Kew Green Preparatory School

Supervision of Pupils (including EYFS) policy

Objectives

Kew Green Preparatory School maintains the correct staff:pupil ratio. This policy will outline the ratios that will be adhered to. For the staff:pupil ratio it is always important to assess the risk with the appropriate balance of staff to the number of pupils, considering the requirements for pupils in the Early Years Foundation Stage.

Staff: Pupil Ratio

Any school visit must be led by a permanent qualified member of teaching staff.

The required staffing levels will vary depending on the activity, age of participants, group size, location of the visit and the efficient use of resources. There will be a minimum of two qualified members of staff on all trips (including an additional parent helper when required).

In line with DfES guidance, Kew Green Preparatory School has adopted the following criteria for visits away from the locality of the school:-

- 1 adult for every 5 pupils in Reception classes.
- 1 adult for every 6 pupils in years 1 and 2
- 1 adult for every 10 pupils in years 3, 4, 5 and 6

Ratios can be adjusted to be lower where required to reflect the nature of the trip e.g. near water

1. Playtime and Lunch

Break/Playground Supervision

1.1 There are two morning break times and two lunch break times, split across Lower and Upper School.

Lower School: 10:00am – 10:30am / 12:00pm – 1:00pm
Three members of staff will supervise the playground, splitting between the upper and lower level and Early Years area of the playground. All staff have appropriate qualifications to supervise playtime, including First Aid and Paediatric training for Early Years.

Upper School: 10:30am – 11:00am / 12:30pm – 1:30pm
Two members of staff supervise the playground, splitting between the upper and lower level. Upper School snack takes place in the school hall and year groups enter at specific times, with a member of SLT on duty to oversee the snack provision. All staff have appropriate qualifications to supervise playtime, including First Aid and Paediatric training for Early Years.

1.2 A duty rota (including playtimes and dining room) is issued each term. The children will be within sight and hearing of a member of staff on duty and both side gates are closed.

1.3 If an incident occurs on the playground which involves one member of staff to leave the area, it is the responsibility of that member of staff to ensure an alternative member of staff replaces them on the playground.

1.4 If a pupil needs to use the toilet, he/she needs to ask the permission of a member of staff on playground duty.

1.5 After the five-minute bell has sounded, the member of staff supervising the climbing area needs to ensure that all children are sent out of this area.

1.6 Children should not be in classrooms unsupervised during break time.

1.7 Playground equipment is collected by children and supervised by adults on duty from the playground containers. It is returned when the 5-minute bell is sounded for the end of play. There are prefects to help with this.

1.8 When the bell rings, pupils are expected to immediately stop what they are doing and listen to instructions from the staff member who rang the bell.

Lunch supervision

1.9 School lunch is compulsory for pupils and is an integral part of their education. Teachers are required to undertake lunchtime supervision duty in the Dining Room. Kitchen staff serve the children their main meal, while the allocated duty staff support Dining Room behaviour and monitor/support the children eating.

1.10 All pupils are supervised by one member of teaching staff and are served by staff who have Level 2 food safety training.

1.11 Lunch procedure: the member of staff on duty calls year groups from the playground. They line up outside the dining hall and come in, in an orderly fashion, and either use the hand sanitising station next to the door or go to the hand basins to wash their hands.

2. SEND and specific safeguarding or welfare issues

2.1 If a child has Special Educational Need, or there are specific safeguarding and welfare issues, which require additional supervision in the playground to ensure his/her safety, then a separate risk assessment will be drawn up and shared with the appropriate staff at section or whole-staff briefing meetings.

3. Accidents

3.1 Minor Accidents

3.1.1 The welfare officer will initially assess whether the injured child requires first aid treatment. If the welfare officer is unavailable, pupils will be treated by a trained member of staff.

3.1.2 If treatment is deemed necessary, the member of staff should treat the child using the First Aid kits available around the school if they feel confident and comfortable in doing so. This would likely be appropriate for minor bumps, grazes, pinches and cuts. The staff member on duty will verbally pass on the necessary information to the Class Teacher. If required – e.g., a pupil is repeatedly requiring First Aid for minor accidents – the staff member on duty will record this observation on CPOMS.

3.1.3 All Class Teachers have a first aid bag in their classroom and should administer first aid treatment themselves wherever possible.

3.1.4 Early Years provision
All Early Years staff always receive first aid training with at least one with a current paediatric certificate on the premises when children are present and accompanying (all under 5s) children on trips.

3.2 Serious Accidents

3.2.1 If a serious accident occurs the Welfare Officer and/or a member of SLT is sent for. (See First Aid policy for procedure)

3.2.2 The Welfare Officer will inform parents and if necessary, an ambulance is called. In the event of the Welfare Office being unavailable, the office staff or a member of SLT will contact parents and/or an ambulance.

3.3 Record keeping. All head injuries and major injuries are recorded in the accident book in the school office. Please refer to the First Aid Policy for further information regarding the procedures.

4. Wet morning and lunch breaks

	MORNING BREAK
LS	All pupils go to their classrooms and are supervised by the members of staff on duty.
US	All pupils go to their classrooms and are supervised by the members of staff on duty.

	LUNCH
LS	Children remain in their classrooms supervised by members of staff on duty. The children will be called to the Dining Room for lunch and then return to the rooms where they are based, if it remains Wet Play.
US	Pupils remain in their classrooms and are supervised by members of staff on duty The children will be called to the Dining Room for lunch and then return to the rooms where they are based.

Films should not be shown during wet breaks and lunchtimes. Shorter programmes and educational clips may be shown at the discretion of the supervising staff member. Games, pencil and paper activities should also be accessible on the tabletops, throughout the Wet Play Session.

It is the responsibility of staff on duty to ensure the classrooms and children are ready for their next lessons at the end of the wet break. Staff must lead children to tidy up; allocating enough time for them to go to the toilet, wash their hands and have a drink before lessons start again.

5. End of Day

5.1.1 At the end of the final lesson, all children should pack their bags and have all belongings ready for the end of the day and be given time to do this.

5.1.2 Teachers who have taught classes at the end of the day ensure children have everything they need and escort them to the front gravel where they are dismissed to a known adult.

5.1.3 Pupils in Reception are dismissed from the Reception Lodge to known adults.

5.1.4 Once collected, parents are advised to exit the school. There will be a member of the site staff on the playground gate to ensure no pupil leaves without their parent or approved adult.

5.1.5 Before every pupil at KGPS is handed over into the care of an adult permitted to collect, they must make eye contact and say 'Good Afternoon' to the Teacher or Teaching Assistant.

5.1.6 Pupils in Aftercare are added to a register by the member of staff responsible. When parents come to pick their child up, the member of staff on duty signs the child out and records who has collected them and collection time

5.1.7 Before clubs, pupils are supervised in the playground by 2 members of staff (one TA plus one member of SLT). Early Years children are supervised in their classroom by the Early Years team. The bell is rung at 3.40 and children line up in front of staff responsible for the club they are attending. Registers are taken (on Evolve) for all clubs. These staff members are responsible for dismissing the children to known adults after clubs.

6. Wraparound Care

The school provides, for an extra fee, a service to working parents by looking after pupils before and after school.

Morning-care

6.1.1 Timing: 8am – 8:20am, Monday – Friday.

6.1.2 Location: pupils in morning-care are supervised either in the Computing Room or an allocated classroom.

6.1.3 Registration: pupils in morning-care are registered by and left in the care of a designated member of staff on duty (Teaching Assistant/School Welfare Officer).

After-care

6.1.4 Timings:

- Reception Year 1 & Year 2, 3:20pm – 6pm
- Upper School (Year 3 – 6), 3:30pm – 6pm

6.1.5 Location: pupils in after-care are supervised in the school hall or allocated classroom.

6.1.6 Registration: the After-Care Supervisor completes the registration sheet for all pupils due to attend after-care and adds any additional names to this register. Pupils who are not collected from their club will be taken to the office to contact parents and then taken to after-care and their name will be added to the register. All pupils in after-care are registered by the After-Care Supervisor or, in their absence, by another member of staff who is timetabled to cover

6.1.7 Collection: pupils are collected from the hall and the dismissal register completed. Each day, there will be a member of SLT on back-up duty and they will stay until all pupils have been collected.

Responsibilities of After-Care staff

6.1.8 Register all pupils and as pupils leave, indicate their departure time on the register.

6.1.9 Ensure the register is returned to its appropriate place in the school office.

6.1.10 Ensure snack is given to those in after-care and that all dietary requirements and restrictions are adhered to.

6.1.11 In case of fire, evacuate and mark register at Assembly point.

6.1.12 Staff on duty must actively seek individual pupil information regarding SEND or Safeguarding and Welfare from appropriate member of staff (Class Teacher, DSL, SENDCo or Head of Section).

After-care back-up: responsibilities of Senior Leaders

6.1.13 Check that the After-care Supervisor is in school. If not, ensure cover is arranged.

6.1.14 Answer the telephone once the office staff have left and the phone is re-directed to the SLT member in charge or the SLT member will situate themselves in the office.

6.1.15 Supervise assembly of pupils, staff and marking of registers in case of fire.

6.1.16 If children are left beyond 6pm, the member of SLT on duty is to take over the responsibility of care for remaining pupils until they are collected. If they are not collected, the SLT member is to follow *Procedure for an uncollected child, as detailed below.*

7. Clubs

Collection and registration

7.1.1 Pupils attending clubs are collected from the playground at 3.45pm.

7.1.2 The register is completed at the start of the club session and if a pupil is absent from the club, the club staff must identify the missing pupil/s whereabouts. Absent pupils will be followed up either by checking with the Class Teacher or contacting the School Office, before the club can start.

7.1.3 The register is taken on Evolve. For external clubs, printed registers are provided by the office staff before the start of their session.

7.1.4 After the club is finished and all pupils have been dismissed, pupils who have not been collected are taken to the office for the school to phone parents/nominated adult for collection and then dropped off at after-care.

7.1.5 In the event of a fire, the member of staff leading the club will immediately evacuate the pupils and mark the register at the assembly point.

7.2 Organisation

In the event of a club teacher being absent, the Head of Clubs (or in their absence the Deputy Head) will arrange cover. If cover cannot be arranged at short notice parents are informed. Parents may choose to come and pick up children or they will be looked after in after-care.

8. Swimming

8.1 Children in Yr 2-5 have one term of swimming per year. Children travel to the swimming pool (Pools on the Park in Richmond) in classes supervised by an appropriately qualified member of staff on the coach.

8.2 Before getting on the coach, a register is taken and again when arriving at the pool.

8.3 A headcount is taken before the coach departs the school/the pool. This happens before pupils get on the bus and again when pupils have their seatbelts on, before the coach departs.

8.4 There are 2 external members of staff at the pool who are qualified swimming teachers who lead the lessons. Each class has a 30-minute lesson.

8.5 Children are supervised by Kew Green staff at all other times.

8.6 Medical bags are carried with the member of staff on the coach and children requiring medicines (epipens/asthma pumps etc) are collected from the office before travel.

9. Sports lessons and activities on Kew Green

9.1 Children are escorted across to the green and the correct ratio of staff to pupils is always maintained for lessons.

9.2 Class teachers take children down to the ramp at the front of school to be collected by sports teachers. A register is taken before pupils move from the ramp.

9.3 First aid kits and individual medical bags for pupil (epipens, asthma pumps etc) are taken to the green.

9.4 After Upper School games, sports staff dismiss to the parents/to clubs. During the day, sports staff take the children back to the relevant classrooms.

9.5 For children who have individual music lessons it is the responsibility of the peripatetic teacher to ensure the child is taken across safely and handed to the sports teachers.

10. Sick Child Procedure

10.1 Children who are unwell are sent either to the office or the medical room.

10.2 Office staff/Welfare Officer check with section heads and then if felt necessary contact parents to collect their child. A note of this is made on ISAMs.

11. Medical and First Aid

11.1 See KGPS First Aid Policy, Medical Conditions Policy, Staff Induction Policy

11.2 All Early Years Teachers and the majority of Early Years Teaching Assistants hold a current Paediatric First Aid training qualification which is renewed every three years. It remains the intention for all other staff who are regularly in contact with early years to have paediatric training too. However, when this is not possible, a member of the Early Years team with paediatric first aid training will be present with the class.

11.3 On site, all children have immediate access to first aid trained staff between the hours or 8am – 6pm, including Aftercare staff. All children going off site for a school trip or excursion will be accompanied by a staff member with first aid training, basic life support training and paediatric training for the early years children. An age appropriate first aid kit will be carried by staff for all off site visits.

11.4 All KGPS staff promote the good health of children. Parents and/or carers are made aware of medical procedures in our Upper and Lower School Handbook (and parent information) and our policies are accessible online. These clarify our response to children who are ill or infectious, how we take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

11.5 All medicine (both prescription and non-prescription), is only to be administered to a child where written permission has been given. All parents sign a consent form at the beginning of the school year, regarding treatment of minor ailments, such as headache or slight temperature.

12. Procedure if a parent/carer/approved adult fails to collect a child

12.1 KGPS offers an after-care service until 6pm. This will be used if a parent has not arrived at the normal collection time, either at the end of the school day or after an after-school club. In this situation, a member of staff from the school office will contact the parent/carer/approved adult to find out where they are. After notifying the office, the member of staff looking after the pupil will take the uncollected pupil to after-care. The After-care Supervisor will add the pupils name to their register. The child will then be looked after until they are collected at or before 6pm. Once collected, the After-care Supervisor will mark the time of collection for the pupil on the register.

12.2 Parents are asked to telephone the school immediately if they know they will be late due to traffic, an accident etc…, to avoid undue concern and leave a contact mobile number.

12.3 If a child has not been collected by 6:10pm, the member of SLT who is overseeing after-care as back-up will telephone parents. Should there be no reply, emergency contact number (provided by the parents) will be called until contact has been made. If no one is spoken with directly, the message that the child has not been collected and that they need to contact the school immediately will be left on answer machines, along with the school

telephone number. All reasonable attempts will be made to contact the parents or approved adult for collection.

12.3.1 If no contact has been made with a parent, emergency contact or approved adult for collection by 6:30pm, for the welfare of the child the SLT member on duty will contact Kingston and Richmond SPA on 020 8770 5000 (Out of Hours)

12.4 The SLT member on duty will wait with the pupil until the pupil is either taken home or a pupil's school family friend or social care have collected the pupil.

12.5 The SLT member on duty will log notes of the incident on CPOMs directly linking the log to the DSL.

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