



Sidcot  
Live Adventurously

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**Policy Name: Supervision of Children – Junior School  
(Incorporating EYFS)  
Policy Number: 2.10a  
Date: 12 December 2019**

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## Table of Contents

1	<a href="#">Introduction</a> .....	3
2	<a href="#">Scope</a> .....	3
3	<a href="#">Arrangements</a> .....	3
4	<a href="#">How does the School ensure appropriate levels of supervision?</a> .....	5
5	<a href="#">Off Site Activities</a> .....	6
6	<a href="#">Child Protection and Safeguarding</a> .....	6
7	<a href="#">Evaluation and Review</a> .....	6
8	<a href="#">References</a> .....	6
9	<a href="#">Related Policies</a> .....	6
10	<a href="#">Document Change History</a> .....	7

## 1 Introduction

1.1 The Governing Body and Senior Leadership and Management Teams of Sidcot School recognise their responsibilities for safeguarding. Safeguarding is at the forefront of all of the School's operations. Being aware of children's whereabouts at all times is an essential element of safeguarding and child protection.

## 2 Scope

2.1 This policy applies to the Junior School, including the Early Years Foundation Stage (EYFS). A separate policy applies to the Senior School, including boarding.

2.2 This policy is available on the staff portal (Firefly).

2.3 All teaching staff and those with pastoral responsibilities, are expected to be familiar with its terms and implement the policy accordingly.

## 3 Arrangements

3.1 All children (including those attending events organised by the Junior School in term time) are deemed to be in the care of Sidcot School from the time they arrive on site until they leave, or are collected.

3.2 In this policy, a reference to Authorised Adult, means someone who is agreed by the parent(s) to collect the child, and who can provide the Code Word provided to the School by parents. All parents of Junior School children are required to provide this information upon admission.

3.3 The first point of contact in relation to child protection and safeguarding matters in the Junior School including the EYFS will usually be the Deputy Designated Safeguarding Lead (Deputy DSL) who is based in the Junior School – please refer to the Child Protection and Safeguarding Policy 2.1 for full details of the team.

3.4 Junior School children are supervised by the following staff during the day as follows:

TIMES	SUPERVISION
Breakfast club (7.45am–8.30 am)	Only pre-booked children may attend Breakfast Club. This is supervised by a minimum of 2 members of staff with appropriate qualifications. Any EYFS (Early Years Foundation Stage) children will be escorted to their classroom by a member of the Breakfast club staff.
Pre-Registration (8.30am – 8.40am)	Parents or carers of EYFS children will take their children to their classroom via the EYFS entrance. Parents may deliver their children to the Refectory at 8.20am if they need to drop them off before 8.30am. Children will be supervised by their class teacher or classroom assistant KS1 (Key Stage 1) and KS2 (Key Stage 2), sign themselves in, once brought to classroom doors by parents using age appropriate class self-register systems (supervised as appropriate). If later than 8.40am for (R-J6), 9 am (EYFS), the child is asked to register at the Junior School Office.
Checking of registers by Junior School Secretary	The Junior School Secretary will review the registers and telephone parents of absentee children, if no prior indication of an absence has been received.
Lesson times	The class teacher will remain with his/her class throughout each lesson – the children will not be left unsupervised at any time. A class register will be kept.

	<p>The exception is J6 children. If parental agreement has been received; the children are permitted to move around campus, to agreed venues, in pairs and groups.</p>
Break and lunch times	<p>Children will not be left in classrooms or elsewhere in the School unsupervised. The exception is during a 'Wet Play', when the duty member of staff will 'float' between the KS1 and KS2. KS1 and KS2 will be supervised outside by two members of duty staff.</p> <p>EYFS children will be supervised outside by a minimum of 2 members of staff. The exception is for visits to the toilets. EYFS children needing the toilet during lunch break will be supervised by one member of staff.</p> <p>All children are fully supervised by teaching staff and assistants during mealtimes in the Refectory as well as during playtimes.</p> <p>Children will not be left unattended in the Refectory while eating or drinking.</p>
End of School EYFS & KS1 – 3.30pm KS2 – 3.40pm	<p>EYFS children must be handed over to their parents / Authorised Adults via the EYFS entrance, by a member of the teaching staff. Please refer to paragraph 3.3 for definition of Authorised Adult.</p> <p>All other children must be handed over to parents or Authorised Adults, or directed to an after-school activity.</p> <p>Children attending After School Care will be escorted to the After-School care room where they are signed in by the Staff on duty there.</p> <p>After the end of the School Day, children must either leave or be booked into After School Care, an activity or prep.</p>
After School Care (3.30pm – 5.30pm)	<p>Any after-school care or activities must be booked in advance (no later than the day before the start of the school week) on SchoolsBuddy.</p> <p>Nursery, Reception and KS1 children who are going to After School Care, will be taken internally by staff to the After-School Care room and booked in.</p> <p>KS2 children may make their own way to the After-School Care room. A register will be kept of all children attending the session, and parental signature (or that of an Authorised Adult as per paragraph 3.3), is required before the child is released.</p> <p>Children will be supervised by a minimum of 2 members of staff with appropriate qualifications.</p> <p>A staffing ratio of 1 adult to 8 children will be maintained at all times for under 8s.</p>
Prep 3.40pm-4.30pm (Early prep J3-J6) 4.30pm–5.20pm (Late prep J5 – J6)	<p>Prep is optional and pre-bookable on SchoolsBuddy and is supervised by members of the teaching team.</p>
Tea time 5.30pm-6pm	<p>A minimum of 2 staff from After School Care will supervise the children during Tea.</p>
After School Activities time	<p>Children may participate in a wide range of supervised activities. A register is kept of attendees via SchoolsBuddy. Any EYFS children</p>

(Times as per activity schedule)	<p>attending an after-school activity will be escorted by a member of staff to the appropriate venue. It is the responsibility of the person running the activity to hand over children to their parent or other Authorised Adult, or take them to After School care.</p> <p>All children must leave activities via the designated door (often the door where the activity is taking place). No child should be allowed to leave without a parent, or other Authorised Adult (as per paragraph 3.3).</p>
Holiday Club	<p>All children must be signed in and out of the Holiday Club by a parent, or Authorised Adult. The building must be entered and exited by parents and Authorised Adults through the main school door only.</p> <p>Supervision requirements and ratios are as per After-School care.</p>
Special Events	<p>For events during the year taking place in alternative venues on campus (for example in the Meeting House / Sports Hall / on the Sports Field), changes to the dropping off/ picking up procedures for children will be provided to parents and to staff prior to the event.</p>

#### **4 How does the School ensure appropriate levels of supervision?**

4.1 The School must ensure that sufficient staff are on duty to comply with licensing requirements with regard to qualifications of staff and staff/ child ratios.

4.2 Staff will set up their room environments with consideration to the practicalities of supervising all children and areas for example; visibility, accessibility, potential hazards.

4.3 Staff will position themselves in the indoor and outdoor environments with consideration for the activities being offered, the mix of children and staff and to allow the greatest vision of the whole area. Staff must position themselves to see the children (never sitting with their backs to the children).

4.4 Staff will ensure that children will be within their sight or hearing at all times during the day, indoors and outdoors.

4.5 Staff will focus on active interactions with the children, and refrain from congregating together to hold personal conversations, marking books or other distractions. The primary responsibility of staff is to ensure the safety of the children in their care. Staff will discuss best position points of supervision to avoid clustering.

4.6 Staff must remain in their designated areas. When multiple areas are available to children at the same time, (indoor/ outdoor activities) all areas must be supervised.

4.7 Staff will undertake regular head counts on children in their care (especially on entering or departing areas – i.e. playground or when closing their classroom for the day. Staff will be aware of the whereabouts of every child at all times.

4.8 Staff will encourage children to let them know when they are leaving an area to use the toilet in the junior school

4.9 Staff will communicate effectively by informing other staff if they are leaving an area for any reason to allow cover.

4.10 In the event that a parent collects a child from a remote area from the school, such as the main playing fields, staff will ask the parent to confirm their identity and provide the code word. The parent must make arrangements in advance to pick up the child so that staff are aware, but does not need to sign in at Reception.

## **5 Off Site Activities**

5.1 When taking children off site for any curricular or extra-curricular excursions; staff must refer to the Educational Trips and Visits Policy 2.9. The correct procedures in terms of notification of parents, risk assessment, safeguarding of children, staffing ratios and financing must be followed.

## **6 Child Protection and Safeguarding**

6.1 If a child is noted to be missing from the School site, the Missing Children Procedures (policy 1.2a) be followed. A child going missing from education is a potential indicator of abuse or neglect. Children who go missing may be at potential risk of abuse including child sexual exploitation, radicalisation, travel to conflict zones, female genital mutilation and forced marriage.

6.2 If there are any such concerns, the child protection procedures will be invoked in accordance with the Child Protection and Safeguarding policy. All staff should be alive this, noting the issue on "MyConcernt" where appropriate or liaising direct with the Deputy DSL based in the Junior School, or social care where appropriate. Under usual circumstances, there will be liaison with the Junior School Deputy DSL in the first instance.

6.3 In the event that a child is missing or uncollected, the relevant policies will be followed, and staff are expected to familiarise themselves with these.

## **7 Evaluation and Review**

7.1 This policy will be reviewed annually by the Deputy DSL based in the Junior School, and the Pastoral Group, or sooner if change to practice, legislation or incident dictates. The practical arrangements adopted under this policy will be reviewed as the number of children in the Nursery changes. This ensures that we comply with the ratio of adults to children in this age group.

7.2 The Deputy DSL will support staff by regularly providing opportunities for staff to evaluate and provide feedback on supervisory practices through staff meetings, staff room discussions and informal chats as required.

7.3 Plans will be developed and reviewed for improving facilities and correcting problems if effective supervision is difficult due to design or change in grounds or buildings.

## **8 References**

- The Independent Schools Inspectorate Regulations (2014)
- The Regulatory Handbook for Schools (a Commentary) (September 2019)
- Statutory Framework for the Early Years Foundation Stage 2017
- 'Keeping Children Safe in Education', DfE, September 2019
- 'Working together to Safeguard Children', DfE, 2018
- 'What to do if you're worried a child is being abused', DfE, 2015
- Counter – Terrorism and Security Act 2015 (sections 26 and 29)

## **9 Related Policies**

1.1 Critical Incident Management Policy and Procedures

1.2a Missing Child Procedures

1.4 Uncollected Child Policy and Procedure

2.1 Child Protection and Safeguarding

Supervision of Children – Junior School Incorporating EYFS, Sidcot School

Dated: 12 December 2019

Page 6

2.10 Supervision of Pupils – Senior School

2.11 Equal Opportunities (Children)

5.1a. Behaviour-Junior School

## 10 Document Change History

Date of change	Detail significant changes and any new legislation/guidance taken into account
03.12.2016	<p>Adopted by Board.</p> <p>Reformatted in new template.</p> <p>Policy 2.13 incorporated (guidance to staff for supervision of children)</p> <p>Inclusion of paragraphs for Introduction, Scope and Distribution, Off site Activities and Child Protection / Safeguarding, Evaluation and Review, and references.</p> <p>Paragraph 3.2 - Clarification of the definition of Authorised Adult and that all children must be collected either by a parent or Authorised Adult</p> <p>Paragraph 3.3 - Insertion of times for various activities</p> <p>Obligations of parent's section removed and inserted in the Blue Book.</p> <p>Minor changes made to reflect new practices around 'After School Checklists. Reference to Educational Trips and Visits Policy 2.9 (previously Health and Safety of Pupils on Activities Outside School).</p>
07.10.2017	Reviewed and adopted by Board as part of Annual Safeguarding Review
06.10.2018	Reviewed and adopted by Board as part of Annual Safeguarding Review
05.10.2019	<p>Reviewed and adopted by Board as part of Annual Safeguarding Review</p> <p>Paragraph 4.11 inserted re collection of children from remote parts of the school</p> <p>Minor typographical changes and references updated</p>
12.12.2019	Policy updated to reflect the use of SchoolsBuddy