NORTHWOOD COLLEGE FOR GIRLS

GDST

Guidance on the Supervision of EYFS pupils

Introduction

The safety of all pupils is paramount, and it is the duty of all members of staff to ensure that they always have this as their prime consideration. Our supervision fosters a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

The supervision rotas outline who has the responsibility for the pupils at playtimes. However, it is the duty of all staff to ensure the safety of pupils 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 and Junior school are considered 'Suitable people' and have fulfilled all the necessary requirements set within the Statutory Framework for The Early Years Foundation Stage: January 2024

At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when pupils are present, and available to accompany children on outings.

Staffing arrangements meet the Required EYFS ratios and needs of all pupils whilst ensuring their safety. Pupils will usually be within sight and hearing of staff and always within sight or hearing.

Before School

The school deploys an after-hours care provider: Super Clubs. In the morning, their staff welcome Junior School pupils, including those from Nursery and Reception and provide breakfast for them. Super Clubs are responsible for these pupils and Super Clubs staff walk the EYFS pupils 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 accompany their daughters to their classroom when using this facility.

EYFS Pupils who use *neither* breakfast facility enter school via the Alvarium side gate.

All EYFS pupils enter with a carer or adult and a member of staff is on gate duty. Parents are reminded that, save those who have been to morning Super Clubs, all pupils should enter via the gates specified above. Should a pupil arrive outside of the usual start of the day, the pupil will be brought to the Wray Lodge Junior entrance, signed in and accompanied to their classroom door by a member of staff.

Nursery and Reception pupils are accompanied by their parents and handed over to Early Years staff at their classroom door of Bluebelle House and Hedgehog Class to Bryden Brown.

Registration takes place at 8.25am. Registration is completed electronically using the school's information management system SIMS.

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

General break information

Members of staff on playground duty 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, they can be contacted on the Nurse mobile: 07515053454

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 pupil's Message Book when necessary.

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

Morning break

Morning break begins at 10.00am for Early Years. Pupils should take their break, collect their coats (when appropriate) and go outside to the Bluebelle House Reception/Nursery playground. The members of staff on playground duty supervise the pupils. Staff are expected to move around, be visible and vigilant while on duty. Staffing numbers are set so that pupils can be within sight and hearing whilst on break and we adhere to EYFS ratios .

On wet days, all pupils eat their snack and have their 'play' in their form rooms. They are supervised by the staff on duty. Whilst eating snacks, the pupils will be within sight and hearing of a member of staff.

Lunch break

Lunch break begins at 11.30am for Nursery and at 11.45 am for Reception. Whilst eating, pupils will be within sight and hearing of a staff member. The pupils eat lunch in Vincent House Hall. They are escorted to the Hall and seated by the teachers, who remain on duty supported by staff on the Supervision rota.

When the Nursery have finished eating, they are escorted back to the Nursery as a whole group. When Reception have finished lunch, they are escorted back to the Reception playground in their class groups. Nursery pupils are supervised in their playground until the bell goes at 12:55pm. Reception pupils are supervised in their playground until their bell goes at 1.15pm. The staff on the Supervision rota will help the pupils to line up and bring them into class.

Wet break at lunchtime

If it is raining, Nursery and Reception stay in Bluebelle House/Bryden Brown classrooms. They are supervised by the staff on the Supervision rota and helped by Junior Wet Play monitors.

Supervision during Curriculum Time

At NWC we adhere to the Statutory Framework for The Early Years Foundation stage Published: January 2024, 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.
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 pupils are accompanied when walking around the school site.

When moving off-site, Evolve is used with specific Risk Assessments which are prepared and followed. During School trips we adhere to a ratio of 1 adult to 4 children (Nursery) and 1:5 (in Reception). Pupils must be kept safe whilst on outings. The school assesses the risks or hazards which may arise for the pupils and identifies the steps to be taken to remove, minimise and manage those risks and hazards. Please also refer to our Educational visits policy.

End of the Day

If the usual 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 pupil who

is not named by the parent as a possible collector, will not be allowed to collect the pupil, unless the parent is spoken to.
All pupils will be called one at a time by their class teacher or member of the Bluebelle House team and watched walking to their parent/carer. All pupils are ticked off on an end-of-day register and if pupils are going to Siblings, Super Clubs or an after school club this will be marked on the end-of-day register.

Nursery – 3.00pm

The pupils are collected from their form room. Parents enter and exit the site from the Alvarium side gate which is overseen by a staff member. This gate closes at 3:25. The Sibling provision register will be checked if a pupil is not collected and this pupil will be kept at school until 3.30 or 4.00pm depending on the age of their sibling. These pupils will be supervised by the members of staff as listed on the Supervision rota and handed to their parents/carers at the Bluebelle House door. This provision closes promptly at 3.25 or 3.55pm. Any pupil who is not collected will be taken by a member of staff directly to Super Clubs.

At 3.00pm the pupils who have pre-booked a session at Super Clubs (an external after school club, based on the school site), will be collected from the classroom by a member of Super Clubs staff. Any other pupil who is not collected, will join the staff at Super Clubs and these pupils will be registered and collected from their form room. They are then the responsibility of the Super Clubs staff.

Girls who Travel on the School Buses

At the end of the school day, the pupils who travel on school buses should be escorted promptly to the coach area. The pupils are registered and the Assistants on duty escort the pupils to the bus stops. If a pupil 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 (after school care) EYFS

All Nursery pupils attending Super Clubs are collected by a member of Super Clubs staff and taken to Redington House (which is on the school site). Nursery pupils are taken at 3.10pm.

All Reception pupils attending Super Clubs are taken to this provision at 3.40pm by a member of staff as per the Supervision rota. At the end of an after school club, the staff running these clubs will take any pupils who have not been collected to Super Clubs.

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

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