

MANOR HOUSE SCHOOL PUPIL SUPERVISION POLICY INCLUDING EYFS

Date of Issue: **February 2019**

Date of Review: **February 2021**

Responsibility: **Headteacher**

References:

[DfE: KCSIE 2018](#)

Child Protection Policy

ISI Regulatory Requirements

Health & Safety Policy

EYFS Statutory framework

Overview

This policy is applicable to all those involved in pupil supervision at the school.

Objectives

The objectives of this policy are to ensure that pupils are appropriately supervised during school activities throughout the school day and to also consider supervision on arrival and departure from the school. This policy also considers the supervision of the Early Years Foundation Stage.

Guidance

Pupils arrival and departure:

- Pupils maybe on the property from 07.45-18.00 which includes early birds and after school clubs.
- Pupils are not allowed onsite without supervision
- Where pupils are on the site outside of normal house, at least one member of the teaching staff will be present

Teaching staff will supervise pupils during breaks and lunchtimes, separate supervision will be made during school events.

Members of the PE department will supervise pupils for home and away matches.

Registration

- Registration is taken of pupils at the start of the morning and afternoon sessions. Parents/carers are responsible for notifying the school if their child is absent for any reason. The school will contact the parent/carer if a child fails to arrive at school without explanation.
- All pupils must sign in and out at reception for leaving the school or returning after appointments.
- In EYFS a child will only be released at the end of their session into the care of the parent or individual whose name has been notified to the school in advance.

Medical Support

- A qualified nurse is on duty from 08.00-17.00 to administer emergency first aid and to deal with any accidents or illness.
- A number of staff are trained first aiders and are available to give emergency aid treatment.

Pupils will not have unsupervised access in designated areas, which are securely locked when not in use and include:

- Swimming pool
- Gymnastic/athletic & climbing activities
- Science laboratories
- HE Room
- Art Room
- Maintenance areas
- Cleaning area

Before School

- Early Birds is from 07.45-Registration for Reception to Senior and is supervised by two members of staff. Reception girls are then taken to registration by a member of staff and years 1 and 2 are taken to class by a chosen senior pupil.
- Breakfast club is from 08.00 for Prep and Senior girls, supervised by a member of staff. Nursery also run a Breakfast club, held in Nursery with appropriate staff ratios.

After School

- Honeypots runs from 06.00-18.00 daily and is for Nursery to year 4 pupils, which is supervised by 2 suitable members of staff where homework can

be finished and the Honeypots team plan themed days to enhance the pupils learning.

- Clubs are available for Prep and Senior school pupils, late class is available for pupils from 15.50-16.00 where they are then taken to pick up.
- Prep is for year 5 upwards which a member of staff supervises where homework or private study can take place. Pupils are collected from the specified room.

Travelling to and from school

- Parents are responsible for ensuring their children travel safely to and from school or to the minibus pick up/drop off points. Please see Minibus guidance for further details on expected behaviour.

Educational Visits

Arrangements are detailed in Educational Visits and Educational Visits for EYFS children policy guidance.

Any changes to this policy will be distributed to all staff.

Author, Position

Reviewed and Updated: