



**St John's Priory School  
Banbury**

## **SUPERVISION OF CHILDREN POLICY AND PROCEDURES**

**Applies to whole school including EYFS**

**Applies to:**

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours.
- all staff (teaching and support staff), the proprietors and volunteers working in the school

**Available from:**

- School Office and website

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement, and audit by the Headmistress.
- The proprietors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Responsibility:**

The Proprietors of the school are responsible for ensuring the implementation of procedures within this policy

**Legal Status:**

This policy has due regard to all relevant legislation, including but not limited to, the following:

- the Independent School Standards (the standards) . These are contained in the schedule to the Education (Independent School Standards) Regulations 2014 (ISSR), as amended, made under section 94 of the Education and Skills Act 2008; Part 3 Paragraph 14.
- Childcare Act 2006
- Employment Rights Act 1996

This policy also has due regard to the following statutory guidance:

- DfE (2024) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Working Together to Safeguard Children'
- DfE (2023) 'Keeping children safe in education'
- DfE (2019) 'Reducing teacher workload'



Michelle Jenkin, Headmistress

Date 15<sup>th</sup> January 2024



Giorgio Mystkowski, Proprietor

Date 15<sup>th</sup> January 2024

Review Date: January 2026

**Related Policies:**

School Mission Statement

Missing Child Policy & Procedures

Safeguarding Policy

Behaviour Policy

Anti-Bullying Policy

Health and Safety Policy

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## **INTRODUCTION**

This policy sets out the provision and procedures for the supervision of children at the **start of the school day**, during **break/lunch times** and at the **end of the school day**. Procedure for dealing with **personal accidents** are also given.

### **Supervision Duties for Staff**

There is a list of supervision duties issued each year and displayed in the Staffroom. All staff are responsible for checking and noting their own duties. Any changes must be agreed and marked on the rota on the staff room board. The outline arrangements for playground supervision are the same at morning break and at lunch times.

## **START OF DAY**

### **Before the start of School**

Children are not the responsibility of the school until they have been dropped off at the designated place from 8am. In exceptional circumstances, if a parent needs to drop a child off before this time, they must make arrangements with the Headmistress. Children may be dropped off at the school gates from 8.00am until 8.30am. Two members of staff are present at the gates each morning and supervise the children and site security until the gate is securely locked at 8.30am. All children in the Prep School must keep their belongings on the playground, in the bag stores provided, until the school bell is rung at 8.30am, when children are then supervised entering school and their classrooms. All late arrivals enter through the front door and children are registered and escorted to their classrooms by a member of staff.

### **Registration**

Each class is registered at 8:40am and if there are any unaccounted absent children the teacher informs the school office. Registers close at 8.45am. Afternoon registers are taken again at the start of the afternoon session. All registers are returned to the school office promptly after registrations and are checked by the office staff so that any unauthorised absences can be promptly queried through contacting the parents/family.

## **DURING THE SCHOOL DAY**

### **Collection and return to school**

Where a pupil arrives late or requires to be collected early (for example, for medical appointments or in the event of the child going home unwell), the member of staff supervising the arrival / collection will enter the child's name, arrival/collection time and reason for the absence in the Late Arrival/Collections folder.

### **Collection of a child to a private lesson during the school day**

Peripatetic Teachers will provide Class Teachers with a rotating timetable so that the same lesson is not missed each week. All Peripatetic Teachers will accompany the child from their classroom and return them to their correct class after the lesson.

## **MEALTIMES**

Teaching staff and other adult staff members supervise and serve the children at lunch times. There are two lunch sittings;

- the first sitting is for children in the Early Years, who are supervised by qualified Early Years staff; and
- the second sitting is for the Prep school children, who are supervised by teachers and adult staff members.

The children are served food by qualified and appropriate checked named members of staff from our catering provider.

St John's Priory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

## **PLAYGROUND/OUTDOOR SUPERVISION**

### **Prep School**

The designated play area for the Prep School is the main playground, which will be used in fine weather. 'Wet Play' refers to a playtime that is not deemed to be safe on the playground, and supervised play will then be moved indoors. This may be due to meteorological conditions or any unforeseen condition.

Teachers and other adult staff members who are well known to the children supervise pupils at all break times. Codes of behaviour and practice are established by the children and staff in PSHEE and Citizenship lessons. Older children take seriously the responsibility of caring for younger children at break times and see this as part of their daily role at St Johns Priory.

### **Little Conkers (EYFS)**

Children in our EYFS setting have access to "the garden", a secure, enclosed lawn and outdoor play areas within the Little Conkers setting. The children are appropriately supervised by qualified staff at all times when using the outdoor area.

**Lunchtime play follows the playground supervisions as detailed above.**

### **General Guidance for Playtime Supervision**

1. Supervision is undertaken by circulating amongst children and observing all areas of the outdoor area.
2. During episode of wet play, the supervising staff members will similarly circulate amongst the children in the designated area.
3. There will always be at least one training First Aider present for each break duty. The first aider will attend to minor accidents and send for additional support if necessary. The staff member an accident must complete a Medical Incident Form as soon as possible. The form should be completed with as much detail as possible and signed and dated by the staff member.
4. Children are expected to follow the playground rules. In the event of an incident taking place on the playground, the staff member must complete an Incident Form as soon as possible. The form should be completed with as much detail as possible and signed and dated by the staff member. This should be given to the Form Tutor and the Headmistress or Deputy Headmistress should be notified.
5. No child may leave the playground without first notifying the staff member on duty.
6. Playground Monitors and Prefects and are responsible for encouraging positive play, supporting younger pupils in resolving disputes and overseeing the safe and correct storage of playground equipment at the end of break times

### **Rules for Playground**

1. The playground rules are displayed in classrooms and in communal areas around the school.
2. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission from the staff member on duty and must report to the same adult upon their return. In the event of an emergency, the children will be accompanied by a staff member.
3. Children are expected to respond to the bell; stopping play when it is rung and listening for instruction.
4. At the end of play, children are expected to line up in an orderly fashion.

### **Equipment**

1. Equipment (from the store) may be used by any year group.
2. The staff member on duty will determine whether particular equipment is appropriate and safe, taking into account weather conditions.
3. Equipment must be put away when finished with.
4. Equipment must be used in the appropriate manner.

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## END OF THE SCHOOL DAY

### EYFS

- The school day ends at 3.20pm and parents/carers enter the School grounds via the main gates and make their way via the steps to the Little Conkers main entrance, where their children will be dismissed by Early Years staff members.
- Afterschool clubs run until 4.30pm, when children may be collected from the main playground.
- Afterschool runs until 6.00pm. Parents/carers collecting children from Afterschool after 4.35pm will need to press the intercom buzzer at the main door, which will alert the staff in Afterschool that they are waiting. Once verified, the parent/carer will be “buzzed” in and, after checking that the door is securely closed behind them, will make their way to the Afterschool room, where a member of staff will dismiss their child to them

### Prep School

- School ends officially at 3.30pm and parents/carers enter the School grounds by the main gates and make their way to the main playground, where their children will be dismissed by staff members,
- Prep is offered to pupils in Years 3-6 until 4.30pm when children may be collected from the main playground.
- Afterschool clubs run until 4.30pm, when children may be collected from the main playground.
- Afterschool runs until 6.00pm. Parents/carers collecting children from Afterschool after 4.35pm will need to press the intercom buzzer at the main door, which will alert the staff in Afterschool that they are waiting. Once verified, the parent/carer will be “buzzed” in and, after checking that the door is securely closed behind them, will make their way to the Afterschool room, where a member of staff will dismiss their child to them.

**In the event of a child not collected from school, the procedures detailed in the Missing Child procedures will be followed.**

## SUPERVISION RATIOS

Our School has determined minimum levels of supervision, as follows:

	Prep School	EYFS
Early morning and after school care	1 teacher to 30 pupils	In accordance with the DfE (2024) 'Statutory framework for the early years foundation stage'
Mid-morning	1 teacher to 30 pupils	
Lunchtime	1 teacher to 30 pupils	

### Day Visits

For day visits there must be at least one teacher in charge of any party, however, adults other than teachers may accompany visits to provide appropriate levels of supervision.

The following adult pupil ratios are recommended for pupils of different ages, but all individual trips must be risk assessed and the visit leader must decide on the appropriate ratios based on information about the pupils:

Nursery (3-4)	1 appropriate adult to 3 pupils
Reception (4-5)	1 appropriate adult to 6 pupils
Key Stage 1 (5-7)	1 appropriate adult to 8 pupils
Key Stage 2 (7-11)	1 appropriate adult to 10 pupils

### **Other Activities**

For residential visits supervision levels are to be in the ratio of at least one adult to fifteen students and normally at least two suitably qualified, experienced teachers will accompany the party. Hazardous activities require higher ratios of adults to children, and these are determined in consultation with the Headmistress.