BOOTHAM JUNIOR SCHOOL SUPERVISION POLICY

This policy relates to the Junior School (and includes details of the provision for students in the Early Years Foundation Stage). A separate policy exists for the Senior School.

Pupils' arrival and departure

Pupils may arrive at school from 7.30am, and are expected to go home by 6.00pm unless they are staying late for a function.

The main duty times are:

- Before /After School Care
- Break Time
- LunchTime
- Duty at the exit door

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. PE teaching staff will supervise pupils at both home and away matches.

Supervision before school

The school's responsibility begins at 7.30am when pupils arrive for Breakfast Club. Please note that children are not allowed into school before 8.00 unless they are attending Breakfast Club. From 08.00 until 08.30am school pupils are supervised in the hall, the junior playground or the EYFS playground by the appointed staff.

Supervision during the school day

Class teachers should be in their rooms ready to receive pupils at 8.30am. Electronic registration closes at 8.40am

No pupil should be allowed off-site during school hours unless there is clear evidence of a request from the parent(s) or guardian(s) who have legal custody of the pupil. Such requests should be made in writing and the letter/email kept in the pupil's file.

No pupil below Year 6 may leave the premises unless accompanied by the adult responsible for them. Year 6 pupils may walk home alone if prior, written consent has been received.

If a pupil is taken ill during the course of the day their parents should be contacted. Parental contact details are to be located in the school office. The decision to send a child home should be made by the child's class teacher, Deputy Head or Headteacher.

If a pupil is injured while on the school premises it is important that the details are recorded in the Accident Report file.

No class should be left unsupervised (an adult should be within sight or sound of every child) except in an emergency and even then a colleague should be made aware of the situation and asked to keep an eye on them. There should always be at least two adults in the EYFS area.

In the case of pupils being excused normal lessons (e.g. peripatetic music lessons, drama lessons) they should be supervised by the teacher in charge.

All staff should be aware of the need to check whether strangers they see on the premises are there officially. The coloured lanyards indicate that a person is known to the school and the status of their DBS check, if any. If in doubt they should contact the Headteacher who will arrange for the removal of undesirable persons.

Supervision at break times

The school must ensure that there is adequate supervision both outdoors and, where applicable, indoors throughout all break times. This requires that staff should be present in the playground. Staff on duty should ensure that they supervise all areas of the playground. In the case of the Foundation stage classes appropriate staffing levels must be maintained. (Please refer to Appendix B and staffing rotas.)

Pupils in Year 5 and 6 may walk to the tennis courts alone provided a member of staff has gone ahead. The member of staff should alert the school office that pupils may follow.

Pupils should not be left in a classroom at break times unless supervised by a member of staff.

The level of supervision provided for normal weather may not be sufficient during weather conditions which may cause all pupils to be indoors. In the case of wet weather arrangements pupils will need to be supervised in their classrooms.

The Playground Policy should be consulted for further guidance if necessary.

Supervision after school

Any pupil who has not been collected by an adult should be sent to After School Care. Please see appendix A about managing ratios of EYFS children in After School Care.

All teachers, coaches and assistants must ensure that children are collected by an adult after their activity. Any pupil who has not been collected by an adult should go to After School Care.

If a child is collected by an adult unknown to the school then the parents of the child will be contacted before the child will be allowed to leave the school premises.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. We will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance.

Medical support

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are displayed around

the school. A qualified paediatric first aider is always on duty whilst Nursery and Reception children are in school and on school trips. First aid boxes are in all potentially high risk areas, as well as in the staffroom and medical room.

Supervision whilst travelling to and from school

Unless using the school minibus route, parents are responsible for ensuring that their children travel safely to and from school. If parents choose to use private transport arrangements, eg, taxi, day care vehicles, it is their responsibility to notify school of these arrangements. The school will not be responsible for pupils once they have been handed over to the driver at the end of the school day or before being handed over on arrival.

Supervision during Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

High Risk Areas

Pupils are not allowed into the swimming pool without a qualified member of staff in charge.

Pupils do not have access to the cleaning, catering and caretaking areas of the school.

Staff Induction

All new members of the staff receive an induction into the school's expectations and appropriate levels of pupil supervision. The staff handbook provides initial literature for discussion and questions. Meetings with new staff are regular until the individual feels comfortable with their new environment and understands what is expected of them.

Appendix A

After School Care

- EYFS children who are staying for after school care at the end of the school day remain in the classroom until after the other children have been delivered to their parent/carer and they are then handed over to the ASC team.
- A register is taken of the children and the ratio of care is adjusted to comply with the requirements for supervision of EYFS children i.e. 1 level 3 or equivalent adult to 8 children.
- From 3pm until 3.30 there are always two adults present. However; should the need arise, an extra adult will be provided from within the EYFS team.
- From 3.30 until 5.30 there are always three adults present. However; should the need arise, another member of staff will be provided from the larger staff body of the Junior School.
- From 5.30 until 6pm there are always two adults present. However; should the need arise, the third ASC team member will remain on duty.
- As the children leave After School Care the ASC staff sign them out and ratios are then re-adjusted if necessary.

Appendix B

Indoor and Outdoor Areas.

At Bootham Junior School, we are extremely well resourced in terms of the indoor and outdoor provision for our Early Years Foundation Stage. All of the areas are accessible to the children for the majority of the school day; however, it is sometimes necessary to adjust the accessibility to react to staffing ratios and timetabled activities. The following guidance should be followed:

There are five areas, or zones, that are for the use of the children in EYFS. The Reception Classroom, the Nursery Classroom, the Sensory Playground, the Adventure Playground and Mini Road including the grass hill, and the 'Field View' tarmac and paddock area.

- There should be at least one adult in each area that children are having access to taking account of the requirements for staffing ratios as set out in the statutory guidance for the EYFS.
- When children are outside using the Sensory Playground they should not go to the Adventure Playground & Mini Road area unless another adult is present to supervise.
- When children are accessing the Adventure playground & Mini road they should not play on the Sensory Playground unless another adult is supervising that area.
- Staff should remain mindful of the number of children who are wishing to access one particular area and change their location of supervision, or call for an additional adult, in response to fluctuation of numbers.

Additional Guidance for Lunchtime Supervision

- At 12pm EYFS children are escorted to the hall for lunch where they are supervised by their teachers and a Mid-day Supervisor (MSA).
- After they eat their lunch the Teachers and MSA take the children back to the Nursery to play until the afternoon session begins at 1.20pm.
- During this time they have access to the Nursery Classroom, the Sensory Playground and the Adventure Playground & Mini Road including the grass hill.
- There should be at least one adult in each area that children are having access to taking account of the requirements for staffing ratios as set out in the statutory guidance for the EYFS.
- Staff should remain mindful of the number of children who are wishing to access one particular area and change their location of supervision, or call for an additional adult, in response to fluctuation of numbers.
- Children who are part time are collected at 12pm by their parent/carer and should be signed out with the Teacher on duty in the Nursery Classroom.

Date of last review: January 2023 **Reviewed by:** Head of BJS **Review Group:** LM
Approval Group: Education Committee
Date of next review: **January 2027**
Checked for matters of fact and process: November 2024

Note: This policy will be checked and updated on an annual basis, for matters of fact and process.