



## Pre-Prep (including EYFS) Supervision of Children Policy

### Aims

St Edmund's is committed to provide, as far as is reasonably practicable, a safe environment for children to learn and play. This policy seeks to clarify how the children will be supervised during the school day and the role of the staff.

### Responsibilities

Head of Pre-Prep will:

- Ensure there is the correct number of suitably trained staff available to meet the supervision requirements.
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance.
- Continue to develop a safety culture throughout the school.
- Ensure risk assessments are carried out and adhered to.
- Review and evaluate supervision procedures with Pre-Prep staff.

Pre-Prep staff should:

- Read and adhere to this policy
- Supervise children closely at all times during the school day
- Carry out regular risk assessments

### Supervision Arrangements

7.30-8.00am Breakfast Club in the Nursery 'Messy Room'

- Parents will drop off the children from 7.30am at the Ladybird Nursery door (if they have pre-booked the breakfast club session). There will be two staff members present and at 8.00am the staff deliver the children to their classrooms.

8.00-8.15am Drop off outside the classrooms in the Pre-Prep playground.

- Pre-Prep staff welcome children at the door of their classroom building and a staff member will also be waiting inside the classrooms.

#### 8.00-10.30am in Classrooms

- Pre-Prep staff are now supervising the children.
- Nursery children are signed in on a paper register as they arrive, and the computer register is completed as soon as is possible.
- Computer Registers are taken first thing in all other classrooms.
- Children are never left on their own.
- In the Ladybirds Nursery there will be at least 2 members of staff all the time with a ratio of 1:8.
- In the Butterflies Nursery there will be a staff ratio of 1:4.
- All classrooms have a telephone connection for emergencies.
- There is always a paediatric trained first aider on site as well as the medical centre.
- Children are expected to follow class rules and adhere to Behaviour Management policy.
- When children have to move around the school site for PE lessons or Outdoor Learning, they are accompanied by at least 2 members of staff in EYFS classes and 1 in KS1 classes (depending on needs of the children, activity and venue) in accordance with risk assessment.

#### 10.30-11.00am Play Time

##### Outside

##### Duty staff will:

- Complete risk assessment sheet by checking the playground for any dangers such as an open gate, broken equipment, slippery surfaces, litter, dead animals, animal faeces etc
- Remove any dangers found or alert Head of Pre-Prep.
- Keep children away from the danger if appropriate
- 1 member of staff will remain close to the gate to ensure children do not leave the playground and it is closed after any staff come in.
- Take out equipment for children to play with from wooden shed.
- Supervise the use of the Pre-Prep Hall toilets.
- Position themselves in the playground to ensure good coverage of the whole playground so children can be supervised closely.
- Remind children of playground rules when necessary.
- If a child has been reminded about the rules and continues with poor behaviour, they will be sat out on the bench for a few minutes. If they continue with poor behaviour, they will be sat out for a longer period of time or sent to the class teacher.
- Inform class teachers at the end of the playtime of any incidents.
- In an emergency ring the bell and ask children to stand still and listen to instructions and if necessary, ring doorbell of Abingdon House to alert other staff.

##### Inside (due to poor weather)

##### Duty staff will:

- Look after children in the classrooms if the weather deteriorates during a play time or is so bad, they can't go out at all. If extra staff are needed to supervise children appropriately, e.g. In the Ladybird Nursery there will be at least 2 members of staff with a 1:8 ratio, they will be called upon. Butterflies the ratio remains at 1:4.

#### 11.00-12.00pm in Classrooms

- Pre-Prep staff are now supervising the children. (as above)
- Nursery children, going home at 12.00 wait inside their classrooms to be collected.
- If Ladybird or Butterfly children are late being collected, they will be taken to the Pre-Prep Lunch Hall to wait, and a lunch will be provided if they are really late. (Checking dietary requirements and allergies before any food is offered)
- 12.00-12.45 Lunch
- Pre-Prep staff will supervise children on walk to Pre-Prep Hall, during lunch and in the playground. The Dragonfly class will be supervised on walk to Dining Hall, during lunch and on walk back to Pre-Prep in accordance with risk assessment.
- At least 1 member of staff will sit with each table while they eat.

#### 12.45-1.15pm Play time

##### Outside

##### Duty staff will:

- Supervise children as above.
- At 1.10pm children are asked to help to put equipment away. At 1.15pm children are asked to walk to their classroom door.

##### Inside (due to poor weather)

##### Duty staff will:

- Look after children in the classrooms if the weather deteriorates during a play time or is so bad, they can't go out at all. If extra staff are needed to supervise children appropriately, e.g., in EYFS there will be at least 2 members of staff, they will be called upon.

#### 1.15-3.15pm in Classrooms

- Pre-Prep staff are now supervising the children. (as above)
- Nursery children, going home at 1.30pm (and 1.00pm Butterflies) are collected from outside their classroom, and a staff member will communicate with their parents about their day.
- The two Nurseries can be combined to make the second member of staff.
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#### 3.15pm End of School Day

- Pre-Prep staff dismiss students from their classrooms to families waiting at the classroom doors.
- Passwords are given to anyone who is collecting different to normal, and communication is given prior to this.

### 3.20-5.30pm Late Stay

- Any children attending Late Stay will be supervised on the way to the Pre-Prep Hall.
- Pre-Prep staff will supervise children in Late Stay where they have a story, snack, a variety of play activities and tea.
- Children are expected to behave as they do in lessons. Staff are aware and put into practice Behaviour Management policy.
- There are always at least 2 members of staff present and keep to a 1:8 ratio. (Butterfly Nursery Toddlers the ratio is 1:4)
- When parents ring to say they are in the car park the children are prepared ready to go home and the parents then collect from the Late Stay door.

### 5.30-6.00pm Extended Late Stay

- On request Late Stay can be extended to 6.00pm. The above supervision will apply.

## Review

Policy and supervision will be reviewed regularly.

1. September 2018

2. September 2019

3. September 2020

4. September 2021

5. September 2022

6. September 2023

Review date: September 2024

**Sarah Bartholomew**

## Appendix 1

### Playground Rules

- Do not make weapons.
- No climbing on the train roof.
- Take care of others when using trikes and don't ride too fast.
- Balls only to be used in the football area.
- Keep your hands and feet to yourself.
- Follow instructions straight away
- When using construction equipment take care with moving planks and crates etc.
- Wait your turn on Climbing Tower