St Mary's School
CAMBRIDGE

Arrangement for the supervision of EYFS pupils throughout the school day

This policy is the responsibility of the EYFS teacher.

Last review: October 2020.

Next review: September 2021

Overview

It is the policy of St Mary's School, Cambridge (the School) that any pupil in the Junior School is given full supervision and care at all times 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 Reception classroom. 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 Reception class is 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 Reception classroom is always accompanied by a member of staff. The teacher/LSA is always present when visitors/parents come to the Reception classroom to carry out presentations or talks.

Procedure throughout the school day

Electronic Registration takes place at 8.45am. 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. No pupil is left unsupervised at any time within or out of the classroom, except for these instances. In the case of outdoor play an adult is always present. The outdoor area is secure, fenced and gated with a safety latch. All outdoor apparatus is safety checked regularly by the caretaker e.g. Tricycles

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. During break times a member of staff is on duty on the Pre-Prep playground. Pupils seek permission to go to the toilet so that the member of staff on duty is always aware of their whereabouts. At the end of playtime, the bell is rung and pupils are expected to be silent and line up without talking. Pupils will be collected from the playground by a class teacher and led to the classroom. In wet playtime pupils remain in a classroom and are supervised by a member of staff and the pupils engage in quiet activities.

Accidents

If a pupil has an accident on the playground, or inside the building, she will be treated by the member of staff on duty. If the accident requires more attention a paediatric first aider will be called for treatment. 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. 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

Reception pupils are largely taught in their classroom where the statutory ratios for supervision are always adhered to. 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 hand rail. On the stairs a member of staff will always escort the Reception 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 Reception classroom the class teacher also carries out her own risk assessment, furthermore these are displayed in the classrooms. 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 Pre-Prep co-ordinator is informed or another 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 snacks and meals take place in our kitchen according to Health and Safety regulations. When the pupils are eating, they are always seated and are closely supervised. Basic hand hygiene is taught and is

supervised before eating. Pupils are accompanied to the dining hall and are served hot food at their table under the care and supervision of the class teacher. The Class teacher helps with cutting up the food and clearing the 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. When pupils have finished eating, they are accompanied by an LSA to put on their coats and are taken out to play.

End of the day

Pupils wait inside the Coach House and each pupil is personally handed over to the known parent/carer by the class teacher/LSA at the back door of the Reception classroom. A letter, email or note in the pupil's contact book 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 at the end of the day to meet with teachers or to collect belongings. Alternatively, parents can choose to collect their daughter from the driveway or make use of the 'Flexi Pick Up' arrangement. If the pupil is being collected from the driveway then a member of staff will escort them to the front of the School and hand them over to a known parent/carer. Children being collected from 'Flexi Pick Up' will be escorted to the lawn and supervised by a member of staff until they are collected. 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 accompanied to tea in the dining room by a member of staff and remain there with an adult until she is collected. A register is kept for all attendees. Parents/carers ring the doorbell to gain access to the dining room to collect a pupil from Late Stay or Twilight. EYFS pupils in after school care are kept to the recommended ratio of 1:8. 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.