



**SEVENOAKS**  
PREPARATORY SCHOOL

## **SUPERVISION POLICY (Including EYFS)**

**Please note that due to Covid-19 timings and procedures may be different – please refer questions to a member of the SMT – JA 24.09.20**

<b>Status and Review Cycle:</b>	Statutory / Annual
<b>Policy reviewed and amended:</b>	24.9.20
<b>Next review date:</b>	30.8.21
<b>Governor Lead:</b>	Mrs M. Ismail
<b>Policy Holder:</b>	James Ashcroft <a href="mailto:james.ashcroft@theprep.org.uk">james.ashcroft@theprep.org.uk</a> Mrs Helen Cook <a href="mailto:helen.cook@theprep.org.uk">helen.cook@theprep.org.uk</a>

This policy is divided into 3 sections:

1. Overview
2. Prep (Years 3-8)
3. Pre-Prep / EYFS (Nursery – Year 2)

## **SECTION 1: OVERVIEW**

### ***POLICY STATEMENT***

Sevenoaks Prep is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or 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 takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite
- appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved
- mandatory staffing ratios for EYFS provision and After School Care are enforced

While procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).

This policy is applicable to all pupils in Prep, Pre-Prep and including those in EYFS.

Sevenoaks Prep seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually or as events or legislation change requires.

### ***KEY PERSONEL***

Years 3-8: Deputy Head - James Ashcroft

Nursery – Year 2: Head of Pre-Prep – Helen Cook & Louisa Rowland (EYFS)

### ***PROCEDURE (Nursery – Year 8)***

When supervising pupils in their care the staff do the following:

- follow the Child Protection, Safeguarding, Health and Safety and the First Aid policies and procedures
- have a high awareness of pupil well-being

- ensure the environment and any equipment being used is safe
- are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- intervene when necessary to avoid incidents
- have high expectations for behaviour with regard to the relevant policies on behaviour and bullying,
- ensure pupils follow the school values
- ensure pupils are where they should be at all times
- report any concerns or incidents to the Head, Deputy Head, Assistant Heads, Head of Pre-Prep or Deputy Head of Pre-Prep.

### ***General Supervision***

In general, pupils are supervised at all times by their teachers and teaching assistants (TA). However, older pupils will sometimes be given the responsibility to move around the school to complete small projects, visit the ICT suite/library, these activities will be monitored and members of staff are always near at hand if necessary.

Supervision during PE, swimming and fixtures are in accordance with the relevant Health and Safety requirements.

### ***School Trips and Visits***

Details of the requirements for supervision and staff-pupil ratios and remote area procedure for educational visits are contained in the School journeys and educational Visits Policy. In general, the ratios are as follows:

- 1:10-15 pupils in Prep School (day trip, Years 3-8)
- 1:6 pupils in Pre-Prep School (day trip, Years 1-2)
- 1:4 pupils in EYFS
- 1:10 residential trips (discussed and agreed by Head in the planning stage)
- all trips are individually risk assessed and staffing ratios may be adjusted accordingly

### ***Illness (Nursery – Year 8)***

When children are taken ill during the school day the School Nurse or teacher will contact the parents or guardian whether at home or at work. Information about contacts is kept on 3sys/PASS.

### ***Missing Child***

If any pupil is discovered missing from where they should/are expected to be then staff supervising must follow the Missing Child Policy and procedures.

### ***Undesirable People***

All visitors to the school are expected to sign in and out at the School Office. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and report to the School Office if

there is a concern. If the member of staff does not feel confident in doing so then they should let a member of the SMT know so that they can talk to the person.

## **SECTION 2: PREP SCHOOL**

### ***Breakfast Club***

Breakfast Club operates from 7.30am – 8.15am every weekday morning in the Pre-Prep. Two members of staff (including one member of the catering team) are on duty. A member of the SMT visits each day. Prep pupils (Years 3-8) may return to the Prep site after 8:00am.

### ***Arrival***

- Children may arrive after 8:00am (unless signed up for Breakfast Club).
- One member of SMT is on duty from 7.50am.
- Three members of staff are on duty between 8.00am and 8.30am, in locations which means the whole campus is covered
- Registration bell rings at 8.30am.
- Children make their own way to their class for registration by 8:35am.
- Electronic Registration is completed by 9.00am after which time all late arrivals must register at the School Office.

### ***Playtime/Lunchtime Supervision***

The duty timetable covering playtime/lunchtime supervision is circulated to all staff and displayed in the staff room.

Part of the induction of new staff includes explanation of supervisory responsibilities. 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 for which they are responsible in exceptional circumstances.

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. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying.

In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas. For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis.

### ***Wet Break Procedure***

The duty staff will decide whether outside conditions merit a break being declared indoor. When wet breaks have been arranged the prefects are given specific Year groups to be in with and the duty staff will monitor the classrooms between them.

### ***Playground Procedure***

All staff are responsible for encouraging pupils to be outside unless conditions dictate that they should be indoors, or for other mitigating circumstances (e.g. music lesson, scholarship class, library use etc.)

- 3 members of staff are on duty during morning break.
- 4 members of staff are on duty at lunchtimes.

All other staff are on 'stand by' to assist with supervision in the case of an emergency.

At the end of break, the bell is rung and pupils make their way to their next lesson. All teaching staff must leave the staffroom promptly to supervise the children back into class.

### ***Lesson Time Procedure***

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time another appropriate adult must be summoned.

From time to time it may be desirable that children are allowed to exercise some personal responsibility 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.

### ***The Oakery (Dining Room) Procedure***

All staff are expected to sit and eat lunch in The Oakery and, whenever possible, eat with the pupils to encourage good table manners and social interaction. Staff on duty ensure that there is good behaviour in The Oakery and check that pupils make sensible choices and have a balanced plate of food. They also monitor food waste.

### ***End of School Arrangements***

Year 3 and 4 staff walk their classes down to the car park to be handed over to the parent / guardian.

Year 5-8 children can walk to the car park with their last lesson teacher and await collection. For the children leaving at 4:15pm they will wait with a member of the SMT by the house until collection.

Any child not collected by 4.15pm should be identified by the member of staff on duty and sent to the designated prep room.

Children staying for tea should go to The Oakery at 4.00pm, where a register is taken.

Children attending clubs/activities should be at the designated room/area by 4.15pm, where a register is taken by the member of staff responsible.

Most clubs/activities finish at 5.00pm and pupils may wait in the designated collection areas for their parent/guardian. At 5.15pm, any pupil not collected should make their way to the Late Room and their name should be recorded by the member of staff on duty. Certain clubs (e.g. play rehearsals) can finish at either 5.15pm or 5.30pm. If this is the case, pupils should make their way to the Late Room if they have not been collected within 15 minutes of the club ending.

### ***Late Room***

Pupils attending the Late Room should arrive soon after their club / activity has finished (usually by 5.05pm). A register is taken by the member of staff on duty. The parent / guardian should come to the Late Room to collect their child. (Weather allowing, pupils are allowed to play on the front lawn during Late Stay. They must remain in view of the member of staff on duty.)

A member of the SMT is always on site until the last pupil leaves and a message has been received from Pre-Prep staff that all pupils have been collected.

### ***Uncollected Child***

Any child not collected and without information from parent/guardian or emergency contact person will remain with the member of SMT on duty, who will attempt to make contact with the parent / guardian or emergency contact. It is the responsibility of the member of the SMT to ensure that there is another adult on site in support, until the child is collected by the parent / carer.

## **SECTION 3: PRE-PREP (including EYFS)**

### ***Nursery***

The Nursery (children aged 2.5-3.5years) is overseen and led by the Head of Early Years who is a fully qualified teacher with Early Years specialism. The ratio for supervision in the statutory guidelines is adhered to, and on many occasions the pupil to child ratio is higher than the guidelines to allow for high quality of care and supervision. Pupils have access to their indoor and outdoor environments which are supervised at all times. The Nursery classroom can only be entered via a key pad entry system which is within adults' reach only.

### ***Kindergarten***

The Kindergarten (children aged 3-4 years) is supervised by two fully qualified teachers who are supported by teaching assistants who have relevant qualifications. The ratio for supervision in the statutory guidelines is adhered to, and on many occasions the pupil to child ratio is higher than the guidelines to allow for high quality of care and supervision. Pupils have access to their indoor and outdoor environments which are supervised at all times. The Kindergarten classroom doors can only be entered via a key pad entry system which is within adults' reach only. The exterior doors to the classroom can only be accessed via the Early Years garden, which has a gate that is closed during school hours, the garden is within the school grounds, which are kept safe.

## **Reception**

The Reception Classes are taught by fully qualified teachers and both classes have 1 full-time teaching assistant over the week to support the supervision of the children. The Reception classroom doors can only be entered via a key pad entry system which is within adults' reach only. The exterior doors to the classroom can only be accessed via the Early Years garden, which is has a gate that is closed during school hours, the garden is within the school grounds, which are kept safe.

## **Morning Arrangements**

Pupils in Nursery or Kindergarten can, if needed, attend Acorns before school from 8:00am until 8:30am, in the Nursery classroom. This is staffed by fully qualified members of staff.

Pupils in Reception, Year One and Year Two may attend breakfast club before school from 7:30am until 8:15am, in the Pre Prep hall. This club is led by members of Sevenoaks Prep School staff. All statutory guidelines for ratios are adhered to and children are escorted to their classrooms for registration by an adult.

Children in Nursery and Kindergarten may be dropped into their classroom between 8:30am and 9:00am, at which time the register is taken. All classrooms are supervised by a fully qualified member of staff.

Children in Reception, Year One and Year Two may be dropped into their classroom between 8:15am and 8:30am, at which time the register is taken. All classrooms are supervised by a member of Sevenoaks Prep staff.

In addition, there is also a 'Drop and Go' facility for children in Reception, Year One and Year Two. This facility allows children to be dropped at a safe point in the main school car park and escorted to their classroom by a member of Sevenoaks Prep School staff. This facility is available between 8:15am and 8:30am.

## **Playtime / Lunchtime Supervision**

There is a duty timetable covering playtime / lunchtime supervision for the EYFS children. This is circulated to all staff, displayed in the Pre Prep office and the Pre Prep staff room. All staff are involved in supervising pupils across the age range. EYFS pupils in the Nursery and Kindergarten are supervised in their own separate play areas and the mandatory ratios for supervision are adhered to. Children in Reception play alongside their peers in the Key Stage 1 play areas and are supervised according to the regulatory ratios.

## **Playground Procedure**

Pupils are escorted to the outdoor play area by a member of staff and the area is secured by fencing or by perimeter hedges. Children are taken on a 'boundary walk' at the beginning of each term to remind them of the 'safe' areas that they must play in and to ensure they understand an adult must be able to see them whilst they are playing at all times.

Any pupils who need to return to the Pre Prep building for medical reasons are escorted by a member of staff.

All other staff are on 'stand-by' to assist with the supervision in the case of an emergency.

### **Dining Room Procedure**

All the children from Nursery through to Year Two eat their lunch in the Pre Prep hall. The children eat in two sittings; Nursery to Reception for the first sitting and then Years One and Two in the second sitting. The staff eat their lunch alongside the children in a family style table arrangement, where they encourage good manners.

Children are encouraged to use good table manners at all times and try new foods.

### **Wet Play Procedure**

The teacher on duty will make the decision for indoor play but will always seek agreement from either the Deputy Head of Pre Prep or the Head of Pre Prep. Staff are expected to remain in their classrooms with their children during wet play to ensure children are supervised at all times.

### **End of School Arrangements**

Children in Nursery are collected from their Nursery door, located inside the Pre Prep building. Parents must wait until Nursery staff open the door and each child is placed with their parent / guardian / carer for that session. If any children remain at the end of the session, they are looked after by Nursery staff until they are collected. In the event that a child has not been collected by the end of the school day, the School would follow the 'Late Collection of children' policy procedures. Children in Nursery and Kindergarten also have the option of staying for Acorns Late Stay, between 3:00pm and 4:00pm. All children are supervised by qualified members of staff and all statutory guidelines for ratios are adhered to and children are placed with their parent / guardian / carer at the end of the session.

Children in Kindergarten and Receptions are collected from their respective classroom doors by an adult. If the child is not collected, they will be taken to Late Stay until 4pm. If after 4pm the child has not been collected, they will be taken to Little Oaks where they will be supervised until 6pm. During this time the Head of Pre Prep would have been notified and ensuring the child has adequate collection arrangements, if the Head of Pre Prep is unavailable then the Deputy Head of Pre Prep will deputise in her absence. If this is not the case, the Late Collection of Children policy procedures will be followed.

All children who attend an after school club in Reception will be escorted to the club by a member of staff. For those children who remain in Late Stay after the club, they are collected by a member of staff who then escorts them to the Late Stay room (room timetable available for this).

### **After School Club**

All children from Kindergarten to Year 2 are able to attend 'Late Stay' until 4pm if they have a sibling within the Prep School. This club is supervised by staff and the correct ratios are adhered to. All children are escorted to the club by a member of staff and they are noted as present in a register. If anyone other than the named person collects a child from Late Stay, the school must receive written notice from



the parent (Nursery, Kindergarten and Reception) or verbal notification (Year 1 and Year2). If this is not received, the members of staff on duty in Late Stay will make contact with the parent / carer.

For those children who do not have older siblings within the Prep school, children who are in Kindergarten to Year 2 may remain in school in 'Little Oaks' club until 6pm. Little Oaks is run in the Nursery classroom, which has a key pad operated entry system. Parents must sign their child into this club before school or ring the school to make a booking. The school must receive written notice from the parent (Kindergarten and Reception) or verbal notification (Year 1 and Year2). If this is not received, the members of staff on duty in Little Oaks will make contact with the parent / carer.