



Buxlow School

Supervision of Pupil policy EYFS

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Introduction

The health, safety and welfare of all the children in our school are of fundamental importance. We aim to provide a safe and secure environment for everyone. EYFS children will be under direct adult supervision at all times. EYFS adult to child ratios will be adhered to.

Responsibility during the school day

Registration

Reception

The responsibility to ensure that a child attends school regularly is that of the parents or carer. Each class is registered at 8:40am and 1:45pm.

Site Safety

The gates of the school are locked except for when parents are dropping off children between 8:30 – 8.40am and when collecting children from school at the end of the day 3:20 to 3:30pm

If leaving before the end of the school day, parents/carers must sign their child out from the school office; the child is then brought to the class.

Visitors

All visitors to the school and nursery must sign in at the office and be given a Visitor's Badge.

It is the responsibility of the Head of Centre to explain to new teachers their supervisory responsibilities

In the Classroom

Each class will be fully supervised by an appropriate trained adult at all times. EYFS staff should ideally be within eyesight of the children and must at least be within hearing distance of the children.

Before School

Reception

The front gate is open from 8:30, parents must remain with children until they are handed over to staff.

Playtime

Reception

Playtime starts at 10:20 and finishes at 10:40. Adequate members of staff will be in the playground at this time. It is essential that full attention is given to observing the children and that action is seen to taken whenever there is a problem. Serious misdemeanours will be recorded on My Concern.

Lunchtime

Children are brought to the hall/playground during lunchtime, they are always supervised by adequate staff members.

After School

Reception are released to their designated carer from the front door. No child is permitted to leave the site with an adult other than their designated carers, unless informed by parents. An unauthorised adult will not be allowed to collect the child; Parents must ensure the school have been notified of any unauthorised adult collecting their child and will be required to provide either a password, photo or authorising email/phone call if another parent is collecting.

Wet weather arrangements

Before school

Reception

If the weather is wet, children will go straight into school building. The staff on duty are responsible for opening the doors and supervising the children.

Breaktime

During wet breaks all children will be supervised in the hall.

Lunchtime

Children not in the hall will be supervised in the various classrooms by lunchtime assistants and TAs.

Movement around the School

At the beginning of each new term the children are reminded about the School Rules. All staff will remain vigilant of children between lessons and at other times outside the classroom, ensuring no running and safe movement at all times.

Supervision of Physical Education

The same principles of care apply during physical education lessons as to other school activities.

School visits

Refer to School Visits Policy.

Additional notes on Supervision are included in the Buxlow staff handbook and Health and Safety Policy.