



St Hilary's School

Supervision of Pupils Including EYFS

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

Staff: pupil ratios within the school

EYFS

Nursery & Kindergarten

Ratios within the Nursery and Kindergarten may change, but are always kept within the 1:4 ratio for under three year olds and 1:8 for three to four year olds (usually within 1:6 for this age group). 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 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, the ratio of 1:8 for three to four year olds is adhered to and 1:4 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 one other member of staff holds a Level 3 qualification and at least half of the other staff holds a 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 teaching
assistant

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

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 DT Room.

7.45 – 8.30am	Before School Care: a member of Nursery/Kindergarten staff is responsible every day. Children are delivered by their parent or carer and are signed in.
8.00 – 8.30am	In addition, there is a Breakfast Club which is supervised by 2 members of appropriately qualified staff.
8.30 – 8.50 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.
Lesson Time	Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. 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.
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. Nursery/Kindergarten staff rotate duties. They eat with the children to ensure ratios are maintained. After lunch children return to Nursery/Kindergarten where they are then collected or they stay for the afternoon session.
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 agreed collection point – link corridor or steps by the teacher/adult running the club and they ensure that every child has been collected.
After School Care 4.00 – 6.00pm	Children in EYFS are taken by staff into Kindergarten where they are supervised by a qualified member of staff. Parents collect children from this room. There is always a Paediatric First Aider on site. Children in Year 1-6 attend after school care in Kindergarten. Children are signed in and out as they are collected from this room.

A member of SLT is on call until the last child has been collected. They can also be called if Year 1- 6 becomes particularly busy.

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 took them on the bus. When additional transport is required children are taken in a member of staff's car or taxi. Children are always accompanied by an adult in a taxi and are never left to travel with one child and 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 pupil changing room. They are supervised by 2 members of St. Hilary's School staff. At the end of swim squad the Year 5's are permitted to shower poolside. They are accompanied by a female member of staff. The other children walk back through the changing room with the other female member of staff to the other changing room. The Year 6 children are allowed to have a shower in the pupil's changing room wearing costumes as a privilege. 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.

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. Year 3 children change in the cubicles closest to the group changing rooms in pairs. Children are supervised by the poolside teaching staff (3 members). When additional transport is required children are taken in a member of staffs car 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 teaching 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, when staffing allows, we 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 Headmistress 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
1:2 (2year old) 1:3 (but can be lower depending on cohort)	EYFS
1:2	2 years of age
1:3	3-5
1:1	Children with specific behavioural needs
1:6	Years R - 3
1:8	Years 4 - 6
1:10	Year 4 – 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: June 2019
Next review date: June 2020
Person responsible: Mrs Gemma Mitchell