



Supervision of Pupils Including EYFS

We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

Staff: pupil ratios within the school

EYFS

Nursery & Kindergarten

Ratios within the Nursery and Kindergarten are always kept within the 1:5 ratio for under three-year olds and 1:8 for three to four-year olds as stated by *The Department for Education Statutory Framework for Early Years Foundation Stage 2023 p.29, 3:33-3.37*. At least half the staff included in the two-year-old ratios hold at least a Level 3 qualification and most other staff working with two-year olds hold at least a Level 2 qualification. At least half the staff included in the ratios for children aged three years and above hold at least a Level 3 qualification and at least half of the other staff working with them hold at least a Level 2 qualification. When a level 6 member of staff (those with QTS, EYPS or Early Years Teacher Status) is included within ratio of children aged three and over, there is at least one member of staff for every 13 children and at least one other member of staff will hold a Level 3 qualification, although it is unlikely that we would go to this level of ratios. During lunchtimes and wrap around care, the ratio of 1:8 for three to four-year olds is adhered to and 1:5 for two-year olds.

Reception

Ratios within Reception vary, accommodating staff duties and non-contact time. When a member of staff with Level 6 qualification (those with QTS, EYPS or Early Years Teacher Status) is included within the ratio of Reception children, there is always at least one member of staff for every 30 children. However, we aim to provide ratios in class of less than 1:10. If there is no Level 6 qualified member of staff present, at least half of the staff hold a Level 3 qualification and at least half of the other staff holds at least Level 2 qualification and ratios of 1:8 are maintained. At playtimes, a teacher with QTS is on duty with at least one other TA.

Years 1-2

up to 20 pupils in class	1 teacher	1 Classroom assistant
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Years 3-6

up to 20 pupils in class	1 teacher
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All staff are responsible for supervising the pupils during the school day and at times beyond. They are expected to follow the guidelines of any particular duty they might undertake. Around the school – much supervision is informal between lessons and during breaks and it is an essential part of the staff's supervisory role to ensure that pupils adhere to the school rules to stay safe. No pupils are allowed to go into any room without a staff member present or to come into school during breaks without permission. When children

from the Early Years are present, there is always a Paediatric First Aider on site. Certain rooms are locked when not in use, for example, the Computing Classroom, the Science Lab and the Hive.

7.45 – 8.30am	EYFS and Pre-Prep children are escorted into school by their parent/carer to Kindergarten (for Before School Care) or the Pepperpot (if having breakfast) where they will be registered. Prep children are dropped off at the gate and walk into school, going straight to the ICT Room for Before School Care (Prep) or to the Pepperpot (if having breakfast) where they will be registered. This procedure applies to children arriving at any time from 7.45 – 8.30am.
8.00 – 8.30am	<i>Breakfast Club – see above</i> Any swim squad children who attend breakfast are supervised by PE staff.
8.30 – 8.45 am	The Form Tutor takes responsibility for the pupil once he/she has arrived at school a register is taken. Register closes at 8.45am. Pupils who arrive late go to the office first to sign in.
8.45 – 10.30	Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason, however, there are times when one teacher may supervise two or three classes, during transitions between lessons. In case of emergency teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - call the Office, or send for a relevant member of SLT. - send the pupil with the 'red bat' and/or another accompanying pupil to the office. EYFS maintain ratios at all times ensuring their classes are supervised.
Break Time	All pupils are supervised by a member of staff, who undertake break duty on a rota basis. They are present in the playground at all times. Designated toilets are used during break time. EYFS ratios are maintained.
Lunch Time	All pupils are supervised by a member or members of staff, who undertake lunch duty on a rota basis. The member of staff on duty will escort pupils to cloakrooms and ensure that all pupils go outside to the playground. All pupils are then supervised in the playground until lunch break ends and pupils return to their form rooms for registration. EYFS staff rotate duties. Staff eat with the children to ensure ratios are maintained at all times and that the 'children are adequately supervised (children must be within sight and hearing of an adult), including while eating, and staff are deployed in a way that ensures children's needs are met' as stated by <i>The Department for Education Statutory Framework for Early Years Foundation Stage 2023 p.28, 3:29</i> . After lunch Nursery/Kindergarten children return to Nursery/Kindergarten where they prepare to go home, or if they stay for the afternoon session they remain together in Kindergarten. Reception children return with staff on duty in the Pepperpot to class to prepare for playtime. Once they are ready, staff accompany the children outside for play
After School Collection 3.30 Prep- Prep 4.00 Prep	Staff in Year 4 down escort their classes down to the gate. Year 5 and 6 make their way to the gate independently. A member of the staff team is always on the gate. Any children who are uncollected at the gate due to a parent running late are escorted to the office after 5-10 minutes. Should any children still not be collected after a further 5-10 minutes, the office escort the children down to After School Care. Parents are called. Please see Uncollected Child Policy.
After School Clubs	Children go straight to the club after being dismissed by their class or Form Tutor. Clubs take a register. At the end of the club children are taken to the gate by the teacher/adult running the club and they ensure that every child has been collected. Please see Uncollected Child Policy.
After School Care	Children in EYFS are taken by staff into Kindergarten Y where they are supervised by qualified members of staff. Parents collect the children from the gate and are escorted

4.00 – 6.00pm	<p>there by a member of the After School Care team, or a member of SLT. There is always a Paediatric First Aider on site.</p> <p>Children in Year 1-6 attend after school care in Kindergarten P and are also escorted to the gate by a member of the After School Care team, or a member of SLT.</p> <p>A member of SLT is on call until the last child has been collected. They can also be called if After School Care becomes particularly busy.</p> <p>Pre-booking takes place for after school care and a record of these children is kept. A daily record is also kept in a folder, which originates from the school office recording any requests for pupils to attend after school care. This is then given to a member of the after school care team.</p>
After School Prep Club 4.00-5.00pm	<p>A record of the children due to go to Prep Club is kept by the after school team. The children firstly, go to the after school care room to drop off any bags and the staff register them. A list of names is then given to the teacher when they arrive to take the children to Prep Club. At the end of Prep Club the teacher goes via After School Care, dropping off any children remaining there until 6pm and then continues to the gate to dismiss the remaining children.</p>

Pre-Prep swimming:

Children are accompanied from school to the pool by a TA. They are escorted from the School minibus to the changing rooms. They remove their shoes outside the changing room and then get changed in the group changing areas. Children are supervised at all times by the TA who accompanied them on the minibus. When additional transport is required, children are taken in a member of staff's car. Children are always accompanied by an adult and are never left to travel one adult. The same TA accompanies the children to and from poolside to the changing room. Children are always accompanied by an adult to use the toilet.

Swim Squad:

Children arrive at swimming and change in a group changing room. They are supervised by two members of St. Hilary's School staff. Once changed, children leave changing rooms independently to the front reception where a St. Hilary's member of staff meets them and they are taken back to school by a parent or by school minibus. (If permission/consent has been given)

Prep swimming:

Children are accompanied from school to the pool by a TA. They are escorted from the School minibus to the changing rooms. They remove their shoes outside the changing room and then get changed in the group changing areas. Children are supervised by the poolside teaching staff (3 members). When additional transport is required, children are taken in a member of staff's car (parent consent is asked) or Taxi. Children are always accompanied by an adult in a taxi and are never left to travel with one child and one adult. Children are always accompanied by an adult to use the toilet.

Matches:

We aim to have a member of PE staff designated to each team we take to a fixture, however, this is not always possible. We will always have a minimum of 2 members of staff for 4 teams. For away fixtures we try and have two members of staff going, even if there is only one team. While at a fixture, a member of staff will accompany the children to the toilet. Children are always accompanied by a PE member of staff to the fixtures in our mini busses or our hired minibuses.

Trips

Safety of pupils is a top priority for the school. Approval is sought from the Headteacher before any educational visit is undertaken.

Staffing on all Educational Visits is vitally important. Pupil to staff ratios for school trips are not prescribed in law. However, the DFE recommend staff to pupil ratios for visits, intended as a general guide for visits to local historical sites and museums or for local walks, as follows:-

Ratio	Pupils' Year Group
1:6 (but can be lower depending on cohort)	EYFS
1:2	2 years of age
1:4	3-5
1:1	Children with specific behavioural needs
1:6	Years 1 - 2
1:8	Years 3 - 6
1:10	Year 3 – 6 if local

The school complies with these Staff to pupil ratios.

All educational visits comply with the guidelines and procedures outlined in the relevant Educational Visits Handbook. All details must be documented prior to departure.

A Risk Assessment will be completed prior to the trip and a staff member will have visited any new proposed location. All completed planning documents and Risk Assessments are submitted to the Educational Visits Coordinator. All staff / helpers will be briefed on the findings of the risk assessment and the procedures for the trip before the visit and should know exactly what is required of them during the visit.

Adequate first aid provision will have been addressed and arrangements made for medical needs. In the case of an Early Years trip, a Paediatric First Aider will accompany the trip.

A school emergency contact is nominated. The group leader and the school emergency contact will have a copy of all the adults and pupils travelling in the group. A contingency plan will be in place for delays.

Adequate information regarding the educational visit is provided to parents and pupils. Individual written consent will be obtained where pupils are taken on a trip or visit that:-

- extends beyond the normal school day
- involves an overnight stay
- requires collection from a different venue
- is an overseas visit

Reviewed: September 2019, July 2020, August 2020, July 2021, July 2022, July 2023, November 2023, June 2024

Next review date: June 2025

Person responsible: SLT