



The Froebelian School

Supervision of Pupils Policy

Whenever appropriate, the provisions of this policy apply to all aspects of the school including the Early Years Foundation Stage, Breakfast Club, Little Acorns, Homework and Activities Club, Summer Holiday Club, school trips and extra-curricular activities.

This policy should be read in conjunction with the following policies:

- Safeguarding and Child Protection
- Site Security, Access Control, Workplace Safety and Lone Working

We have trust and confidence in those who work with children at Froebelian because we take great care to ensure that they are suitable people, that they subscribe to the values and ethos of the school and that they receive on-going support and guidance.

We ensure that there is supervision by a person who is in regulated activity, that the supervision is regular and day to day; and that the supervision is reasonable in all circumstances to ensure the protection of children. Our supervision both of pupils and of those who supervise pupils is thorough and on-going. When deciding on the level of supervision required we will take into account:

- the ages of the children, including whether their ages differ widely;
- the number of children that the individual(s) is/are working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual's work;
- how vulnerable the children are;
- how many staff would be supervised by each senior member of staff.

All adults, including volunteers, who might have unsupervised access to children will be subject to thorough checks (e.g. DBS clearance) and will receive training, guidance and on-going support from teachers and senior staff.

All pupils are supervised appropriately throughout the day. The following is an effective summary of the supervision at Froebelian:

- 07:30 to 08:20
Breakfast Club - Pupils are brought to the Hub by parents/carers and remain there under the supervision of staff.
- 08:10 to 08:40
Playground - Pupils may be left in the playground by parents/carers and are supervised by staff. EYFS children are taken to the member of staff on duty who will closely supervise them until the start of the school day.

- 08:40 to 12:00
Morning session - Pupils are supervised by staff throughout lessons, activities and playtime.
- 12:00 to 13:10
- Lunch, activities and playtime - Pupils are supervised throughout this period and the ratio of staff to pupils reflects the different ages and needs of the children. 13:10 to 15:30
Afternoon session - As in the morning, pupils continue to be supervised by staff throughout lessons, activities and playtime.
- 15:30 to 18:00
After school activities and Homework and Activities Club - All activities after school are supervised by Froebelian staff (or by third party activity providers who have DBS clearance) and children are either supervised in the school or playground until collected by parents/carers.

Supervision Off-site

If pupils are taken off-site, a thorough risk assessment is completed and checked by the Educational Visits Co-ordinator and the Headteacher or Deputy Headteacher. Residential trips are carefully assessed for their suitability and Froebelian staff always accompany such trips.

We conduct detailed risk assessments both within school and when taking pupils off-site to ensure that the adult to pupil ratio is always sufficient to meet the needs of the children. For pupils from five to seven, a staffing ratio of 1:8 is recommended when taking pupils off site. For older pupils from eight to eleven, a risk assessment should be carried out so that the staffing ratio is appropriate to the circumstances.

Supervision in EYFS

We follow the requirements as detailed in the EYFS Statutory Framework below.

Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.

Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

Early Years Providers

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- for all other classes there must be at least one member of staff for every 13 children
- at least one other member of staff must hold a full and relevant level 3 qualification

For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

Before/after school care and holiday provision

Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have.

Break and lunchtime:

The EYFS Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest or sleeping. This is with the provision that all the relevant staff are in the vicinity and readily available. The school should undertake risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS. Inspectors make a professional judgement on the level of supervision and raise an issue if they have concerns. Safety should always be the first priority. It is unlikely that it would be acceptable for lunch-time supervisors to hold no qualifications and for qualified staff to be distant from the EYFS children.

Staff are all on hand to assist the lunchtime supervisors with children in the EYFS if this is necessary. Children who are in Lower Kindergarten (Nursery) are collected from the playground at 13.00 by EYFS staff.

Parents/carers who arrive early to collect their children over lunchtime are asked to go to the office. A member of the office staff will then go and collect the children.

EYFS Supervision Off-site

If pupils are taken off-site, a thorough risk assessment is completed and checked by the Educational Visits Co-ordinator and the Headteacher or Deputy Headteacher. Parents of children in the EYFS receive a letter with a tear off consent form for day trips.

We conduct detailed risk assessments both within school and when taking pupils off-site to ensure that the adult to pupil is always sufficient to meet the needs of the children. We have a ratio of 1:4 with children in the EYFS when going on a day trip.

This policy is reviewed regularly by the Headteacher, in consultation with the governing body, in the light of experience, research and good practice.

Policy Date: September 2018

Policy Review Date: September 2021

Signed (Headteacher): 

Signed (Chair of Governors): 