accident form which is kept in the School Office. If the injury appears to be serious the child should be referred to the School Nurse or other qualified First Aider to assess the situation so that the correct action can be taken. All staff should also refer to the list of ways suggested in the Staff Handbook to respond to a child’s illness/injury. If the child is unwell, she should be sent to see a First Aider in the medical room.

The First Aider will decide on the course of action and whether parents

need to be contacted. The School reserves the right to send a child home if she is a risk to the health and safety of others.

In the Early Years if children are taken unwell, they are cared for in the classroom or in the Medical Room while their parents are contacted to come and collect them. Calpol may be administered while they wait if written

permission has been given.

**Unsupervised access by pupils to potentially dangerous areas**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratory, the Cookery room, the Design and Technology room and the Art room. Doors to these areas are kept shut at all times when not in use.

**Collection of pupils by parents/carers at the end of the school day**

Pre-Prep teachers take their class outside at the end of the day to handover to parents. When the teacher sees the parent she shakes the girl’s hand to say “Good afternoon” before handing her over. Pupils in Pre-Prep who are not collected at 3:15pm and who are not attending an after school club are taken by their teacher to the Studio for Late Stay. Pre-Prep teachers take turns to supervise Late Stay and maintain a register.

Prep finish school at 3:50pm and are taken outside to be handed to their parent/carer. Any pupils not collected by 4:00pm and who are not attending a club will join After School Club which runs from 4.00 – 6.00pm. The After School Club Supervisor keeps a register of all attending, keeps the girls with her at all times whilst Prep attend Homework Club with a member of staff, gives them a hot tea served by the catering team and quiet time/activities as appropriate.

**After school care and clubs**

Our guiding principles follow those of the ISI ‘Guidance on the Inspection of Out of School Care and Clubs’ (September 2009).

Welfare of the Children

We ensure that:

(a) the children are kept safe from harm;

(b) at least one of the persons on site has an appropriate First Aid qualification;

c)) at least two suitable persons are present on the premises at all times when

children are present;

(e) no person may smoke, consume alcohol or be under the influence of drugs or medication which may impair the ability to look after children.

Qualifications, Experience and Expertise

We ensure that:

(a) those looking after the children have the necessary experience and expertise;

(b) if applicable, those looking after children in the EYFS have the required

qualifications.

Suitability and Safety of the Premises and Equipment

We ensure that:

(a) the premises and equipment are safe, suitable and the subject of a risk

assessment;

(b) all necessary measures are taken to minimise identified risks;

(c) younger children are unable to leave the premises unsupervised - only Year 6 children may do so and must have parental permission to leave the provision unaccompanied;

(d) no one can enter the locations of indoor clubs without the knowledge of those looking after the children.

Heads of PE and Music.

A wide range of clubs is organised before school, at lunch time and after school. Staff and a few external specialists, which may include some parents, run the school clubs. Satisfactory Disclosure and Barring Service (DBS) checks are obtained for all individuals who are not on the school staff.

Each club has a register which is kept in the School Office.

Any child NOT collected at the end of a club should be taken to After School Club for which the parents may be charged.

# If a pupils is missing from where they should be – refer to the school’s full Policy for Lost/Missing Pupils

* It is each teacher’s responsibility to account for every child that should be in their lesson.
* Children who leave a lesson with their teacher’s permission wear a School Pass badge to indicate they have had permission to leave a lesson.
* In the unlikely event that a girl is discovered to be missing, the School Office should be informed straight away. The member of School Office staff will check the medical room, recent teachers and the Music Block. She will refer to the timetable and check with other staff who would have had recent contact with the child.
* The girl’s friends should be asked by their teacher whether they have any idea where the missing child might be and whether the missing child seemed upset in any way. It is important that pupils are kept calm and that any sense of desperation or excitement kept to a minimum by playing down the incident.
* Should this initial investigation fail to locate the child the Head of the Junior School and Deputy Head must be informed immediately. They will co-ordinate a search of quiet areas of the school such as changing rooms, medical room and outdoors. They will give available staff specific locations to search. Each member of staff must report back to the Head of the Junior School in the Head’s Study as soon as their part of the search is complete. If the child is still not found after a thorough search of the school building and grounds the Head of Junior School will inform the Headmistress.
* If, after half an hour from when the child first went missing, there is no sign the whole staff should be put on alert. The Head will initiate the School’s Incident Management Procedure. Parents must be contacted at this point.
* If a child was seen to be leaving the school site, unauthorised, the Head of the Junior School should be told immediately.
* If a missing child is known to be ‘at risk’ and abduction is suspected, the Head of the Junior School will initiate the School’s Incident Management Procedure immediately.
* A written report of the incident should be kept on file and all staff made aware.

**Guidance for staff over the procedure on finding a child unsupervised in school**

* The discovery of a child wandering around the school without supervision or in suspicious circumstances would be a highly unusual event and should be taken seriously.The girl should be in possession of a School Pass.
* ASK where they are going / where they are supposed to be.
* ACCOMPANY the child to the care of a responsible adult – their teacher / the members of the School Office.
* The whole school timetable is posted in the School Office and the Deputy Head’s Office. It should be checked to see where the child should be.
* Once the child is returned to where she should be, write a communication slip outlining the incident.

**Uncollected child procedure**

The school will ensure that all children are collected by a parent, carer or

designated adult. If for some reason a child is not collected at the end of a

session, the following procedures will be activated:

* If a parent, carer or designated adult is more than 30 minutes late in

collecting their child a member of staff will call the parent, carer or

designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply. The member of staff must inform the Head of the Junior School

* While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
* If a child is not collected by 6.00pm, the end of After School Club, the Head of the Junior School will supervise her until contact can be made with the child’s parent/carer. If no contact can be made the Incident Management Procedure will be invoked.

Early Years

* If a child is not collected at lunch time after a morning session while they wait, they will stay with the rest of the group eating lunch and join the afternoon Early Years session for which they may be charged. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contacts sheet.
* Children not collected by 3.15pm will be taken to Late Stay where appropriate staff ratio will be ensured. Staff will continue to try to make contact with parents/carers.

Reception-Year 2

* If at the end of a school day a child has not been collected they will join the children going to Late Stay.

Year 3 – Year 6

* Any child not collected by 4:00pm will go to the Studio to join After School Club.
* A member of staff will contact the parents 30 minutes after the arranged collection time.
* If parents/carers and designated adults cannot be contacted then a member of staff will contact the Head of the Junior School, or another SMT member in her absence, who will decide on the course of action.
* Continual incidents of late collection will be recorded in the After School Club register and discussed with parents at the earliest opportunity.

**Supervision during educational visits**

The arrangements for the supervision of pupils during educational visits out of schools are described in our policy: “Educational Visits Policy.”

**Supervision of pupils involved in school activities during out of school hours**

Arrangements are made to ensure pupils are supervised during play and concert rehearsals and productions, or other events that bring small groups into school out of hours. Members of the PE teaching staff supervise pupils on both home and away matches and during out of hours coaching sessions.

**Linked Policies**

Please read this policy in conjunction with the suite of safeguarding policies.

Staff are expected to take great care over their responsibility to supervise children. When on duty and at all other times when children are in their care they need to do the following:

* Follow the Health and Safety policy and First Aid Procedure
* Ensure the environment and any equipment being used is safe
* Be vigilant and active
* Intervene where necessary to avoid incidents
* Be mindful of the attached Guidelines for playground supervision.

Revised June 2018

Next Review Date June 2019

Signed by: ……………………………………………… Date: …………………..

Mrs J Adams

Chair of Governors

**GUIDELINES FOR PLAYGROUND SUPERVISION**

* remember that the children are always our priority and should be supervised appropriately at all times. No personal mobile phones are to be taken outside while on duty.
* ensure all relevant gates are closed.
* be aware of climbing/play equipment in the area regularly checking that it looks safe
* visit play equipment more often, as a higher-risk area
* check “no go areas” (e.g. the car park) remain that way and that children are reminded of these
* ask if you can help any unknown or unidentified visitors directing or escorting them to the School Office as appropriate for Visitors’ Badges
* recognise more major accidents, and get appropriate help, sending children in to the school with a friend, or calling the School Nurse to a child in situ if an emergency, while remaining with the child
* ensure major accidents are recorded by the School Nurse, who will complete an accident form providing enough detail if legal proceedings were pursued – date/timing, action taken etc. and will forward copies to the Head of the Junior School and Bursar
* read and follow pastoral, discipline, spiritual, social, moral, cultural anti-bullying, child protection and other related policies.

help children cope with minor playtime issues arising

* befriend lonely or sad children, chatting to them, cheering them up and helping them re-join their friends – encourage use of the designated Friendship Bench.
* monitor isolated children who seem persistently lonely, notifying form teachers
* walk about to be seen and to see all children in your area if dry; in bad weather, with the help of Form Teachers, supervise children in their classrooms/Hall, making sure rooms are safe and doors are left open
* keep your eyes open for any unacceptable behaviour - speak to the Form Teacher or Deputy Head/Head of the Junior School about any concerns.
* encourage (even teach) traditional playground games
* shortly before the end of playtime remind children to put equipment away
* encourage toilet visits before children line up
* establish your authority positively and cheerfully when children are lining up
* expect courtesy and good manners from all children at all times.
* help every child to enjoy playtime
* line children up when the bell rings and remain with them until they have all re-entered the building.