



# NORTHWOOD COLLEGE

FOR GIRLS

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## GDST

### **Guidance on the Supervision of EYFS pupils – Northwood College for Girls GDST**

The safety of all girls is paramount and it is the duty of all members of staff to ensure that they have this as their prime consideration at all times. The duty rotas outline who has the responsibility for the girls at playtimes. However, it is the duty of all staff to ensure the safety of girls in our care, both within timetabled lessons, extra-curricular activities, before / after school and during breaks /transition points in the school day. Staff within EYFS are considered 'Suitable people' and have fulfilled all of the necessary requirements set within the Statutory Framework for the early year's foundation stage: 1 September 2021. At least one person who has a current paediatric first aid (PFA) certificate is on the premises and available at all times when children are present, and available to accompany children on outings.

#### Before School

The school deploys an after-hours care provider: Super Clubs. In the morning, their staff welcome Junior School girls, including those from Nursery and Reception and provide breakfast for them. SuperClubs staff then walk the girls from EYFS directly to their classroom at the start of the school day.

There is a separate breakfast provision in the school canteen. Junior School parents, including those in EYFS are asked to accompany their daughters to their classroom when using this facility.

Girls who use *neither* breakfast facility enter school via Wray Lodge Reception area. All girls enter under supervision of the Receptionist. Parents are reminded that, save those who have been to morning SuperClubs, all girls should enter via Wray Lodge.

Nursery and Reception girls are accompanied by their parents and handed over to Early Years staff at the door of Bluebelle House.

Any girl who arrives after 8.25am will be signed in at Wray Lodge reception and EYFS girls will be escorted to their classroom by a member of staff.

Registration takes place at 8.30am, and at 8.40am the Registers are closed. Registration is completed electronically using the school's information management system SIMS.

At 8.40am our EYFS classes may attend Assembly or form time. It is the duty of the form teacher to escort their class to the hall and supervise them during Junior Assembly. At the end of assembly, the form teacher will escort her/his class back to the classroom.

### Morning break

Morning break begins at 10.00am for Early Years. Girls should take their break, collect their coats (when appropriate) and go outside to the new playground. The members of staff on playground duty supervise the girls. Staff are expected to move around, be visible and vigilant while on duty. Staffing numbers are set so that children can be within sight and hearing whilst on break.

Members of staff on Playground Duty should ensure that they position themselves so that they are able to supervise all areas of the playground. At morning break, initial first aid cover is provided by the TAs/teachers on duty and the nurse is available in the Medical Room; on the rare occasions nurse is called away, she can be contacted on her mobile number.

On wet days, all girls eat their snack and have their 'play' in their form rooms. They are supervised by the staff on duty.

### Lunch break

- Lunch break begins at 11.30am for Nursery and at 11.45 am for Reception.
- These girls eat lunch in Vincent House Hall. They are escorted to the Hall and seated by the teacher, who remain on duty supported by staff on the Duty rota. When Nursery have finished eating, they are escorted back to the Nursery as a whole group.
- When Reception girls have finished lunch, they are escorted back to the Reception playground in their class groups.

### Playground protocol during lunch break

During break times, the girls in EYFS will use the toilets in Bluebelle House.

- Nursery girls are supervised in their playground until the bell goes at 12:55pm. Reception girls are supervised in their playground until their bell goes at 1.20pm. The staff on the duty rota will help the girls to line up and bring them into class.
- First aid will be dealt with by a member of staff on duty and the incident logged on CPoms. A note should be written in the child's Message Book when necessary.
- The school nurse is available if required during lunch break.

### Wet break at lunchtime

If it is raining, Nursery and Reception stay in Bluebelle House classrooms.

### Supervision during Curriculum Time

At NWC we adhere to the Statutory framework for the early year's foundation stage  
Published: 31 March 2021, including section 3.36:

For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- for all other classes there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

### **EYFS Lesson time**

All classes will be supervised by the member of staff who is designated to teach them for that period (see Timetable) and pupils are the responsibility of that teacher. In case of absence, appropriate cover will be arranged by the Head.

Specific Risk Assessments are in place for practical subjects and teachers follow the guidelines of these. Staff are required to supervise pupils whilst changing for Swimming lessons. All EYFS are accompanied when walking around the school site.

When moving off-site, specific Risk Assessments are prepared and followed. During School trips we adhere to a ratio of 1 adult to 4 children (Nursery) and 1:5 (in Reception).

### End of the Day

If the normal parent/carer is not collecting, they should inform the teacher as to who will collect their daughter that day. Any adult wishing to collect a girl who is not named by the parent as a possible collector, will not be allowed to collect the girl, unless the parent is spoken to. All girls will be called by their class teacher or member of the Bluebelle House team and watched walking to their parent/carer. All girls are ticked off on an end-of-day register and if girls are going to Siblings, Superclubs or an after school club this will be marked on the end-of-day register.

### (Nursery) – 3.00pm

The girls should be collected from their form room. Parents enter the site from Wray Lodge which is overseen by the receptionist. Any girl who is not collected, will join the staff at Super Clubs (an external after school club, based on the school site), who collect the girls from their classrooms at the end of the day.

Nursery girls who need to wait until 15:30 because they have older siblings will be supervised by a member of staff in Bluebelle House (Nursery Siblings Club) and handed to their parents at the classroom door.

### (Reception) – 3.30pm

The girls will be collected from their form room. Parents enter the site from Wray Lodge which is overseen by the receptionist. A girl who is not collected at 15:30 is taken by a member of staff to Superclubs (if collection after 16:00) or taken to Siblings Club\*.

\*Girls from Reception – Y2 who need to wait until an older sibling finishes school at 16:00, are taken to Vincent House library, where they are supervised in Reception-Year 2 Siblings Club.

### Girls who Travel on the School Buses

At the end of the school day, the girls who travel on school buses should go promptly to the coach area. The girls complete a register and the Assistants on duty escort the girls to the bus stops. If a girl is not using her usual coach, the secretary should be informed in advance so that this can be noted in the coach register.

### SUPER CLUBS (before and after school care) EYFS

All girls attending Superclubs are collected by a member of staff and taken to Redington House (which is on the school site). Nursery girls are taken at 3.10pm, and Reception at 3.40pm. At the end of after school clubs, the staff running these clubs take any girls who have not been collected to Superclubs.

In the unlikely event that a parent/carer has not picked up a girl by 18:00 when SuperClubs finishes, the SuperClubs will contact the parent/carer. If they get no answer, they will refer the matter to SuperClubs central office.