



Yarrells School & Nursery

SUPERVISION PROCEDURES

Policy Lead (Position (and Initials)): **Head of Pastoral Care (TL)**

Date of Last Review: **December 2020**

Date of Next Review: **December 2022**

Yarrells Preparatory School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. The whole school community is expected to share this commitment.

At Yarrells, we understand our responsibility to take reasonable care of the children while they attend school.

The school will work to comply with Health and Safety legislation, and our policy aims to provide a healthy and safe environment for all members of the Yarrells School community and visitors to the school. This policy should be considered in conjunction with other relevant policies such as *Anti-Bullying, Safeguarding, Equal Opportunities, Inclusion, Behaviour, Health & Safety*, amongst others.

The policy is given to all staff: both part-time and full-time, teaching and support staff, and is reviewed regularly. Failure by staff to comply with agreed policy and procedure in terms of Health and Safety and Safeguarding will be viewed as serious, and will become a disciplinary issue. Revisions to policy and procedure will be brought to the attention of all staff.

At Yarrells, we have high expectations about good behaviour and we aim to be firm, fair and consistent in terms of discipline. At all times, when supervising children, staff are expected to be excellent examples to pupils in terms of their own behaviour and through the way they respond to one another, the children and visitors to the school. Staff should understand that their manner and attitude influences the character and ethos of the school and that we have a collective responsibility to ensure the highest of standards. Thus, both children and staff are expected to respect and care for themselves and each other; co-operate and collaborate; show self-discipline and motivation; be independent; and have a positive attitude at school.

It is ESSENTIAL that members of staff arrive promptly for duties. Being late for a duty compromises children's safety. Arriving promptly to supervise children is a priority and if circumstances arise that may interfere with this, the staff member who is on duty needs to arrange urgently for someone else to cover by asking a colleague to help or by informing a member of the senior leadership team responsible for supervising the timetable.

Supervision/cover duties are a very important aspect of ensuring the Health, Welfare and safety of pupils and they are expected to be a priority in terms of staff responsibilities during the school day. On induction staff will be informed of the supervision procedures. Where possible new staff should also shadow a member of staff to see how it works, ideally, before doing their first duty, if not then support will be given during first duty.

Breakfast club 7:30-8:00

Children may be dropped from 7:30 when a member of staff will be supervising them in the dining room. This is a bookable chargeable service.

Early Birds 8.00-8.30 (Pre-School Supervision for pupils in Nursery -Year 8)

A rota list will be prepared at the beginning of each term. Early birds is staffed primarily by TAs. Children will be directed into early birds until 8:20, at which point they will be directed to their form rooms, either by rolling drop off or by early birds staff.

In early birds, children will tick their name off in the register. Within the Greenwood, a separate register will record the names of the children in attendance.

The children may read, draw or catch up with prep at this time. During this period, one or two senior pupils should be sent to distribute fruit and water to classrooms, children should not make their way into the changing rooms unless given permission.

Children in Early Years go to The Greenwood and be supervised by a member of the Early Years team.

Break Times

Pupils will usually have the opportunity to make use of the extensive outdoor area during break times. However, due to the number of trees located in all the areas of play at Yarrells, during inclement weather, both wind and rain will be taken into account when a decision on where break will take place is made. This decision will only be made by the nominated responsible people below and displayed on whiteboard in dining hall.

The lead staff member will ensure they have the phone and the first aid bag with them. Every member of staff should have their own whistle. Before making their way out onto duty they should ensure they collect their whistle, a duty phone and the first aid bag from the office (not everyone has a first aid bag).

Nominated Person: Eddie Hayes, Estate Manager. If this person is away then the Head or a Senior Leadership Staff Member will make the decision.

There will be 3 choices of break:

Green Break

The children will be allowed outside as normal.

Amber Break

If wind or rain is light the children may go outside but only with coats and trainers. The field should not be used in these conditions and children should be warned about the slipping hazard of the play-courts (**No football**) and the play frames.

Red Break

In the event of strong wind, rain or thunder and lightning, children must stay indoors and will usually be supervised as follows:

- **Pre – prep children**
Form teachers should make appropriate supervision arrangements between each other. If only strong wind then the courtyard can be used. Swan can also be used if available (See timetable in Staff Room).
- **Year 3 & 4**
One or two rooms will be chosen and a Year 3 or 4 form teacher will be responsible for looking after these children. A DVD may be used.
- **Year 5-8**
Kestrel- supervised for quiet games/ activities/ a suitable TV programme.
Puffin- supervised for homework or quiet reading.

Morning Break Reception –Year 2

Pre-prep classes have a drink and biscuit (or fruit in the afternoon) in their own classrooms and are encouraged to use the toilet, prior to play. Trays should be returned to the kitchen. Appropriate clothing and footwear needs to be worn at break.

Children are led out to the play area by members of staff.

The Head of Pre Prep determines the staff supervision ratios as appropriate (Usually 4-5 members of staff). All those on outside duty are expected to be vigilant in the way they supervise children. They should space themselves out appropriately to ensure they keep a close eye on pupils and should not stand chatting or allow themselves to be distracted from focussing fully on the children they are supervising. Staff on duty need to ensure they have the field phone and a whistle.

At the end of break duty, a whistle will signify the end of break and children line up in their classes. Staff should then check to see that all children are present. One should lead the group in, whilst the others follow at regular intervals along the line and at the back of the line, ensuring all children return together and are well supervised.

Morning Break Years 3-8

Year 3 and 4 will make their way through the courtyard for drink and biscuit just before 11am to reduce congestion.

There will be five members of staff on duty. One supervising the courtyard and sweeping the children through the cloakroom before joining those on duty, three outside with the children, and one supervising the corner to ensure children are walking out to break. (Whilst no rabbits this person can go out on duty)

One member of the duty staff will supervise the children in the courtyard whilst they are having a drink and a biscuit/fruit. When all the children have left the courtyard, they should check on children in the cloak room, locker area and rabbit area and make sure that only appropriate children are in these areas and send others out to play.

- Children should only eat and drink in the courtyard.
- Birthday cakes for Years 3-8 will be handed out at break time or be given after lunch. The Form Teacher will be responsible for supervising this where possible.
- All children should change into training shoes to go outside. Some children will need to get changed for sports, drama lessons etc. If the children need to get changed for games lessons or PE a member of staff is allocated to supervise this.
- If it is cold or wet, then children must wear their coats to go out to play.
- The locker rooms must be left tidy with all items picked up off the floor.
- Monitors responsible for tidying should be reminded of their duties. This can be done directly or via the head pupils.

The other three members of the duty team will make their way promptly outside. Children must wait on the terrace until a duty member of staff arrives prior to going onto the field.

The three members of staff will patrol the different areas of play, monitoring areas carefully. Staff must have a whistle and a duty phone between them. Children should walk behind the first member of staff to either the play court or the woods and only run to play once advised to do so.

To signify the end of break duty, staff will sound a whistle and the children will ensure all equipment is put away swiftly and then make their way into school, walking calmly. If the children have played in the woods a final sweep should be made to check all children are accounted for, and also so that any left property can be brought in. One teacher should lead the group in and stay in the cloakroom area to supervise changing of shoes, whilst another follows at the back of the line, ensuring all children return together and are supervised, checking the

courtyard for stragglers and late shoe changers. The third member of staff should go in the middle of the line and supervise the path alongside the school building,

Responsibilities of staff and pupils during break

Duty staff should be:

- walking children out over gravel path until they arrive at the play area;
- continually monitoring all areas of play including the field and woods;
- avoiding any distractions that detract from their focus on pupils;
- encouraging inclusive, safe and appropriate play;
- showing an interest in pupils and displaying a kind and respectful attitude towards them - displaying a demeanour that makes them approachable to pupils;
- monitoring children not being included in games;
- investigating and addressing any incidents that may occur as they happen/ are reported;
- making sure that all equipment is being used appropriately;
- reporting any deficient equipment or conditions identified as unsuitable soon as possible;
- returning all equipment at the end of break.

Children's rules for break

- Only climb trees up to their own shoulder height;
- Only sit on the swings;
- Only slide *down* the slides;
- Paddock play equipment only to be used by Year 5 and below;
- No throwing of sticks or using them as weapons;
- You may only walk when carrying a stick;
- No swinging on goal posts or hanging on nets;
- No climbing on or leaning on play-court fence;
- No throwing of objects over the boundary fences or climbing on them;
- No running, playing, hiding or other between perimeter hedge and fence of next door's properties;
- No retrieving of balls that have gone over the fence and into the drive. A member of staff should be told and these will be retrieved when convenient;
- To inform a duty teacher when the toilet is needed;
- They should share all equipment including play-frame equipment and take turns fairly;
- Invite children to join in games freely;
- Make sure new children (and indeed any children) have somebody to play with.

Play Areas

Court

- At least a third of the court next to rebound court should remain free of football for children to use wall and other equipment.
- Chalk can be used to make games on court area under supervision.
- The lower part of court may be used for football if needed - the rota will be visible on play-shed door. Duty staff will be responsible for supervising this.
- If puddles of water are on the court, the brush is available in play shed and children need to brush off puddles.

Woods

- Children must not enter the woods until permission has been given to them by duty staff.
- They may not pick or strip growing plants to use for dens
- No trees should be climbed above shoulder height
- **Pre Prep** can use the **near woods** during playtimes and with good supervision.

- **Year 3** may use only the paddock during the first break at the beginning of a new academic year until they learn how to play sensibly in the deep woods.

Field

- If the field is very wet or the grass is poor as it sometimes is in the winter, the fields will be off-limits at playtimes.
- If the field is wet, children should not use goal areas to protect them.
- Junior and Senior pitches may be used when the field is available but games should be closely supervised by staff. Age groups may mix at supervisors' discretion.

Paddock

- The long jump pit should remain covered at all times and may not be used as a sand pit.

Play frames

- Paddock equipment can only be used by Reception to Year 5 children during breaks. **Reception and Year 1** can use the **paddock play equipment** with good supervision. Children should be taught at the beginning of the year how to use the equipment safely and how to take turns.

It is recommended that Kindergarten and Pips avoid using the paddock play equipment, the woods climbing frame or the log bridge in the woods except with one-to-one (one adult to one child) or one-to-two supervision of Nursery staff. Transition children can use the play equipment with good supervision and one-to-one assistance where needed.

Shelter

- Shelter toy box and sandbox toys are restricted to the shelter, sandbox and tables on the paving only.
- At the end of each session toys should be returned to their respective containers.
- The sandbox needs to be closed after every session. There are a lot of cats around who would take advantage of an open sandbox.
- Children are free to move the little logs around within the wood chipped play area around the trees but should not build "walls", these are prone to topple over and the weight of some of the logs could cause injury.
- Encourage children to identify litter and carry it to the nearest bin.
- Supervisors must be vigilant and discourage the damage to the vegetation, i.e. tree branches being hung on and plants and bamboo broken.
- The land and woodlands behind the picket fences is out of bounds where there are open (although barricaded) soak-aways, which sometimes fill with water.

Slides

- Children may go down the slides feet first, on their bottoms. They may not slide on coats or jackets.
- One child goes down the slide at a time. The next person waits at the top until the first person clears the bottom of the slide.
- All body parts should be in the slide – no swinging from the top.
- Children may only slide down. No running up the slides.

Swings

- Children should never stand on a swing or twist the ropes around or swing too high.
- Children should not walk too close to others when they are swinging.
- Pupils must take turns fairly and give others a chance to share the equipment.

Nursery

Nursery should use their Nursery play areas during general playtimes when the main playground is in use. Nursery may not share the main playground or any part thereof during regular school playtimes or games times. If Nursery staff would like to take and supervise their children in the main playground at other times, they may do so but only with maximum supervision.

Rec and Year 1 children may use this area if available dependent on Nursery numbers.

Accidents and Emergences

Staff on Duty must take out a first aid kit which is held in the office.

If first aid attention is required, a member of staff on duty should deal with it if basic first aid is sufficient. If it is of a more serious nature contact Mrs A Jones on (extension 207). If you cannot contact Mrs A Jones then contact Miss D. Chapman on extension 0 who will liaise with you the best course of action to take. The child should be escorted if they are able by a suitable older pupil or member of staff into school. If the child cannot or should not be moved, then A. Jones should be called to come outside immediately. Children should never carry a child in and one member of staff should never be left alone on outside break. If A.Jones is not available then contact K.Talwar or R.Williams in that order.

If the accident is serious and an ambulance needs to be called then the field phone can be used to dial 999 (no outside line is needed). The other member of staff will blow the whistle for the remaining children to line up as normal and be returned to their classrooms. All the procedures as outlined in the Health & Safety Policy should be followed.

The incident must be recorded by the staff member who has dealt with it and the appropriate form filled in, which are held in the first aid file in the office.

* Incident/Accident Form: For any incident that has required more than basic first aid. You need to give a copy to the child's form tutor so it can be sent home at the end of the day. A copy in Eddie Hayes pigeon hole for tracking. Copy to be held in First Aid File.

* Bumps and Bruises: write in note in the file of what happened including time /date Brief description and any first aid administered. The child's form tutor needs to be made aware so they can record in the child's communication book or give verbal message at the end of the day.

* Head Bump form: Please contact Mrs Jones for any head bumps so the child can be checked.

Nursery and Reception lunch times

Class teachers accompany children to the dining room having checked hand washing etc. There are usually at least four members of staff on duty in the dining room, in addition to catering staff. Teachers will supervise their children for lunch focussing on portion control and general manners of the children. Children should then be escorted back to their classrooms.

During lunch play, Nursery play in their own garden whilst Reception play in the paddock.

End of playtime: pupils line up in the paddock. A headcount is carried out.

All coats and equipment should be collected from the benches before moving inside.

Year 1 and 2 lunch times

Class teachers accompany children to the dining room having checked hand washing etc. There are usually at least two members of staff on duty in the dining room, in addition to the catering supervisors. Teachers will supervise their children for lunch focussing on portion control and general manners of the children. Children should then be escorted out to play.

Normal outdoor play procedures apply.

Lunch Duty Years 3-4

There will be at least 2 members of staff on duty for lunch, in addition to the catering staff who will supervise the dining room.

- Year 3 and Four will be split up to encourage a family eating time feel to the hall.
- Other staff are encouraged to help in this way by eating with the children.

- If a group of children are being continually disruptive through sitting together then they should be separated and this should be noted.
- Children will follow the one-way system at all times.
- Children will only be allowed to go for seconds a table at a time when instructed to do so by the duty teacher.
- Children should be encouraged not to waste food and only take what they are going to eat.
- Children should be using good manners at all times.
- If the dining room bell rings then children should be silent and listen to instructions.
- The tables should be cleared one at a time as instructed by the duty teacher.
- Children showing particularly good behaviour should be rewarded (usually with a gold star).
- When a table is clear and children are waiting quietly, they will be allowed to go to break.
- Inappropriate behaviour must be followed up by staff and addressed as appropriate.

Year 3/4 Lunchtime play outside

There will be 2 members of staff on duty

- 1 member of staff should notify those on duty in hall that children can be sent out.
- 1 staff member should usher the children out through the cloakroom.
- 1 staff member should meet children at the corner of the field with a duty phone.
- Children should be making their way inside for lessons to begin at 1:45 leaving time for them to change into their shoes in their classroom.

Years 5-8 Lunch Duty

Year 5s will line up first at 1:15 with Year 6 joining them at 1:20. Year 6 will not lead into the dining room until Year 5 have cleared the corridor to respect bubbles. Hands should be sanitised on the way into the dining hall.

Year 7 and 8 will go out to play from 1:15 until 1:30 when they will come into join the rest of the children to eat. This will be supervised by a member of staff.

At least one member of staff will supervise the dining room.

- Children should line up quietly outside the office in a single file line once they have washed their hands.
- Once some of the children have finished one of the members of staff will escort them outside and assist the member of staff on duty until the next person arrives at 1:45.
- Children should fill up the tables from the far corner as they arrive.
- Pupils must line up quietly for their lunch, and pupils waiting at their tables should talk quietly so kitchen staff can hear pupils' requests.
- If a child or group of children are being continually disruptive through sitting together then they should be separated and form teachers notified if necessary.
- Children should be reminded of expectations.
- Children showing particularly good behaviour should be rewarded (with an rp or gold star).
- Children will follow the one-way system at all times.
- Children will only be allowed to go for seconds a table at a time when instructed to do so by the duty teacher.
- Children should be encouraged not to waste food and only take what they are going to eat.
- Children should display good manners at all times.
- If the dining room bell rings then children should be silent and listen to instructions.
- Children may clear once they have finished and have sought permission from the duty member of staff.
- When a table is cleared and wiped and pupils are sitting quietly, they will be allowed to go to break.
- Inappropriate behaviour must be followed up by staff and addressed as appropriate.
- A rota is devised to ensure children assist with clearing up and brushing at the end of the sitting.

Years 5-8 Lunchtime play outside

Two members of staff will take over outside at 1:45-2:15pm.

- Break rules apply as above.
- When the whistle is blown the children should tidy the equipment away and walk in to change their shoes immediately. They should then move to classes promptly ready to begin lessons at 2:15

Tea Duty (4.15-5.30pm)

Children in Nursery at Reception may attend crèche which ends at 4:15pm. Parents whose children remain at school after 4.15pm will be charged for tea. Nursery and Reception have Tea in Greenwood and lead through into creche. Register is done in crèche by responsible staff.

The duty member of staff will be responsible for the administering of tea. The children will sit down quietly at the dining table while the tea register is taken (this is located in the staffroom). Only children who are present and not attending a club should be marked as present. (Club registers will be taken by the club leader). Children should not be dismissed to attend clubs until the club begins unless permission has been granted by the person responsible for the club. The prep register should be handed over to the staff member taking prep.

All pupils waiting for parents must go into tea after dismissal and then into prep at 4:45pm.

After school Prep Years 3-8 (4:45-5:45pm)

This will take place in the library if available. The duty member of staff is responsible for the following:

- ensuring children are quiet and productive
- providing support for any children requiring assistance
- only allowing children on computers if it is to complete homework or if they have read for at least twenty minutes and have also practised spelling or times tables
- answering the duty phone
- passing on information to specific subject teacher or form teacher if child was having difficulty with work;
- making sure the library is tidy when finished, the computers have been switched off and all belongings are cleared
- following up with parents if children are uncollected
- dismissing children to parents or guardians
- staying with the children until they are all picked up
- returning the prep register to the staffroom and the duty phone to the office and turning on the answer phone
- Switching off computers and copiers as per list on teas and including computers in the ICT suite
- Any children who are not collected from a club which finishes before 5:45 will be delivered to prep, otherwise will be supervised by the club member of staff

One to one situations

Staff working in one to one situations with pupils at the setting, including visiting staff from external organisations can be more vulnerable to allegations or complaints.

To safeguard both pupils and adults, a risk assessment in relation to the specific nature and implications of one to one work should always be undertaken. Each assessment should take into account the individual needs of each pupil and should be reviewed regularly.

Arranging to meet with pupils from the school or setting away from the work premises should not be permitted unless the necessity for this is clear and approval is obtained from the Head, the pupil and their parents/carers.

This means that staff should:

- ensure that wherever possible there is visual access and/or an open door in one to one situations
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a pupil becomes distressed or angry
- consider the needs and circumstances of the pupil involved

Every one to one situation should be assessed by the teacher delivering the session and taking into account the precautions mentioned above and the individual needs of the pupil involved. In terms of prep, there will always be another member of staff on site or a member of SLT can be contacted if any concerns are raised.