



HALSTEAD ST ANDREW'S
SCHOOL

PUPIL SUPERVISION POLICY INCLUDES EYFS

Policy Change History		
Review cycle	Annual	
Review Date	Autumn 2022	ME, CW, SM + Education Committee
Re-written	August 2023	ME, DF, LS, CW and Education Committee
Review Date	Autumn 2024	SLT and Education Committee
Next Review date	Autumn 2025	SLT and Education Committee

Halstead St Andrew's (HSA) takes seriously its responsibility to ensure that pupils are supervised effectively to ensure their safety and welfare while on school premises or on school trips; all staff have a duty of care to all pupils in the School. Staff who supervise are mindful of our Safeguarding Policy, our Anti-Bullying policy and our health and safety requirements. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

HSA is committed to ensuring that:

- pupil supervision and security always forms part of the Risk Assessment for any activity or School trip;
- supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged;
- staff ratios for supervision are within current government guidelines;
- staff duty rotas are in place which include appropriate levels of staff supervision for the pupils and the area involved;
- Statutory staffing ratios for EYFS (Early Years Foundation Stage) provision are enforced in line with the revised EYFS Framework November 2024;
- Staff uphold Fundamental British Values within meetings and these are promoted at all times

HSA seeks to implement this policy through adherence to the procedures set out in the rest of this document.

It is the school's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during school-run activities either on or off the site. This policy should be read in conjunction with the Behaviour policy.

Supervision before school

Pupils may attend Before School Care. Breakfast is available from 7.30 – 7.50am each morning. Parents pay for breakfast and pupils are supervised by at least one member of staff. There is also a designated member of staff and table for EYFS pupils. There is Before School Care from 8.00am in classrooms, where pupils do not have breakfast, also supervised by school staff. Children from Year 3 may be dropped at the gate from 8.00 am. A member of staff is on duty at the pedestrian gate from 8.00 - 8.20am to oversee this and check that pupils enter the school site safely. The children then go straight into Before School Care in the Dining Room to sign in.

Any child can attend Before School Care from 8am at no extra cost. At Woodham Rise the children are supervised in their classroom by suitably qualified adults. Years 3-8 are supervised at Church Hill House (CHH). Registration is at 8.20am and 8:40 at Woodham Rise.

Staffing of Before School Care (Early Years *)

Member of Staff	Qualifications
Chris Wardle	B.Ed. (Hons)
Alison Foster	B.Ed. (Hons)
Emily Gardner	BSc (Hons) Surrey, PGCE Middlesex, QTS
Rosie Munday	BSc (Hons) Southampton,
Megan Cepollina	NCFE Cache Level 3 Diploma for Early Years Workforce
Laura Way *	BA (Hons), Level 3
Jennifer Brown *	BA (Hons)
Laura Leeson	BA(Hons)
Natasha Fahy *	NNEB NVQ Level 3 Diploma in Child Care and Education
Cheryl Allen *	NVQ Level 3, Early Years Care and Education
Faiza Iqbal *	Level 3 Early Years Educator
Louise Spooner	BSc (Hons) King's College London, PGCE Oxford
Lucy Aston	BA (Hons) Brighton
<i>Susie Burke</i>	<i>BA (Hons) Nottingham Trent (Maternity)</i>
Tracey Bowler	Higher Level Teaching Asst. Status
Olivia Carr *	Diploma in Pre-School Practice Level 3
Sally Coulson *	NVQ3 CCLD
Ann Davidson *	City & Guilds Level 3
Daphne Hallett	Higher Level Teaching Asst. Status
<i>Rebecca Pentti-Smith *</i>	<i>BA (Ed) (Hons) Winchester (Maternity)</i>
Outi Salla *	BA (Hons) Kingston, SCITT Farnham
Harriet Scanlon	BSc (Hons) Southampton, PGCE Buckingham
Karen Hubbard	Higher Dip in Ed. Port Elizabeth
Rachel Dukes	BA (Hons) Nottingham Trent, PGCE Roehampton
Maretha Stander *	BA Pretoria, Higher Level Teaching Asst. Status, Helen Arkell Children with Special Needs Level 3
Heidi Wrenn	Diploma in T & L - Level 3

Responsibility during the school day

Pupils are supervised at all times during the school day. When in lessons a member of staff is always available to supervise the children.

Pupils are not allowed off site during school hours unless parents/carers notify the school of the need. Parents/carers must sign their child out from the school office if they are collected during the school day e.g., for appointments and sign her back in when they return.

If a child is taken ill during the course of the school day they are sent to the office. Younger children are escorted by an older child or adult. The named First Aider assesses the child and, together with the form teacher, determines whether they should be sent home. The pupil remains with an adult until parents/carer arrives.

No class is left unsupervised for any reason during lessons. If a child is not taking part in a normal lesson for example PE or swimming, the pupil will attend the lesson as a non-participant.

It is the responsibility of the class teacher to enforce the agreed classroom rules and provide guidance for their pupils in line with school policies.

Outside of lesson times

We understand how important it is that the school premises and all pupils are supervised effectively when they are not in lessons. Pupils should not be left unsupervised in classrooms outside lesson times. The rota for staff on duty, prepared by the Deputy Head and Deputy Head of Pre-Prep, is saved on the system. Staff must arrive punctually for duties and carry them out conscientiously. They are to deal with any misbehaviour and any friendship issues that may occur straight away. If a member of staff is unable to do a duty, they should arrange for a colleague to substitute and inform the Deputy Head/Deputy Head of Pre-Prep. When on duty, the members of staff must remain fully focused on the pupils' safety and wellbeing at all times.

Supervision at playtime

Staff on duty must be outside immediately at the beginning of playtime. It is essential that supervision at playtime is pro-active. The children must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty should also help children who, for whatever reason, might be feeling sad or lonely. It is vital therefore, that staff on duty do not stand together but patrol as much as possible and observe/interact with the children.

Children are not allowed in the playground without an adult responsible for supervision present. If a child has an accident at playtime for example, head injury or a wound that needs dressing, younger children must be accompanied into the Office by another child or member of staff, depending on the nature of the accident and their age. If a child needs to go to the toilet or be inside for any reason, they must ask permission from a teacher on duty. At both sites (In the Nursery at Woodham Rise) a member of staff on duty has a first aid kit for minor first aid issues.

Woodham Rise

Morning play - Pre-Prep

Nursery and Pre-School children are supervised by an appropriate number of staff inside the Nursery/Pre School play area.

The other children are supervised members of KS1 staff, two of whom are responsible for Reception pupils. Staff will monitor different areas.

Lunchtime play

EYFS (12:30pm - 1:00pm)

KS1 (12:30pm - 1:00pm)

An appropriate number of staff supervise the Nursery play area determined by the number of EYFS pupils attending on the day. Two of these are responsible for EYFS (Reception) pupils in the main playground. Staff rotate between the key areas for close supervision.

Wet Play

Pre-Prep stay in their own classrooms or combine and are supervised by the appropriate number of Pre-Prep staff.

EYFS

Nursery and Pre School pupils play separately and are supervised by EYFS and Pre-Prep staff working within the statutory ratios according to the age of the pupils. Reception children play in the main playground and are always supervised by suitably qualified members of staff who knows them very well.

Church Hill House

Playtimes:

6 members of staff supervise break time. Staff rotate between the key areas for close supervision.

Wet play

The children go to their classrooms and are supervised by duty staff.

Additional points to remember at Woodham Rise

Children are not allowed behind the green wall, through the pond gate, beyond or into the PE shed or into the Nursery, Pre-School or Reception outside area.

At the end of break pupils will line up ready to be brought inside by their class teacher or TA. Children must ask permission to go inside for any reason.

Children are not allowed to play with sticks, dig holes, pull leaves off trees, tie ropes to themselves or others or carry large stones or other children.

If a child is badly injured, send another child to the office to fetch help rather than carry the injured child.

In high winds a senior member of staff will decide if it is safe for children to play outside. At times, the area around trees may be coned off.

In cases of extreme cold/heat children will go outside wearing suitable clothing, but for a limited time to get some air. They will be closely monitored. A senior member of staff will decide on a suitable length of time.

Supervision after school

Pupils are dismissed to their parents by their teacher in Pre-Prep and Year 3 or to After School Care or their After School Activity.

Older pupils are dismissed from their form teacher or the person in charge of prep or activities. A senior member of staff is always on duty and in the vicinity at collection times. Any child not collected is looked after in the library and their parent phoned if school has not been informed they are staying late.

The duty member of staff remains at the gate for 10 minutes, at which point they take any remaining pupils to After School Care.

If a pupil opts to stay for an activity after school, games or prep, it is the responsibility of the person taking the club to dismiss the pupil.

Supervision of Physical Education

The same principles of care apply during physical education lessons as to other school activities. It is the teachers' responsibility to consider such factors as the safety of apparatus being used, the condition of the floor/field, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the children in line with school policies and guidelines. Children are not allowed to wear watches and/or jewellery for any PE lesson. The children are supervised when changing in the locker room or classrooms.

Children in Years 1, 2 and 3 have swimming tuition at Woking Leisure Centre. A team of staff accompanies the children and are responsible for the supervision of the children at all times including on the coach, in the changing rooms and at the poolside. The importance of a high degree of poolside supervision cannot be overemphasised. The staff are fully briefed on procedure by the Director of Sport.

Supervising pupils in Productions

We ask all staff to help supervise pupils involved in music, drama or dance productions in the evenings. The rota organiser ensures that staff are appropriately chosen for the nature of the role – for example those who know the children in the year groups concerned. They are fully briefed by the organisers/director of the activity.

School visits

On school outings the level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for

emergencies. Details of supervision arrangements are outlined in the School's Educational visits policy. There is a separate risk assessment for EYFS school outings.

After School Care- WR

Supervision in the appropriate age-related ratios is provided for pupils in a Pre-Prep classroom between 3.35pm and 6.00pm.

EYFS children are supervised in a separate area from the other pupils.

Pupils are signed in by the staff and if pupils do not arrive at the expected time, the staff will check their whereabouts and alert the SLT member on duty in the unlikely event that they cannot be located.

Staffing of After School Care (Early Years *)

Member of Staff	Qualifications
Chris Wardle	B.Ed. Hons
Alison Foster	B.Ed. Hons
Laura Way *	BA Hons, Level 3
Jennifer Brown *	BA Hons
Natasha Fahy *	NNEB NVQ Level 3 Diploma in Child Care and Education
Cheryl Allen *	NVQ Level 3, Early Years Care and Education
Faiza Iqbal *	Level 3 Early Years Educator
Louise Spooner	BSc Hons King's College London, PGCE Oxford
Lucy Aston	BA Hons Brighton
<i>Susie Burke</i>	<i>BA (Hons) Nottingham Trent Maternity)</i>
Tracey Bowler	Higher Level Teaching Asst. Status
Olivia Carr * (supervisor)	Diploma in Pre-School Practice Level 3
Sally Coulson *	NVQ3 CCLD
Ann Davidson *	City & Guilds Level 3
Daphne Hallett	Higher Level Teaching Asst. Status
<i>Rebecca Pentti-Smith *</i>	<i>BA (Ed) (Hons) Winchester (Maternity)</i>
Outi Salla *	BA (Hons) Kingston, SCITT Farnham
Harriet Scanlon	BSc (Hons) Southampton, PGCE Buckingham
Karen Hubbard	Higher Dip in Ed. Port Elizabeth
Rachel Dukes	BA (Hons) Nottingham Trent, PGCE Roehampton
Maretha Stander *	BA Pretoria, Higher Level Teaching Asst. Status, Helen Arkell Children with Special Needs Level 3
Heidi Wrenn	Diploma in T & L - Level 3
Linda Inglis	CACHE Level 2 After School Care and play work
Janet McElroy	NVQ L3 Early Years
Jackie Lanzalaco	
Amanda Hoyle	

Bryony Nurney	
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Teaching staff support on a rotation to ensure ratios are maintained.

A member of the Senior Leadership Team is always available to assist with ASC.

After School Care CHH

Pupils who are uncollected or do not have an activity are fully supervised until collection. Often this is in the library.

Visitors

As part of the School’s requirement to protect the pupils in its care, ALL VISITORS to the School are expected to sign in and out at the school office where they will receive a badge to wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and to immediately report concerns to the School Office.

This policy applies to all pupils, including those in EYFS.

Supervision in the EYFS

All classes (and Before/After School Care) within the EYFS are well-staffed by qualified teachers and assistants, within the appropriate ratios. The minimum number of staff, depending on numbers of pupils is as follows:

Nursery (2 year-olds)	1:4 (classroom) 1:5 (Lunchtime, break and ASC)
Nursery (3 year olds)	1:8
Pre-School (3 to 4 years)	1:8
Reception	3 classes of up to 18 pupils with a qualified teacher and a teaching assistant

Numbers fluctuate each term in the Nursery and Pre-School, but supervision is always at the appropriate ratios. The afternoon staffing stays the same for the Reception.

In the Nursery and Pre-School, the ratio of staffing stays the same, but often there are fewer children who stay for the afternoon sessions. Some staff may therefore assist with reading in Reception or elsewhere in Pre-Prep at these times.

Some Nursery and Pre-School pupils rest or sleep after lunch. They are supervised by EYFS staff and those who are asleep are regularly checked to ensure they are safe and well.

At break and lunch times we operate at a 1:13 ratio for 3-year-olds when a qualified teacher is present or another member of staff with a suitable level 6 qualification. Additional staff are always

on hand to assist at these times. In accordance with 3.29 of the 2023 Statutory Framework for the EYFS, Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of a member of staff.

Specialist teaching for PE, Dance, Drama and Music is taught by a qualified teacher, with members of the Nursery and Pre-School staff also in attendance to support, encourage and observe progress.

Ratified by 
Simon Brookhouse, Chairs of Governors

Date: