St Mary's School
CAMBRIDGE

Supervision of EYFS pupils throughout the school day

This policy is the responsibility of the Head of Early Years

Last review: September 26

Next review: September 27

Overview

It is the policy of St Mary's School, Cambridge (the School) that any pupil in the Junior School is always given full supervision and care while they are the responsibility of the School. Simple classroom and school rules, and basic health and safety procedures are discussed, taught and actively promoted in the EYFS classrooms. The teacher exercises professional judgement about every pupil in all situations throughout the School day.

Arriving at school

The exterior door to the Coach House, where the EYFS classrooms are housed, has a code pad. The code is only known by members of staff and is changed regularly. Pupils are dropped off by their parents or carers either at the Brook Gate or on the front driveway from 8:00. They are then escorted to the classroom by an adult where they are met by their class teacher.

Visitors

All visitors to school, including parents/carers must ring the bell on Acton House and wait to gain entrance. The visitor/parent must then sign in and wear a visitor's badge. Any visitor to the EYFS is always accompanied by a member of staff. The teacher/LSA is always present when visitors/parents come to the EYFS to carry out presentations or talks.

Procedure throughout the school day

Electronic Registration takes place at 8.35am. The secretary follows up any unexplained or unauthorised absences. Any parent and pupil arriving late will ring the bell at Acton House where the school secretary will register the pupils in the office before the parent/carer brings the pupil to the Coach House. Once a pupil enters the school at 8.00am she will only leave the classroom to use the toilet or to visit another classroom in pairs, on the teacher's instruction. Pupils are appropriately supervised throughout the school day. When pupils move between classrooms or use the toilet, staff remain aware of their whereabouts and ensure that appropriate supervision is maintained. The outdoor area is secure, fenced and gated with a safety latch. All outdoor apparatus is safety checked regularly by EYFS staff e.g., Tricycles and climbing frame

Outside play

A safety check takes place each day in the outside area before pupils are allowed to play outside. Discussion takes place with the pupils about playing safely outside and inside and simple rules are established. A member of staff always accompanies pupils when they are outside. Pupils seek permission to go to the toilet so that the member of staff on duty is always aware of their whereabouts.

Accidents

If a pupil has an accident outside, or inside the building, she will be treated by the member of the EYFS team. More serious incidents will be treated according to their severity as set out in our School First Aid policy. Details of the accident are written up in the EYFS First Aid folder and logged. Parents are informed of all accidents either by note, phone call or in person at pick- up time.

Care and supervision in the School Buildings

EYFS pupils are appropriately supervised at all times, both indoors and outdoors. Staffing arrangements and staff-to-child ratios are in accordance with the applicable EYFS requirements and take account of the age, needs and circumstances of the children

When they are moving around the Coach House building or between buildings they are always accompanied. Pupils keep to the left-hand side and when climbing stairs are taught to hold the handrail. On the stairs a member of staff will always escort the EYFS pupils on the stairs to ensure their safety. Pupils are taught to walk, not run, in school.

Each room is risk assessed by the Health and Safety manager and in the EYFS classrooms the class teacher also carries out her own risk assessment. All planned activities are risk assessed by the teacher although a written risk assessment may not necessarily be made. A risk assessment for a school trip will always be made in line with school policy.

Illness

All staff are aware of any medical needs of the pupils and if a pupil becomes unwell during the day she is monitored by the class teacher/LSA for a short while. If the pupil needs to go home the Head of Pre-Prep is informed, or a member of SLT in her absence. While the pupil waits for the parent she remains inside and is made comfortable under close supervision. If the parent cannot be contacted, or may take some time to reach school, the pupil may be taken to the medical room where she can lie down. An LSA will remain with her and closely monitor her. If a pupil needs prescription medicine during the day it will be given, and recorded, in line with the procedures set out in the Medicines and Illness Policy.

Snack time and Lunchtime

Preparation of lunch takes place in the Junior School kitchen, snacks are prepared in the EYFS kitchen, according to Health and Safety regulations. All adults who prepare food hold a Level 2 Food Hygiene certificate. When the pupils are eating, they are always seated and are closely supervised. Basic hand hygiene is taught and is supervised before eating. Snacks are served in the EYFS classrooms and lunch is served in the dining hall, under the care and supervision of the EYFS team. Adults helps with cutting up the food and support children when clearing their plates at the end of the meal. Appropriately sized cutlery is provided for EYFS pupils. Healthy eating is actively taught as a part of the curriculum and pupils are gently encouraged to make healthy food choices.

End of the day

Pupils are escorted to the front gate by a staff member. Those booked onto Coach House club wait inside the Coach House. A letter, email or note must be submitted if the pupil is being picked up by someone other than the parent or carer. Such information is passed onto members of staff who are supervising the pupils after school in late stay or Twilight Club. Parents may enter school to collect children from Coach House Club and Late Stay at the end of the day. They call the bell at the front gate and a member of staff can unlock the gate remotely. If a child is not collected by 4.00pm then they will join Late Stay club.

If a pupil remains in school for Late Stay, she will be given a snack and then remain in the EYFS classrooms to play until she is collected. A register is kept for all attendees. EYFS pupils in after-school care are appropriately supervised and staffing arrangements comply with the applicable requirements for the provision. If a pupil is not collected by 6.00pm she is left with the SLT member on duty who will try to contact parents using the emergency contact numbers on ISAMS. If no contact is made after a reasonable time (approximately 1 hour) the arrangements for 'when a pupil is not collected', as set out in the Missing Child and Uncollected Child Procedure (see website policies page), will be followed.