



FAIRSTEAD HOUSE

SUPERVISION POLICY

Whole School	Website
Statutory?	Yes
Responsible:	Head
Reviewed:	October 2023
Next Review:	October 2024



FAIRSTEAD HOUSE

SUPERVISION POLICY

Incorporating the Early Years Foundation Stage, and including the Non-collection of Children and Arrival and Departure Procedures For Early Years

Introduction

The safe arrival and departure of the pupils at Fairstead House School & Nursery and the supervision of children throughout the day is a priority to all members of the school community. As a school we strive to make school a safe and secure place to be.

Aim

The aim of this policy is to ensure that all staff are aware of the procedures for the supervision of pupils, including safe arrival and departure.

Opening Procedures

A number of staff have keys and a security tab to let themselves into the school building. The school buildings are locked and alarmed and can only be opened by staff. The first members of staff are present on site between 7:00 and 7:15am and the first children are on site from 7:30am.

Arrival of pupils

All parents may bring their cars into the school car park. As part of the school's commitment to sustainability, parents are encouraged to walk with their children to school, cycle or share lifts.

- Many parents walk their children to school entering through the middle gate and using the walking path.
- Those arriving by car during the busiest drop off and collection times enter through gate 1. School parents should drop their children by the front of the School (Reception - Year 6) and aim to pass through the car park without parking. Nursery parents should park in the first parking area, or continue to the main car park if there is no space.
- Between 9am and 3:20pm when all gates are closed, parents may enter through gate 2 using the intercom and park in the main car park.
- Parents let the nursery know of their arrival using the "Q-Bell" app, or by calling the designated phone number. A member of staff from the child's room then comes to the child's car.
- Parents of School children arriving during wrap-around care should call the designated phone number.

Non-collection of a child

If a child is not collected at the end of their Nursery session or After School Club, contact will be attempted with the parents and other designated adults. A member of the SLT must be informed, and two members of staff will wait with the child. If contact still cannot be made with any of the child's contacts after 45 minutes, the next step will be to contact Suffolk MASH Emergency Duty Service on 0808 800 4005.



If a child is not collected at the end of a fixture or off-site activity the same procedure applies.

Supervision arrangements: Reception - Year 6

Registration

A register of pupils is taken by the Form Teacher at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The office will let the child's teacher know of the absence and this will be recorded appropriately in the Register. If no contact has been made by the parent to explain an absence, then the School Office will ring the parents to get confirmation of the absence and this will be recorded in the Register.

Break times

The members of staff on duty supervise the areas to the side of the School, the climbing frame/bridge area, the field area and the Astro Turf Court. The session ends with a whistle being blown and children standing still and quietly. The children enter the school in an ordered, quiet manner.

There are three members of staff on duty for Reception and KS1 breaktime. One of these adults is there specifically for Reception age pupils.

There are two members of staff on duty for KS2 breaktime.

All staff should be aware of areas where bullying could occur and should be proactive in monitoring the children to prevent incidents of bullying or harassment by moving around the play areas. Where these do occur, they should be immediately reported to the children's Class Teacher as well as the member of staff on duty taking whatever action is appropriate to address the situation at the time that it occurs.

Security

Physical barriers of gates mean that children cannot access the car park during breaktimes. Gates and stone walls to the school create a barrier between the public road and children's playground and barked play area. Children cannot gain access to the buildings without the teacher's permission and use of their door fob.

Lunch time

A minimum of two members of staff are on duty in the playground for the duration of the lunch break to supervise children from Reception - Year 6.

Wet-break

Supervision of the children during wet-break requires the form teachers to remain in the classroom. During the lunch time break, they are relieved by staff for a short break period. Pupils are encouraged to sit quietly, socialising, playing board games or reading.

Coming Inside

Children must ask permission of the duty teacher to come inside at break. Any children



who remain in classrooms at break are the responsibility of the Form Teacher. After all breaks it is the responsibility of the person on duty to ensure that the doors and gates are closed.

Safety

Pupils are not to enter the Hall or Performing Arts Centre for lessons unless there is a member of staff in the room. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have unsupervised access to potentially dangerous areas, Science Lab, the staffroom, the cellar, the attic or any other storage areas. All flammables are kept securely stored away.

Departing Children After School

- Each day a number of children will have been enrolled in the After School Club, Prep or Activities. These children will go directly to them at the end of the day and stay there until collected at the agreed time or after 5.00pm, taken to the Hall for tea.
- All pupils are escorted to cars by an adult. Reception and KS1 pupils remain behind the brown fencing until their teacher/LSA takes them to their parent/guardian/car. KS2 pupils wait on the school steps or behind the brown fencing and are escorted to their parent/guardian/car by their teacher or LSA.
- Children not collected, but not enrolled in the After School Club or Prep, will be taken to the After School Club or Prep, and contact with the parent will be attempted; however, children will remain in the After School Club or Prep until collection. The children in After School Club do a variety of activities. A register is taken and children do not leave until the parent has collected them.
- All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to school unless prior arrangements have been agreed with the parents for collection at the off-site venue. At the end of all activities, pupils will be kept under the supervision of the teacher until they have been collected by parents.

Supervision arrangements: Nursery

Staff: child ratios

The nursery follows the statutory requirements for the EYFS with regard to child supervision as a minimum:

3.28. The manager must hold an approved level 3 qualification or above and at least half of all other staff must hold at least an approved level 2 qualification. The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

3.29. Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of



staff, and always within sight or hearing. Whilst eating, children must be within sight and hearing of a member of staff.

3.30. Only those aged 17 or over may be included in ratios if they are suitable, (and staff under 17 should be supervised at all times). Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

3.31. The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

3.32. For children aged under two:

- there must be at least one member of staff for every three children
- at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two
- at least half of all other staff must hold a full and relevant level 2 qualification
- at least half of all staff must have received training that specifically addresses the care of babies
- the member of staff in charge of an under two-year-olds' room must, in the judgement of the provider, have suitable experience of working with under twos

3.33. For children aged two:

- there must be at least one member of staff for every five children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

3.36. For children aged three and over in independent schools, where a person with qualified teacher status, early years professional status, early years teacher status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold a full and relevant level 3 qualification

3.37. For children aged three and over in independent school, where there is no person with qualified teacher status, early years professional status, early years teacher status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

Registration

The time of children's arrival in and departure from the nursery is recorded digitally on Famly. In the case of absence from nursery, the parent should contact the nursery to confirm that the child will not be attending that day. This can be done directly on Famly, or through the office. The office will let the nursery room know of the absence and this will be recorded appropriately. If a child is absent by the time that they would usually be in attendance, and there has been no notification of that absence, then the room staff



must make contact, or notify the nursery office so that a check can be made as to the reason for that absence. The school will always contact the parent if a child fails to arrive without an explanation.

Sleep supervision

When children are asleep, there is always at least one member of staff in the room checking on the children at regular intervals. Other members of staff are within hearing of the room and staff are called in to assist when the children start waking up. Each room has methods, including a telephone and iPad, to maintain communication at all times.

Outdoors

Nursery staff supervise the nursery children according to the ratio requirements above. Staff will make sure they place themselves all children can be seen.

Staff must make sure all of the gates are closed at all times, and are closed behind anyone who enters or exits.

When nursery children use the wider school grounds, they are closely supervised and limited to a contained space, such as the bark area. When the rest of the school are outdoors, nursery children will remain in their separate play area.

Staff induction

All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Staff receive training in safeguarding, staff code of conduct, the prevent duty, health & safety and fire safety, amongst other topics.

Missing Child

Please see the Missing Child Policy for details.