

COGNITA  
TEACHING EXCELLENCE

**Supervision Policy  
Inc. Early Years**

**September 2017**



**DOWNSEND**  
**PRE-PREP SCHOOL**  
— Leatherhead —

### **Aims and Objectives**

This document should be read in conjunction with School's Safeguarding Policy, Anti-Bullying Policy and Missing Child Policy. Downsend is committed to safeguarding and promoting the welfare of the pupils in its care. The Head Teacher is required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. All members of staff at Downsend Pre-Prep Leatherhead have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Head Teacher's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

### **Early Birds 8.00-8.30am**

Children are registered as they arrive. Children are taken to their classrooms at 8.30. The children self-register as they arrive in the classrooms and formal registration is taken at 8.55. The secretary monitors any late arrivals or early departures during the course of the day.

### **Break Times**

There are duty rotas in place with staff on duty during break times. Separate arrangements are in place for wet breaks.

If a member of staff is unable to carry out a duty, it is his or her responsibility to organise a swap with a colleague and to inform a senior teacher or the Head Teacher.

### **Lessons**

Individual class teachers and their teaching assistants are responsible for the supervision of the class. Classes must not be left unsupervised. Should the need arise staff may:

- Summon help from a teacher in an adjacent classroom
- Send an individual with another accompanying child to the Office or Head's Office

### **After-School Clubs**

It is the responsibility of the Club teachers to ensure that pupils are well supervised during their club or activity. The teacher taking the after-school club keeps a club register. The Club teacher is responsible for seeing the children home when the Club has finished. If a child has not been collected, the child will be handed over to the Extended Day Supervisor.

### **Extended Day**

The Extended Day Supervisor and Assistant take a register and supervise the children in Extended Day in the Rising Reception Classroom. Tea is served for the children booked in for Extended Day. Extended Day ends at 6.00.

### **Staff Supervision**

All staff are responsible for supervising pupil behaviour throughout the day.

### **Staff / child ratios**

First Steps 1:4

Rising Reception 1:8

Reception 1:8

### **Pupil Absence**

When a child is absent from school due to illness, school should be informed by telephone or email on the first morning of absence, followed by a letter or email of explanation on return. If a child is taken ill while they are at school, school will contact the parent/guardian to arrange collection. If a child is absent and school has not been contacted, school will get in touch to establish the reason.

There is a separate policy document covering procedures for a missing child.

### **Children Off Site**

When pupils are not on site and are instead attending an outing, they remain the school's responsibility. The members of staff involved in that activity, as per their risk assessment, should promote the pupils' safety, welfare and happiness at all times. Should a member of staff identify a matter of concern, they should telephone the school and speak to either the Head teacher or a senior teacher. Teachers on outings carry school's telephone number in their personal mobile phones.

### **Staff Absence**

Any member of staff who wishes to be away from school must gain permission from the Head Teacher. All staff cover arrangements are handled by the Head Teacher.

Next Review : September 2018

This policy is applicable to:  
First Steps (2-3 years)  
Rising Reception (3-4 years)  
Reception (4-5 years)  
Year One (5-6 years)