



# Pilgrims School

---

## Care and Supervision Policy

January 2020

Next review date: April 2021



Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims and Pre School) and Pilgrims Main School.

We have specific obligations to ensure, in as far as is practicable, a safe environment for all of the staff and children at Pilgrims. The principle of 'duty of care' will be upheld at all times to ensure the health, safety and welfare of pupils through adequate supervision throughout the school day.

We aim to:

- Ensure that pupils are well-supervised on the school premises at all times during the school and day and during school authorised activities
- Safeguard and protect pupils and staff
- Ensure that high standards of pupil behaviour at all times during the school day and school activities

### **The School Day**

The school is open between 8am and 6pm. Pupils may arrive from 8.00am and should be collected to go home by 6.00pm unless they are staying to attend a special school event.

### **Supervision in Little Pilgrims and Pre School**

Little Pilgrims operates from 8am – 6pm and the children are supervised at all times by Early Years practitioners and assistants. At no time during the day are the children left unsupervised. During breakfast (8.00-8.30am), Lunch (12-1.00pm) and tea (4.00-5.00pm) additional staff are employed to ensure staff breaks are covered and to maintain required ratios as detail below:

- Children under two 1:3
- Children aged two 1:4
- Children aged 3 and over 1:13 (between the hours of 8am – 4pm where a Qualified teacher / EYP / level 6 is working directly with the children) otherwise 1:8

Children are handed over to their parent/carer at the end of their session and provided with necessary and relevant feedback. Written notification should be provided where adults other than parents or carers are collecting a child. If the adult is not known to the school then a password will be asked for (see Collection of Children Policy and Procedures).

### **Main School Timings**

- Before School Care - 8.00am – 8.30am
- Drop off in Class 8.30 – 8.45am
- Break Time – 10.50-11.15am
- Lunch-Time – staggered between 12.15 – 1.30
- After School Care and Extra-Curricular Clubs – 3.30 – 6.00pm

### **Supervision of before the school day (8.30am)**

Children arriving at school from 8am to attend 'Larks' are supervised in the dining room. Parents enter via the dining room entrance and sign their child into school in the 'Larks' register. 'Larks' staff escort the children to their classrooms between 8.30am and 8.45am. All children are dropped off directly to their classrooms from 8.30 am. They are then welcomed and supervised by either their class teacher or their classroom assistant.

### **Registration**

Parents are responsible for ensuring their child's regular and punctual attendance. Registration takes place between 8.45 and 9.00am and at the start of the afternoon session at 1.30pm. On completion, all registers are taken to the office. In Little Pilgrims and Pre School children arrive as per the timings of their pre-booked sessions.

Children may not leave the premises during the school day unless a written request is received and authorised by the Headteacher, in advance. Parents taking children out of school for appointments (dentist, doctors etc.) must sign their child in and out of school using the register kept on the reception desk. Children who arrive after registration should be signed in the late register located at the main reception desk. If a child is persistently late the class teacher will speak to the parents, should this continue the school will then write to the parents. Frequent lateness will result in parents being invited to a meeting with the Headteacher or Deputy Head. (see Attendance policy for more details).

### **Absence**

The school will contact the parents of any child who has not arrived at school by 9.30am with no prior explanation or authorisation (see Attendance Policy).

### **Supervision during lessons**

All children are supervised by a member of staff during lesson times. In the event of an emergency, staff should call for assistance so that the class is continuously supervised and the required ratios are maintained.

### **Wrap Around Care and Play Manager**

To provide continuity in procedures and care during break times and before and after school, we have a Wrap Around Care and Play Manager who oversees Larks, playtime, lunchtime, Owls and Holiday Club.

### **Supervision at break times**

Children are supervised on the playground and field by the Wrap Around Care and Play Manager, teaching assistants and a class teacher. Children should not return into school unless a member of staff is present.

The playground and field are divided into areas and the Wrap Around Care and Play Manager organises a half termly rota for staff to supervise a specific area (appendix 1). The children are organised into two groups (a Reception and Year 1 group, and a Year 2 group) and the groups rotate between the field and playground across the week. The children have waterproofs and wellingtons in school to allow them to use the field in all weathers. However, if

the field is very muddy or slippery then all children will be supervised on the playground. The Wrap Around Care and Play Manager will liaise with the Deputy Estates and Property Manager and inform staff if the field is out of use.

The Wrap Around Care and Play Manager oversees the running of playtime and organises resources for the various areas of the playground and field to engage the children and provide a safe, fun and stimulating environment for them to play in. There is a variety of equipment and spaces available to the children including ride on's, skipping ropes, balls and climbing frames as well as dressing up clothes and natural objects such as sticks and leaves to encourage imaginative play.

The playground is organised into the following areas: Mud kitchen and climbing frame, Owls decking area (used for small world and sand/water play, main playground area (children are encouraged to develop hand and eye co-ordination through activities with hoops, balls and racquets and drawing in the writing shed), Mud area and play shed (near Pre-school, used for big trucks and cars and dressing up), Terrace (used for adult led games such as chess, skipping, swing ball).

The field is organised into the following areas: Hardcourt area (for football and other ball games), Castle and tyres (for climbing) Sandpit (for digging) muddy mountain and piggy houses (for exploring and imaginative play), Willow tunnel and grass areas (for running, chasing and games).

The children are able to move freely between the areas on the playground or field. Staff will supervise a specific area at playtime but will also 'keep an eye' on the wider playground/field spaces.

A first aid bag is taken onto the playground and field to deal with minor bumps and scrapes. For more serious injuries the children are taken to the medical room to be treated. If a member of staff needs to take a child into the medical room to be treated the remaining members of staff will spread out to ensure all areas are being monitored.

Year 2 children have the opportunity to be a 'Playtime Pal' or 'Playtime Helper'. This is organised by the PSCHEE Co-ordinator and Wrap Around Care and Play Manager and the children are given the opportunity to apply for this role. The children are given responsibilities such as helping children find a friend to play with and helping to tidy up the playtime toys.

### **Break time wet play**

Wet play times are determined by the teacher on duty and Wrap Around Care and Play Manager. Where it is not deemed appropriate for the children to go out to play, teaching assistants and higher level teaching assistants supervise children in their classrooms. The Wrap Around Care and Play Manager and Teacher on duty will move between the classrooms and oversee the supervision.

### **Midday lunch supervision**

Teaching staff and lunchtime supervisors are present in the dining room throughout lunch service. They ensure that the children eat their lunch and are demonstrating the expected and appropriate behaviour. Good manners are encouraged at all times. The children leave the dining room and are encouraged to walk, having sung 'grace' outside to play. When necessary the children will be escorted to their cloakrooms to collect coats etc.

There will always be a minimum of two supervisors in the playground. When the children are on the field there will be a minimum of four supervisors present to ensure all areas can be monitored.

During lunchtime the same areas of play will be available on the playground and field. Whilst classes are going into the dining room for their lunch the remaining classes will stay on the playground to play. Once all classes have gone through lunch, if the field is in use then a decision will be made by the Wrap Around Care and Play Manager to take the children up onto the field to play for the remainder of lunch play.

The lunchtime assistants supervise both the dining room and the playground and the Wrap Around Care and Play Manager organises a rota for the two areas. When the staff are on the playground they will circulate around the various areas engaging with the children and supervising their play. As the various staff move between the playground and dining room the staff are not designated to a specific area to supervise. During lunchtime there are also 'clubs' available for the children to attend. These are organised by the Wrap Around Care and Play Manager and are created based on the children's interests. The clubs run on a Monday, Wednesday and Friday lunchtime and change through the year. Examples of the clubs are chess, gardening, colouring and puzzle club.

### **Wet lunch times**

Mrs Pinnock, the Wrap Around Care and Play Manager, determines and oversees arrangements for 'wet' lunch playtimes. Children are sent to the Winter Garden at 12.15 and organised by Mrs Pinnock into various activities in the hall, library, winter garden and ICT room. See Appendix 2 for Wet Lunchtime Routines.

### **Supervision after school**

Children leaving school will be handed over to parents or carers at 3.30pm by the class teacher or teaching assistant. Written or verbal notification should be sent to school where adults other than parents or carers are to collect a child. If the adult is not known to the school then a password will be asked for (see Collection of Children Policy and Procedures).

Children attending an after school club register with a member of club tea staff at 3.30pm in an allocated classroom. Once the children have had a light tea they are escorted to their club by the club supervisor or club tea staff.

Parents may collect their children directly from a club when it has finished and staff must ensure that they are signed out on their register. In the event of a club being cancelled all efforts will be made to notify parents who will be asked to collect their children at the end of the school day. Those who cannot collect their child will be offered after school care (Owls) and staff cover will be provided if necessary to ensure that we remain in the ratio of 1:10 (see Out of Hours School Care Policy).

Owls is offered as an after school club. It is based in a classroom but also uses the playground area and dining room, and runs from 3.30pm to 6pm. A range of activities are on offer from arts and crafts, small world, role-play and outdoors play. Owls staff follow the lead of the children's interests and children are given the freedom to choose what they would like to do.

To ensure that children to staff ratios are adhered to parents are requested to book their child in at least one day in advance. At the end of the school day (3.30pm) for the first half of every autumn term, Reception children are taken from their classrooms to Owls and their names are marked on the Owls register, they are then escorted to the dining room. From the second half of the autumn term a member of the Owls team will collect the Reception children and take them straight to the dining room. Year 1 and 2 go directly to the dining room from their classrooms and a register is taken. Any children who are not collected at the end of the school day automatically go to Owls. The school is committed to providing the correct children to staff ratios to allow for unexpected additions within Owls. The teacher on Late Duty may be asked to help supervise in Owls to maintain the correct adult to pupil ratio in the case of staff absence or to help cover an adhoc busy session. Afternoon tea is offered to all children. Parents must sign the Owls register when collecting their child.

### **Illness**

Parents will be contacted if necessary if their child is unwell during the school day and asked to take their child home. Parents should ensure that an emergency contact number has been provided. The main school reception should be informed of any changes to this information.

### **Staff Absence**

In the event of a staff absence cover will be provided for where necessary. The relevant supervisor will liaise with the office to request cover for absent staff.

### **Emergency**

No pupils will be left unsupervised for any reason. Telephones are available in all classrooms, Little Pilgrims rooms, the Pre School, the swimming pool changing room, ICT room, dining room and medical room should help be required. 1590 is the number to dial to contact the main reception desk. In addition there is an emergency button in the swimming pool. School mobile phones are used by Club staff when using the sports hall or on the field. A list of First Aiders is available in the medical room, main office, kitchen, Little Pilgrims, Pre School and staff rooms.

## **Lost Child**

We always ensure that:

- Staff : child ratios are maintained
- A register is taken at regular intervals in the day so that exact numbers are known
- Staff have access to a telephone
- The office are aware if children/staff are off site i.e. walk in the park
- Contact numbers are recorded for outings (see school visits).

In the event of losing a child the safety of all the other children must be maintained at all times.

If a child goes missing in school staff should:

- Check the register
- Inform the Headteacher or senior member of staff
- Question staff to note when the last sighting of the child took place
- Carry out a thorough search of the setting both indoors and outside
- If the child has not been found within 15 minutes contact the parents
- With their permission contact the police

When off site and a child is found to be missing, firstly contact the police and then inform the parents/carers. Return to school when the situation is in the hands of the police.

## **SPECIFIC ACTIVITIES**

### **Swimming**

Children are not permitted to enter the swimming pool area unattended. All staff will adhere to the swimming procedures posted in the swimming pool area.

### **P. E.**

Children will be taught to carry P. E. equipment safely and in accordance with agreed procedures. Extra care should be taken in P. E. lessons where apparatus is used. Staff must adhere to agreed policies. Children should wear P. E. kit. No jewellery may be worn. A mobile phone is provided in the first aid bag used for the sports hall for use in an emergency to contact the main school reception.

### **Outdoor climbing equipment**

No child will be allowed to use this equipment unless supervised by a member of the school staff during school hours or by out of hours staff after school. Once a child has been collected by their parent it is the parent's responsibility to ensure their child is supervised at all times while on the school site.

### **Tree climbing**

The trees within the school grounds are maintained, and inspected yearly to ensure that they are not climbable with the exception of one climbing tree. This tree is at the bottom of the sloped entrance to the playground and has

been trimmed to allow the children to climb to a reasonable height and to climb away from the small nearby fence. The ground under the tree is covered with bark chippings to the correct depth to allow for landing or in the case of any falls from a low height.

### **School Trips**

School trips should be thoroughly researched and planned. Staff should ensure that they have visited the proposed venue prior to the trip and made all the necessary arrangements for the children's health, safety and welfare. Appropriate arrangements must also be made for the collection of children at the end of the visit if this occurs outside the school day.

Advised Minimum Ratios for Educational Visits

1:6 Years 1-2 (1:10 local visits e.g. Bedford Park, Brickhill shops)

1:5 Nursery/Reception

1:4 Kindergarten

1:3 Babies/Toddlers

Where children have been on a school trip, any uncollected children remain the responsibility of the late duty person and trip planner. The child should be taken into the school and cared for until collected. Refer to Educational Visits Policy and Collection of Children Policy.

### **Mobile Phones**

A school mobile phone is available for sports coaches and teachers using the sport hall or on school trips.

### **Behaviour**

Children are expected and encouraged to demonstrate appropriate behaviour at all time in line with the school values and expectations. Rewards and consequences are applied as set out in the school Behaviour Policy. Staff should promote positive behaviour by:

Being a good role model

Establishing clear and consistent rules, routines and boundaries.

Displaying positive body language

Having a calm and consistent approach.

### **Recording Serious Incidents**

In addition to an official injury or accident report form, an account should be written up for serious incidents. They should be signed by the person dealing with the incident, dated and given to the Headteacher for safe-keeping. Ofsted should be informed as soon as is reasonably practicable or within 14 days of the incident.

### **Other**

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.

### **Policy links**

- Safeguarding

- Out of School Care
- Collection of Children
- E- Safety
- Attendance
- EYFS

## Appendix 1 – Playtime Staff Rotas for playground and field

### Reception and Year 1 Playground

Mud kitchen and Owls decking area	
Climbing frame	
Dressing up and soil area	
Play shed, toy shed and area outside 1FH	
Terrace and Gardening area	
Main Playground	

### Reception and Year 1 Field

Hard court	
Muddy mountain	
Sand pit and 3 pig houses.	
Castle and tyres	
Willow tunnel and grass area next to hard court.	
Games on field-cricket ball games etc	
Outdoor classroom	

### Year 2-Playground

Owls room and playground area (outside RFC)	
Mud kitchen	
Climbing frame and dressing up area .	
Soil area (near dressing up)	
Play shed, toy shed and area outside 1FH	
Terrace and Gardening area	

### Year 2 Field

Hard court	
Castle and tyres ,sandpit and piggy houses.	
Muddy mountain	
Willow tunnel and grass area next to hard court.	
Games on field-cricket ball games etc	

All on playground- playtime

Owls decking	
Mud kitchen	
Climbing frame	
Dressing up and Soil area	
Games outside 1FH (hop scotch/basketball)	
Play shed	
Terrace x 2 adults	
Gardening	
Games on playground x 2	

**Appendix 2 – Wet Lunchtime Routines:**

**Wet Lunchtime Routines**

**On Mon, Tues, Thurs and Fri: Children to be sent to the Winter Garden at 112.15 to be organised into groups:**

<b>Activity</b>	<b>Location</b>
Activities/DVD	Hall
Drawing/Toys	Winter Garden
Puzzles	Library
Computers (Yr 2 only) or DVD	ICT room

**On Wednesdays: Children to be sent to the Winter Garden at 12.15 to be organised into groups:**

<b>Activity</b>	<b>Location</b>
Activities/DVD from 12.45	Hall (after Enrichment Games have finished)
Puzzle Club 12.30 – 1.00	Owls Room
Drawing/Toys	Winter Garden
Puzzles	Library
Computers (Yr 2 only) or DVD	ICT room

**DVD's should be a 'U' classification and be suitable for all year groups.**