



WALTHAMSTOW HALL
SEVENOAKS

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 during Wraparound Care. 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 (Assistant Head of the Junior School). Detailed risk assessments are carried out for any Learning Outside the Classroom activities, e.g. in the School grounds / School visits, and staffing ratios calculated accordingly.
- The teacher has a duty of care to the pupils 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.

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. Pre-prep pupils are always supervised by a staff member on the School minibuses. Prep pupils are not supervised by a member of staff when travelling on the School minibuses, but are expected to behave responsibly. The exception to the requirement for a second member of staff for Pre-Prep pupils is the School minibus journey to or from New Beacon. This service was introduced in September 2018 utilising WH and New Beacon buses to transport siblings between sites.

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 September 2020 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 becoming qualified) and have relevant expertise or experience.

Break and lunchtime

At break time the Early Years pupils 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 Ship , the Early Years building playground or in the grassy areas (The Dell and The Sensory Garden). At least 2 members of staff are on duty to supervise them.

Wraparound Care

Early Years pupils are welcome in Wraparound Care. Our staffing supervision varies according to the ages and number of pupils attending., staffing is adjusted to ensure the appropriate ratio. In addition, a member of the JMT is always on duty and available to assist the Wraparound Care Supervisor if necessary.

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

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 - Year 6 pupils are supervised in the Hall.

Early arrivals 8:00-8:30am

- Early Years Nursery-aged pupils
- Year 1 – Year 2

At least two teachers are on duty from 8:00 - 8:25am and the Assistant Head of the Junior School is in the vicinity. Numbers of staff may fluctuate depending on the number needed to fulfil the required ratio 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 adult to the drop off point where a head count is kept.

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Supervision arrangements during the School Day

Supervision and care

- Staff are on duty at break and lunch times to supervise the pupils 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 pupils have finished eating and are collected by the members of staff that are on supervisory duty at the break after lunch at 12:30pm. Time allowing, the Pre-Prep pupils can 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), two members of staff supervise lunch. During co-curricular activities, the members of staff taking the activity are responsible for supervising the pupils in their care.

- Pupils 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, a match or are booked into Wraparound Care.
- 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 appropriate member of the Junior School Management Team 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 pupils 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.

The Start of the School Day

The School day starts at 8:30am. All Early Years – Year 6 children gather in the drop off areas 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 may 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.

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.

Lesson Times

Pupils should be under supervision at all times during the School day. Teachers in Early Years 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.

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.

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.

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 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 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 Early Years 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 message can be passed by WhatsApp to the School Office.

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

Duty staff welcome early arrivals at the Drop off areas At 8:20am pupils line up quietly in forms and are sent in a form at a time to their cloakrooms where they will be supervised. Duty staff follow pupils in and ensure that all have left the changing room in time for registration at 8:30am. On wet/extremely cold mornings, all pupils meet in the Hall until 8:20am.

Morning break duty (10:40 – 11:00am)

Two members of staff are on duty for pupils on the Netball/Tennis Court, playground or the Dell. Staff should be proactive in ensuring the welfare and safety of each pupil at play, ensuring that all areas of the playground / Dell are observed at all times. Pupils 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 pupils come in. At the end of break, Early Years 1 and 2 pupils line up and are escorted back to their classrooms.

On wet days, pupils 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, pupils remain in their classrooms with a teacher.

Pre-Prep lunch (12:00 – 12:45pm)

All Form Teachers and Classroom Assistants go to the Dining Hall with their form, help pupils as required and sit and eat with the pupils. They encourage pupils to try a variety of foods and eat a good lunch.

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)

Duty members of staff supervise the second sitting of lunch. Grace is said at the end of the meal at the direction of the duty member of staff and is led by a Year 6 Prefect.

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 Early Years, 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 pupils 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 on iSAMS the School's Information Management System.

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 and the School Office. The Medical staff have 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.

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 and to be taken outside for breaktime or sports as required. A check list is kept with each kit, which is checked and replenished on a regular basis by the School Nurses. Staff can request extra items when they need them. A

First Aid kit will be taken on all off-site visits. This is the responsibility of the visit leader or designated First Aider.

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, if required, complete the online accident form on iSAMS. If the injury appears to be serious, the child should be referred to the School Nurses 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 A-Z Staff Handbook to respond to a child's illness/injury. If the child is unwell, they 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 they are a risk to the health and safety of others.

In 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 or 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. 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 Wraparound Care . Pre-Prep teachers take turns to supervise After School Club 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 Homework Club which runs from 4.00 – 4.40pm and then handed over to Wraparound Care staff until .00pm. Homework Club and Wraparound Care staff keep a register of all attending, keep pupils with them at all times give them a hot tea served by the catering team and quiet time/activities as appropriate.

After-School care and clubs

Our principles follow those of the latest government guidance.

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;
- d) 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 Early Years 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.

Co-Curriculum Clubs

A wide range of clubs are 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. Chargeable Clubs registers are kept in the School Office. Non-chargeable clubs registers are kept by the staff member running the club. If any child who has signed up to a club is missing at registration, the Club leader will immediately notify the Clubs Co-ordinator who will double check the whereabouts of the missing child.

If a pupil is missing from where they should be – refer to the School’s Policy for Lost/Missing Pupils

Any child not collected at the end of a club should be taken to Wraparound Care, for which the parents may be charged.

- It is each teacher’s responsibility to account for every child that should be in their lesson/club.
- In the unlikely event that a pupil 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. They will refer to the timetable and check with other staff who would have had recent contact with the child.
- The pupil’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 appropriate Assistant Head of the Junior School 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 Assistant Head of the Junior School 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 Headmistress will be informed.

- 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 Headmistress will initiate the School's Incident Management Procedure. Parents should be contacted at this point.
- If a child was seen to be leaving the School site, unauthorised, the Assistant Head of the Junior School should be told immediately.
- If a missing child is known to be 'at risk' and abduction is suspected, the appropriate Assistant Head of the Junior School will initiate the School's Major Incident 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.
- 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 Assistant Head's Office. It should be checked to see where the child should be.
- Once the child is returned to where they 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, 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 a member of the Junior Management Team.
- 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 Wraparound Care, the duty member of JMT will supervise her until contact can be made with the child's parent/carers. If no contact can be made, the Major Incident Procedure will be invoked.
- The Social Care Duty Officer should be contacted. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

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 Wraparound Care where appropriate staff ratio will be ensured to look after the pupil. 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 Wraparound Care.

Year 3 – Year 6

- Any child not collected by 4:00pm will join Homework 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 duty member of JMT who will decide on the course of action.
- Continual incidents of late collection will be recorded in the Wraparound Care 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 Procedures.
- 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 2021
Next Review Date September 2021

Signed by: Date:

Mrs J Adams
Chairman of the Governing Body

GUIDELINES FOR PLAYGROUND SUPERVISION

- Remember that the children are always our priority and should be supervised appropriately at all times. Personal mobile phones should not be used whilst on duty except to monitor the WhatsApp chat. Ensure all relevant gates are closed.
- Be aware of climbing/play equipment in the area regularly checking that it looks safe.
- 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 by sending a message in the WhatsApp chat or by sending children in to the School with a friend, or calling a First Aider to a child in situ if an emergency, while remaining with the child.
- Ensure accidents are recorded by completing an accident report in iSAMS, providing enough detail if legal proceedings were pursued – date/timing, what happened, action taken etc.
- 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 appropriate Assistant 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.