

# Policy for Supervision of Pupils

This policy applies to all pupils in the school, including in the EYFS.

Education Board Annual review:	July 2020
Leadership Team review:	September 2021
School Lead:	Mrs L. McKenna , Headteacher
Next review:	September 2022

## Policy for the Supervision of Pupils

### General

- Staff are deployed to ensure the proper supervision of pupils.
- Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present in order to supervise pupils whenever they are in the school outside normal school hours.
- EYFS children are allocated a Key Person who is responsible for them on a daily basis and with whom parents may communicate as the first point of contact.
- Arrangements are made to ensure pupils are supervised during Play and Concert rehearsals, or other events that bring small groups into school out of hours.
- Staff supervise pupils on both home and away matches.
- Suitable staff:pupil ratios are in force during outings and visits abroad.  
(See the separate Educational Visits Policy)
- Children in EYFS and KS1 are accompanied by staff between lessons when they move from classroom to teaching room e.g. music, pe, swimming etc.
- Whilst appropriate staffing ratios are adhered to (see below), there may be a need to vary this as necessary according to the nature of the activity and the age of the pupils.

### Staff Duties

The main duty times are:

Pre-school from 7:30am	Early Birds staff rota
R-Y6 Break duty (10.30 – 10.55)	Duty rota (usually 3 staff)
Lunch Feed	Duty rota - usually 1 staff plus kitchen/maintenance
Lunch Play	Duty rota - usually 2 staff
After-school from 3:30pm	Stay & Play staff rota

(see [Duty rota](#) for full staffing rota)

- At break times, the staffing ratios for EYFS children will be observed i.e. one teacher for 30 children; one classroom assistant (level 3) for 8 children.
- Members of staff on duty are to take an active part, eg monitoring and influencing behaviour on the playground, encouraging good manners and eating habits in the dining room (eg using cutlery correctly)

## Detailed Guidelines For Supervising Children On The Playground:

### General

- The use of the different play zones is made clear to pupils – eg use of equipment, climbing, walking areas
- Children should not go up the slope to the right of the scramble wall
- Balls must not be retrieved from neighbouring / railway gardens or properties
- Pupils must not leave the playground without the permission of the duty teacher
- Physical games which involve pulling or fighting should be prevented
- Staff should monitor the number of pupils leaving the playground for the toilets
- Pupils should not return to their classroom during break time unless authorised to do so or attending a club
- During cold weather pupils to wear their coat or a fleece
- At the end of break, children line up, in a silent and orderly fashion
- EYFS & KS1 children are collected from the playground by the teachers of the next lesson

### Toilets

- where possible children to use the playground toilets

### Security

- Gates around the school site must be shut

### First Aid

- In case of minor injury staff on duty to deal with it wherever possible
- In case of serious injury, stay with casualty and send a child for a school first aider.  
(Please see the separate First Aid Policy for full details)

### Morning & Lunch Break

- Pupils should not enter the playground until a member of staff is present
- Ball games - may be only normally be played at lunch time

### Children Allowed To Stay Inside

- Pupils may remain in the dining room to finish lunch if supervised
- Pupils receiving extra lessons/speech and drama/music etc
- Pupils attending break or lunch time clubs or catching up on work must be supervised in classrooms
- Up to 6 pupils may use the Library if an adult is aware of their attendance
- Wet Breaks – supervised in assigned rooms - The staff on duty will patrol to monitor behaviour. There are wet play toys and games for the children.

### EYFS

A staffing plan is prepared each week to inform staff of any changes to working environments and to ensure that the correct ratios are maintained. The numbers at lunchtime fluctuate daily due on average there are between 20-30 children in attendance.

### Ratios

2 year olds:	1: 4
3,4y Nursery	1:13 (if teacher/EYP), 1:8 (no teacher)
Rec	1:30 (if teacher/EYP)

### Other Miscellaneous Guidelines For Staff Supervising Pupils

- Children should arrive in school by 8.50am at the latest (9am for Nursery)
- On arrival before 8:40 am children should be supervised by parents unless attending a morning club or activity where they will be supervised and registered accordingly.
- If a child is to stay inside or miss games, a written note or an e-mail from parents must be produced.
- No pupil may leave the school premises without permission.
- If Staff confiscate an item, they should make a written note and, if possible, return it to the parents at the end of the day.

- Pupils must not run in the school buildings or along any stairways. Use of stairs in single file and no crossing traffic.
- No medicines may be administered unless parental consent has been granted on a school medical consent form. The master copy is kept in the office.  
*(Please see the separate Policy For Administering Medicines)*
- The numbers in the wraparound care fluctuate daily. On average there are between 15 – 30 children in attendance. In circumstances where numbers exceed the staffing ratio then additional staff would be allocated.

# Playground Rules

(Revised Sept 2021)

## Timings

Break time is 10:30 until 10:55.

The whistle will be blown at 10:50 ALL children will move to the main playground. A reminder given for toilet visits and all equipment away.

10:55 is time to line up quietly, tuck shirts in, collect fruit pots etc.

10:55 exit the playground by year group order, as advised.

**All to be done quietly.** - House points can be awarded.

## General

- Coat or waterproof jacket to be worn as weather permits, **absolutely no Blazers.** - Yellow stamps issued if correct attire is not adhered to.
- Fruit snacks to be eaten on the platform decking area before entering the playground or BFG. All fruit waste to be placed in the bin ...tidily!
- No rough play or play fighting.
- No piggybacks or lifting other children.
- No chains of children (train style) to be running around.
- Toys & equipment to be shared - space hoppers are in the brown shed. All other equipment in the wooden boxes.
- Space hoppers to be used in the correct manner at all times.
- Green PE Shed: Children must not enter or use equipment from here this is for PE ONLY!

## Main Playground (Astroturf)

- No walking or standing on the benches.
- Keep off the grass verge.
- Football is only allowed at lunchtime on the bottom third of astro.

**Monday - Year 5&6**

**Tuesday - Year 3&4**

**Wednesday - Year 1 & 2**

**Thursday - Reception**

**Friday - No football**

**BFG & Fairy Village**

**Monday & Friday Year 5 & R**

**Tuesday & Thursday Year 6 & 1**

**Wednesday 2, 3 & 4**

- Staff on duty to decide if this area can be used. Weather dependent, due to the slippery surface.

- No running APPLIES at all times.
- No toys to be brought into this area.
- No TAG or chasing games allowed.

### BFG Rules

- *A one way system in operation, climb up the ladder to enter.*
- *Only 3 children allowed on the beam and netted area at any given time.*
- *One person on the pole at any one time, and check the area is clear below before proceeding.*
- *No running, pushing or overtaking.*
- *No climbing up the slide.*
- *To travel up the climbing walls and come down the stairs only.*

(The 3 strikes rule applies and children must go onto the astroturf if rules are not adhered to.)

### First Aid

- Any injuries to be dealt with by staff on duty. Please notify the other staff if you need to leave the area to attend to medical needs. Send an older child for cold packs if required. (usually stored in staff room fridge)
- If medical equipment eg; wipes and plasters are required, send an older child to collect the first aid kit stored on the wooden shelving by the outside toilet area. Member of staff that has dealt with the accident is to fill out relevant paperwork, stored in the first aid cupboard in the hall.
- If an emergency has arisen send a child to find a staff member with **Code word - RED TRIANGLE** (This will summon extra help)
- Please remember at all times to be vigilant.
- One staff member in BFG and 2 on the main playground. Any 1:1 staff will be moving around as required.