

The Cornwall Independent School

SUPERVISION OF PUPILS IN THE EYFS POLICY

(This is to be read and applied in conjunction with the Supervision of Pupils document)

This policy, which applies to the Early Years Foundation Stage (EYFS), is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

Reviewed: November 2024

Next Review: September 2025

Signed:

Miss L. Adams
Headteacher

Mr Stephen Beck
Chair of the Advisory Board

Mr Bill Brown
Education and Compliance Adviser

Related documents: The Cornwall Independent School Handbook, Staff Code of Conduct, Collection of Children, Answering the Door, Missing Children, Duties Rota.

Principles:

- The welfare and safety of all pupils is of paramount importance at all times.
- Staff should avoid being in sole charge of a pupil and should not be in situations which compromise their professional integrity. One to one working with pupils should always take place in an open and visible environment. This is to safeguard both the pupils and the professional integrity of staff.
- The staff are acting in loco parentis when supervising pupils and should ensure that all arrangements, particularly those involving off-site activities, are with the full knowledge and approval of parents and with appropriate consent.

Timings:

8.30 - 8.55 a.m.	Reception Pupils may arrive in school and whole school supervision procedures apply.
8.30 - 8.55 a.m.	Reception Pupils are supervised in the classroom, then playground or Hall from Summer term.
8.55 - 9:00 a.m.	Registration and Lunch order taken.
9.00 - 9.30 a.m.	Register check by office and parental contact made if pupils are absent.
9.00 - 11.00 a.m.	Learning takes places in the Reception classrooms and may also include the EYFS outdoor learning environment.
11.00 - 11.30 a.m.	Outside break supervised by duty teacher
11.30 - 12:30 p.m.	Learning takes places in Reception classroom and may also include the EYFS outdoor learning environment.
12:30 - 1:00 p.m.	Reception pupils eat school and packed lunches in the Reception or Year 1/2 classroom until later in the summer term when they are introduced to eating in the dinner hall.
1.00 - 1.30 p.m.	Break in the EYFS/KS1 playground or Hall on wet days supervised by duty teacher.
1.30 p.m.	Registration
1.30 - 3.30 p.m.	Learning takes place in the Reception classroom and may also include the EYFS outdoor learning environment and on some days in linked lessons with Year 1/2.
3.30 p.m.	End of the day
3.30-3.45pm	If pupils are staying for Seahorses, they are supervised by their class teacher until it is time for seahorses to begin.
3.45 - 5.00 p.m.	Seahorses is available for Reception Children.

Assemblies:

EYFS/KS1/KS2	Friday 3.00 –3.30pm
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Procedures:

- At least one responsible member of EYFS staff must be in attendance when pupils are on school premises.
- EYFS Pupils should have continuous supervision by a staff member during the school day.
- Staff should not leave younger pupils unattended in a classroom under any circumstance and have established a system whereby help can be summoned if the member of staff needs to leave the classroom or teaching space.
- A staff rota is drawn up at the start of each academic year to cover staff supervision of play times and lunch times. The rota of staff designates the responsible person during outdoor playtimes and other members of staff are available within the Office.
- A qualified First Aider is always available who is specifically trained to provide first aid in the EYFS.
- Older pupils will be present in the EYFS playground on a rota basis, and they are there to act as playtime buddy's and not as a supervisory role. It is the teacher on duties responsibility to supervise and deal with any issues which occur.
- Members of staff will inform another member of staff when assisting a child in the toilet or providing any form of intimate care.
- Adequate staffing is particularly important for off-site activities, where a high degree of supervision and assistance may be needed. Staff should be especially vigilant where members of the public are present.

This is a summary of principles and good practice and is not intended to be complete guidance. Staff will use their own professional judgement to safeguard pupils at all times.