

## Dunannie Child Supervision Policy Including EYFS

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|-----------------------------------|----------------------------|
| Implementation Date               |                            |
| Date/term of last review          | February 2018              |
| Author                            | Victoria Homewood          |
| Review body (individual or group) | The Head of Dunannie       |
| Approval Body                     | The Governors and The Head |
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*Tick which category this document refers to:*

|                                      |  |
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| ISI requirement to be made available |  |
| ISI requirement to be on website     |  |
| Website                              |  |
| Internal only                        |  |

## Dunannie Child Supervision Policy

### Rationale

All staff at Dunannie have a duty of care to provide adequate supervision of children at all times. Supervision is one of the key requirements in the prevention of accidents and to injury throughout the school. Staff members require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. New and supply staff should be informed of potential supervisory risks appropriate to the individual child in a confidential and sensitive way. Approved child/staff ratios must be adhered to and extra staff provided for children with additional needs.

### Aim

- To ensure the safety of children at all times.
- To ensure the potential for accidents and injury to children is reduced.
- To ensure staff are aware of the variables relating to supervision.
- To ensure safety for children when participating in class visits.
- To ensure that staff have the capacity to evaluate supervisory practices and respond appropriately.

### Implementation

Parents will:

- Personally deliver children to a staff member and ensure a staff member is informed if a child is taken out of school during the school day.
- Inform staff if a person, other than authorised, will be collecting the child. This can be done via a 'phone call to the office in the event of an emergency and noted on the yellow form in the Library.
- Ensure that staff are familiar with the procedures to be followed when going on class visits with the class – Educational Visits Policy, Health and Safety Procedures, Risk Assessment, Safeguarding Policy
- Adhere to correct "Sign-in and out" procedures in the office.
- Ensure that the front door and playground gates are closed and bolted after entry or exit.
- Inform staff in person or via the yellow forms of a change in end of day arrangements, ie: parties, Swallow Clubs etc.

Staff will:

- Be familiar with all safeguarding policies, including playground/orchard procedures.
- Ensure all guidelines and legislation are adhered to.
- Ensure procedures are reviewed and adhered to.
- Ensure a staff member is close enough to children to intervene in the event of any potential issue occurring.

# Bedales Schools **Dunannie Child Supervision Policy**

- Ensure that children are not left alone in the playground or the Dunannie buildings.
- Have clear sight lines to all children in the class at all times. Staff must place themselves in a position to 'supervise' as much of the 'whole group' as possible.
- Ensure that where multiple areas are available to children at the same time (indoor/outdoor activities) that such areas are appropriately supervised.
- Communicate effectively to other staff when they are moving from an area.
- Ensure children are only released to authorised people.
- Ensure younger children's safety is not compromised in mixed age groups.
- Complete accident/incident forms for all injuries under their supervision and report them to the office as soon as practicable.
- Do regular head counts of children in their care, especially when entering the playground and on leaving the playground to return to classrooms.
- Regular headcounts of children are taken during excursions from school
- Be aware of the location of each child at all times.
- Ensure that supervision is **active** and **interactive** with children. It is not suitable for staff to stand and watch, or talk to other staff and parents. Staff will discuss with each other the best positions of supervision, especially in the playground, to avoid clustering in one spot.
- Ensure staff ratios are correct at all times to assist supervision.
- Do not take hot drinks out of the staffroom unless a covered cup is used.
- Children who wish to use the bathroom from the classroom / playground / orchard must inform a staff member.
- Question any strangers to the school in a friendly way eg "Hello, can I help you?" while observing the person's actions. Any concerns should be reported immediately.
- Ensure that the supervision of class visits adheres to policy guidelines.
- Ensure that front door and playground gates are closed after entry and exit.
- Ensure that only an adult pushes the release button on the front door or to use coded doors.
- Ensure all areas are visible, accessible and free of potential hazards.
- Lunchtime supervision. The teacher on duty must stay in the Dining Room until all children have finished their lunch.
- Adult to accompany hurt children to first aider and wait until they are handed over.

Reviewed: J Webber, February 2018

Next Review Date: February 2019

Signed: \_\_\_\_\_