

St Nicholas Preparatory School
Duty of Care and Supervision of Children
(Whole School including EYFS)

Policy Statement

Above all other considerations the safety of pupils must be paramount. Children should be under supervision at all times during the school day. 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.

Rationale

Each and every teacher and ancillary staff member 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.

Guidelines

During lesson times

- Teachers should not leave a class unsupervised or in the care of an unqualified helper 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, the Head Teacher or another appropriate adult should be summoned.

During Break and Lunch

- 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.
- To ensure the most secure play environment for all pupils, adequate teacher supervision of breaks is vital. To that end a rota for school play grounds duties are displayed in the staff kitchen.

Responsibilities of Teachers on Duty

- To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.
- To patrol visibly the areas used by the pupil group under supervision.
- To observe pupils' activity to detect in so far as possible any individual or group action which might :
 - Be considered intimidating (bullying)
 - Give rise to injury
 - Cause damage
- Enforcement of School rules and Core Values.
- To be aware of such individuals and to challenge those whose presence on school premises is not justified.
- In the event of an accident take appropriate action.
- Ensure that the appropriate signal (bell) is given on time to indicate the end of break.
- Supervision of orderly lines prior to the children reentering the School building.

Inclement Weather

- Whenever possible breaks should be outdoors to allow pupils time to obtain the benefits of fresh air and a change in environment. However there will be times when poor weather will prevent that.
- The duty teacher will decide whether outside conditions merit an indoors breaktime being declared.
- Different decisions may apply for pupils of different ages.
- Supervision will follow a similar pattern to the duty rota. Staff scheduled to be with each group should accompany the group inside.
Reception/Year 1/Year2 – Year 1 / 2 Classroom
Year 3-6 – Year 3/4 Classroom
- Responsible pupils from the Y6 class may be used in classes to assist in supervision but they can never be regarded as having any charge of other pupils.
- All responsibilities attaching to an outdoor playtime still apply though emphasis will differ.

Timing of Breaks

Currently the timing of breaks is as per the timetables displayed in staffrooms

Absence of duty teachers

- In the event of the absence of a duty teacher, cover arrangements will be made by the Head or Deputy.
- If no supply teacher is engaged at the time of an absent teacher's duty other members of staff will on a rota basis fill that duty.
- Should a member of staff feel for any valid reason that they cannot complete a duty they must inform the Headteacher who will endeavor to cover it.

Supervision Ratios in EYFS :

- Children aged under two: At least 1 member of staff to 3 children 1:3
- For children aged two: At least 1 member of staff to every four children 1:4
- For children aged three and over: At least 1 member of staff to eight children if a practitioner has Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification working directly with the children the ratio can be one member of staff for every 13 children. 1:13 Ratios and supervision levels will vary depending on the number of children in the nursery and the behaviour and abilities of the children in the group. Manager is in the super numeracy ratio. Considerations and decisions will be made if a child requires 1:1 to meet their individual needs. The National Society for the Prevention of Cruelty to Children (NSPCC) recommends having at least 2 adults present, even with smaller groups. St.Nicholas' Nursery follows this guidance of supervision and will always have 2 practitioners supervising the children.

After School Care

The School offers After School Care from 3.30pm to 5.30pm. This is supervised as per a normal classroom ratio, and registers taken each day to monitor attendees and time of collection. Pupils are invited to complete homework during this time, but also undertake other group and independent activities.

Collection at end of the day.

Pupils will be collected at the end of the academic day from the front of School. Parents may also submit additions to the Safe Collection List should they wish for other adults to collect their child. If a child is late to be collected at the end of the School day, they will join After School Care until collected.

If a child is still in After School Care at 5.30pm, the School will contact parents to ascertain an estimated time for collection.

*This policy was reviewed and updated in Autumn 2018.
The next review will take place in Autumn 2019 or in light of relevant regulatory changes.*

Signed: Amit Mehta (Proprietor)