



Pilgrims School

Care and Supervision Policy

November 2022

Next review date: November 2023



Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims, Kindergarten 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 8:00am and 6:00pm. 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, Kindergarten and Pre School

Little Pilgrims operates from 8:00am – 6:00pm 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 (12:00pm-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: 8.30am
- Break Time: 10.50-11.10am
- Lunch-Time: staggered between 12:00pm– 1.30pm
- After School Care and Extra-Curricular Clubs: 3.30pm – 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 drop their children off via the side door of the dining room and staff sign the children in on 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 at 8:45am and at the start of the afternoon session at 1.30pm on the iSAMS system. In Little Pilgrims and Pre School children arrive as per the timings of their pre-booked sessions.

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).

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 speak to a member of staff at Reception and they will update the register on iSAMS. Children who arrive after registration must be taken by their parent/carer to Reception and signed in as late on the register on iSAMS. If a child is persistently late or has below 90% attendance rate (unless there are known exceptional circumstances) 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 Year Leader, Designated Safeguarding Lead or Headteacher (see Attendance policy for more details).

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, the higher level teaching assistants and the teaching assistants. Children should not return into school unless a member of staff is present.

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 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:

- Physical area where the climbing frame is.
- Calm and quiet area where the reflection garden is.
- Cookery room decking area used as an imaginative area (dressing up, Duplo, knights and castle).
- Main playground area – there is a permanent snakes and ladders and target throwing game to play (painted on the playground). Children are also encouraged to develop hand/eye co-ordination through activities with hoops, balls and racquets.
- Terrace area – a calm area for nature-based activities, small world activities (using tuff trays) and adult led games such as chess and skipping.

During the summer (when the field isn't muddy/slippery) children play on the field during morning play and lunchtime play. 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 using the outdoor classroom, playing on the hardcourt or on the playground. The children are then able to move freely between these 3 areas.

The field is organised into the following areas:

- Hardcourt area (for football and other ball games).
- Castle and tyres (for climbing).
- Muddy mountain and piggy houses (for exploring and imaginative play) willow tunnel and grass areas (for running, chasing and games).
- Woods for den building, treasure hunts and nature activities.

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 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 have oversight of 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 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 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.

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 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 library at 12.15 and organised by Mrs Pinnock into various activities in the hall, library, Reception area, ICT and Yellow room. See Appendix 1 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 at 3.30pm are escorted to their club by a TA from their year group. Children attending a club at 4pm will register with a HLTA in their club tea location and have a light tea before being escorted to club. A mobile phone is kept in the Club bag along with relevant safeguarding and accident forms and these are collected by any club leaders where the club is taking part outside the main school building e.g.

Sports Hall prior to the club commencing. They also take one of the walkie-talkies from the Office.

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 the dining room but also uses the playground area 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. A hot tea is served in the dining room at 4pm.

To ensure that children to staff ratios are adhered to parents are requested to book their child in by no later than midday on the day they are required to go and preferably one day in advance. At the end of the school day a member of the Owls team collects the children and takes them down to the dining room and the children are signed in. 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. Parents collect their children via the side door of the dining room. Staff take the children to their parents and sign the children out.

At 3:30pm the Wrap Around Care and Play Manager collects the Owls mobile phone from the charging point in the Office. In the event of a fire alarm they are also responsible for collecting the iPad logging staff registration and taking it out to the Hardcourt.

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 two emergency contact numbers have been provided. The main school reception should be informed of any changes to this information.

Staff Absence

The relevant line manager 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, Kindergarten, Pre School, 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 walkie talkies and 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.

Physical Education

Children will be taught to carry PE 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 PE kit. All jewellery, including watches should be removed before all PE lessons. If the removal of jewellery or studs is not possible, they should be securely taped and the teacher confident that this strategy is effective for the lesson. A walkie talkie and 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 with the relevant trip planners and risk assessments completed and approved. 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 using the sports hall and field. At 5:00pm the office closes and a mobile phone is passed to OWLS so that a member of staff is contactable for the coaches at all times. On school trips staff use their personal mobile phones to communicate with the school office. If they needed to liaise with a parent directly they would block their number.

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.

Accident Reporting

The Estates and Property Manager is responsible for ensuring that a record of all accidents is kept. The Estates and Property Manager is also responsible for ensuring that accidents, ill health and dangerous occurrences, which are reportable to The Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are reported in accordance with the reporting procedure.

All serious incidents (as defined under RIDDOR regulations) will be reported to the HSE as soon as possible but within 14 days of its occurrence. All serious accidents (as defined by OFSTED) will be reported to OFSTED and the Local Protection Agency as soon as is reasonably practicable but not later than 14 days of its occurrence. An account must be written up by the member of staff who dealt with the incident, which must be signed, dated and given to the headteacher. The headteacher will then lead an investigation if they deem this necessary.

Full details of the school's accident reporting procedure can be found in the Accident Procedure as Annex B of the Accident and First Aid Policy.

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

- Accident and First Aid Policy
- Health and Safety Policy
- Safeguarding Children
- Out of School Care
- Collection of Children
- Online-Safety
- Attendance
- EYFS
- Educational Visits

Appendix 2 – Wet Lunchtime Routines:

Wet lunchtime Rota

Reception; lunch at 12.00

If you can get the children out for part of the lunchtime then do. You can stay on the playground. If it's raining too much you can use the hall.

To use the Cookery room and area outside Reception classes.

You can use the toys from the cookery room. Please put away at the end of playtime.

Year 1; lunch 12.15

To use the library area , yellow room and ICT room.

You can use the wet playtime toys at the back of the dining room and use toys in the yellow room. The children can look at books, play card games, lego etc. Please return toys at the end of playtime and encourage the children to leave the library area tidy.

Year 2; play at 12.15 then lunch from 12.40

The children will play with toys in hall/on the terrace under cover until time to go into dining room.

To use the library area, yellow room and ICT room.

You can use the wet playtime toys at the back of the dining room and use toys in the yellow room. The children can look at books, play card games, lego etc. Please return toys at the end of playtime and encourage the children to leave the library area tidy.

Wet Lunchtime routine

Staff who are normally on duty in the dining room will continue and when finished join everyone to help in the library.

Staff who would normally be outside, will set up the toys in the library and yellow room. Once you have done this, you can help supervise the children as they come down from finishing lunch until the majority of staff and children are down.

Once children has finished eating

Once the majority of staff and children are down in the library, we will split them as follows:

Reception along with Wendy, Giacinta and Maria will supervise the children playing either in the cookery room/outside reception classes and/or go out for a play.

Year 1 and 2; Cathy and Clare will (as long as weather permits) will take those children who want to go outside out. The children can play football on the hardcourt or play on the terrace.

Those who don't want to go out can choose from playing in the library, colouring/tv in the yellow room or ICT. The yellow room and ICT will need 2 staff and other staff can play with the children in the library.

At 1.20pm, all areas tidy up.

Library- children to tidy toys and put books back in correct place.

ICT- Children to log out (not turn off) computers, place headphones back on the hook and push chairs under.

Yellow room- leave tidy.

AT 1.25pm, children to line up outside their classroom (using inside door)

1.30-1.45- Majidi and Vinnie to return toys used in the library, put toys away on terrace and check dining room.

Use of ICT room during wet playtimes.

LOG IN

Children to log in as their class e.g 1FR

No password required.

Please only let the children use the following:

Purple mash (GUEST only-click on blue triangle)

CBEEBIES

CBBC

At the end of each wet playtime, Please ask the children to log out, put headphones in correct place and chairs under.

Summary of updates Jan 2020:

- Up to date more detailed information added for supervision at playtime and lunchtime sections.
- Supervision after school updated to reflect current arrangements.
- Section added on Tree Climbing.
- Appendices added for playtime staff rotas and wet playtime routines.
- Section added on Wrap Around Care and Play Manager.

Summary of updates August 2021

- Updated Owls and Larks procedures based in the dining room.
- Updated Club information to reflect changes for clubs starting at 3.30pm

Summary of updates November 2022

- Club staff in Sports Hall to have mobile phone
- Mobile phone to be passed to OWLS at 5:00pm when Office closes
- Clarification of register procedures when children going to an appointment during school day
- Updated Accident Reporting section
- Playground/field areas updated
- New wet lunchtime rota