

Supervision of KS1 and EYFS pupils throughout the school day

Written By	Head of Pre Prep
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ISI Codes	E6

The supervision of KS1 and EYFS pupils is the responsibility of everyone working in the Pre-Prep. During lesson times this will be the relevant year group teachers and assistants, but during lunch and breaks it falls to everyone to be vigilant. Children should be closely watched and if moving between buildings or rooms they should be lined up with staff at the beginning and end of these lines. Headcounts should be completed at appropriate intervals to ensure that children stay together and do not go missing. Ratios for our 3 year olds and over are 1:8 (unless a level 6 trained member of staff is present, or a qualified teacher) in which case it can rise to 1:13 for that staff member. In the EYFS we have 2 EYFS Practitioners trained to level 3, 1 trained to level 6, and one qualified teacher.

Nursery

There are currently two staff working daily within Nursery. The Head of Pre-Prep is responsible for organising the supervision during 'class' time and ensuring that correct ratios are adhered to at all times.

Reception class

There is one teacher plus a trained EYFS practitioner within the reception class. The teacher is responsible for grouping and staffing her class and ensuring that pupils are correctly supervised at all times.

KS1

Key Stage 1 classes have a qualified teacher per class, plus there is one KS1 teaching assistant who help across the key stage.

Registration

All classes must be registered at the start of the morning and afternoon sessions. Nursery staff need to be fully aware of sessions attended by their children and complete the register accordingly.

Playtimes

Ratios are adhered to at all times (see separate duty rota for full details). All staff are first aid trained and the school matron is available throughout the full school day from 8am-6pm. A close watch must be kept on the very youngest children. Staff should position themselves at intervals around the perimeter of the play area in order to supervise the area closely. Staff should not bunch together to chat during playtime and should remain vigilant.

All staff will sit with and serve the children at lunch time. They will supervise healthy eating and model good table manners through the shared mealtime.

After School care

Two Pre-Prep teachers will be on duty each evening, with staff making sure the ratios remain within 1:8 for our three year olds. Snacks are provided and all staff are Food Hygiene trained. All Pre-Prep staff are paediatric first aid trained and school matron is also on site at all times. Registers are taken and children are signed out when they are collected.

Clubs and Activities

Clubs and activities usually run from 4-5pm. They are available for reception children and above. Ratios are adhered to and are checked by the Head of Pre-Prep. All staff taking a club must register the attendees for each session. Children are collected for their club from PP by the staff member in charge and returned to PP at 4.50pm. Parents then collect from the PP at 5pm and staff check them off on the register as they leave. Any children who are not collected are taken to the late duty teacher and registered again there.

Assemblies

Staff accompany their classes to assembly.

Swimming

Staff take their classes swimming to aid with changing and supervision in the pool. There are support staff in the pool during the swimming sessions and a qualified swimming coach and trained lifeguard are in attendance at all times.

School trips

We adhere to the agreed legal ratios at all times and where possible two members of staff travel on minibuses. One staff member will travel in the body of the bus with the children for an EYFS trip. Headcounts are taken at regular intervals. All trips are risk assessed in line with school policy. One member of staff will have a Paediatric first aid qualification on all EYFS trips.

Lessons in Prep School

Reception and KS1 children attend some lessons with the specialist prep school staff in the main site. One member of staff should accompany them – this could be a TA or teacher on rotation.

Collection of children

No children will ever be released into the care of an adult who is not recognised by staff or for whom parent consent has not been given. Parents must inform staff in writing if there is to be a change to collection routines and photos or a password provided for identification purposes. If in any doubt, staff must not release the child and should call the parent and inform the Head of Pre-Prep. Please see the Supervision Policy, procedure for uncollected children and the whole school Missing Pupil policy for further information. Please also refer to duty rotas and personal timetables for further information on ratios and staff supervision.