



## AVONDALE PREPARATORY SCHOOL

### Supervision Policy

#### General Principles

At Avondale Preparatory School, we are committed to ensuring that pupils are adequately supervised at all times while they are on school premises or participating in school activities. Supervision duties are shared as equitably as possible among staff.

#### Scheme of Duties

This summary outlines the responsibilities of staff in ensuring the safety and wellbeing of pupils during school hours. Exceptional circumstances may require the Co-Headteacher to allocate additional duties to ensure full supervision. Adjustments to the scheme may occur periodically to reflect changing needs.

The school day operates Monday to Friday from 7:30 am to 5:30 pm (or until all pupils have departed).

**Full-Time Staff:** Required to fulfil responsibilities as outlined in the school timetable, including academic, extracurricular, sporting, and supervisory duties. Full-time staff should be available between 8:15 am and 3:30 pm, with additional responsibilities as needed on the duty rota until 4:30 pm.

**Part-Time Staff:** Duties are agreed with the Co-Headteacher based on contractual obligations. A duty rota will be published at the start of each term, detailing time allocations and areas of supervision.

#### Early Years Foundation Stage (EYFS) Staffing

In compliance with statutory requirements effective from January 1, 2024:

Managers must hold at least a full and relevant Level 3 qualification and have two years' experience in early years or equivalent.

At least 50% of all EYFS staff must hold at least an approved Level 2 qualification.

At least one staff member with a current Paediatric First Aid (PFA) certificate must always be on-site and accompany children on outings.

#### Ratios

Children aged 2	At least 1 member of staff for every 5 children	<ul style="list-style-type: none"> <li>• At least 1 member of staff must have an approved level 3 qualification</li> <li>• At least half of all staff must have an approved level 2 qualification</li> <li>• Staff must carry out specified work (e.g. planning and delivering lessons or assessing pupils' development, progress and attainment) under the direction and supervision of a qualified or nominated teacher – the headteacher decides what level of direction and supervision is needed, and must be satisfied that the staff have the skills, expertise and experience needed to carry out the work.</li> </ul>
Children aged 3 and over	At least 1 member of staff for every 8 children  For Level 6 trained staff, 1 member for every 13 children	<ul style="list-style-type: none"> <li>• At least 1 member of staff must be a school teacher</li> <li>• At least 1 other member of staff must have an approved level 3 qualification</li> </ul>

## **Supervision Duties**

Monday to Friday- Reception- Year 6

Early Drop off Club Before School (7:05–8:00 am): One staff member supervises early arrivals- minimum of two staff members are on site.

Before School (8:00–8:30 am): Minimum of two staff members supervise early arrivals. At 8:30 am, pupils transition to classrooms under teacher supervision.

Morning Break (Pre-Prep: 10:20-10:50am & Prep: 10:50–11:20 am): Two staff members (including one first aider). Staff must patrol the playground, check equipment for safety, and ensure orderly behaviour. Children line up silently at 10:50 and 11:20 am to return to class.

Lunch (Pre-Prep 11:55-12:25pm & Prep:12:30–1:00 pm): Supervised by designated staff, including Year 5/6 mentors assisting younger pupils. EYFS ratios are maintained. Staff encourage proper table manners and monitor meal completion.

Lunch Break (Pre-Prep: 12:25-1:00pm & Prep: 1:00pm–1:35 pm): Two staff members supervise playground and field activities. Staff visually check equipment and address unsafe or inappropriate behaviour. Pupils line up at 1:00 pm and 1:35pm to return to class.

End of Day (3:20 pm): Staff supervise dismissal, ensuring each pupil is handed to their parent or guardian. Children say "Good Afternoon" upon departure.

Extra-Curricular Clubs & After-School Care Clubs (3:20–5:30 pm): Clubs are supervised by staff, sign in and sign out of pupils is done by designated staff member. Sign out is managed to ensure safe and orderly pick-up procedures.

If a member of staff is absent and does know in advance that they will be absent (eg. INSET or Sports Fixtures) then the member of staff should inform the head in writing who will then update the duty list.

### **Outdoor Break Supervision**

All pupils should be encouraged to have a drink and use the toilet during break times. During supervision of the playground - Please do a visual check of the outdoor equipment to ensure that there is no obvious fault. Please patrol the playground ensuring that you are a visible presence. Ensure that pupils behave sensibly with respect for all of the pupils. If you consider that an activity or type of play is either inappropriate or a safety risk to the pupils then please ask that it be stopped.

General rules for the playground are at the end of this section and are displayed on the playground for reminders. The bell will sound at the end of play and pupils will line up in their classes in silence before being dismissed back in to the school calmly to begin lessons. Please check that pupils are smartly dressed e.g. shirts tucked in. At the end of breaktimes, the teacher responsible for each class must count the children in that class. If a child has repeatedly broken the playground rules after a warning, they will be asked to sit out from play for 5 minutes to reflect on their choices. A restorative conversation will be had. Please see positive behaviour management policy for further details.

### **Wet Breaks**

Before School:

The school gate will be monitored by the Co-head welcoming children and guiding them to the supervised area. EYFS (Tots, Nursery and Reception) will go to their classes and be supervised by their class teachers. Children in Pre-Prep and Prep from 8:000-8:15 will go to the library and be supervised by a teacher. At 8:15 pupils will be sent to their own classes to be supervised by their own class teacher.

Break times:

During wet play the member of staff on duty will allocate a space for the children to enjoy break time, this will be either the classroom, school hall or library. Pupils may read, draw, play games or catch up on prep/missed work. The members of staff on duty will supervise this session.

### **First Aid Duties**

The designated first aider addresses injuries during break and lunchtime. Incidents are recorded on an accident form which require notification to the parents.

Serious injuries are escalated to the Co-Headteacher or SLT, and parents are contacted promptly.

First aid supplies are managed by designated staff.

### **End of Day**

The teacher who has been teaching the class for the last lesson of the day is responsible for dismissing their pupils at 3:20pm. Any pupils going to an extra-curricular club or ASCC will go to the dining room to be signed in by a member of SLT. They will be supervised here until collected by the member of staff running the extra-curricular club. Pupils who are going home will wait by the blue gate with their class teacher until they are handed over to their parents. As each pupil departs, they must look the teacher in the eye and say "Good Afternoon".

### **Late Collection**

If a pupil is not collected at 3:20pm, pupils will be signed into ASCC, to await collection.

If the person collecting the child is not recognised by the member of staff, then a check should be made with the school office as to the arrangements for that child's collection. If no message has been received, then the parents will be contacted before the child is released. If a child has not been collected by 5.30pm please hand to a member of the SLT. One member of SLT will be in the main building until the last pupil has left. SLT will manage this in a rota system.

### **Raising a Concern**

If a member of staff has concerns regarding the suitability of a parent/ carer to take proper care of any child (i.e. they suspect that the parent is under the influence of alcohol or drugs) then they should contact a member of the SLT.

### **Extra-Curricular Clubs**

At the end of the school day, any pupils registered to an extra-curricular activity must be come to the dining room to be signed in by a member of staff. Once the teach who is running the club has collected the pupils it is then the responsibility of that teacher to dismiss the children at 4:30pm.

Each member of staff must sign each pupil in and out and inform the office of any discrepancies. Staff should supervise the children until club ends, before tidying their area and escorting the children to the blue gate to hand over to the child's parent or to ASCC for afternoon tea. Please note children are not allowed to change/ stop clubs unless agreed by the office, with written notification from their parent.

### **After School Care Club**

All children must sign into to ASCC upon arrival. Children will be dissed from the blue gate at 4:30pm before afternoon tea. If children are remaining in school between the hours of 4:30-5:30pm they will be collected from the blue front door.

All children must sign in and out of ASCC with the ASCC lead.

ASCC arrangements can change due to weather and seasons, communication will be sent to parents termly to explain collection of ASCC.

### **After school Fixtures**

1. If your match finishes before 4 pm or you arrive back before this time, please take the children to ASCC where they will be supervised. Parents will collect pupils from ASCC.

2. If your match finishes or returns to school at the correct designated time communicated to parents, please accompany your children to the changing room to gather their belongings before dismissing them yourself from the blue gate.

### **General Playground Rules**

Break times are an important time when pupils can 'let off steam' and relax before the next part of the day. However, it is important that pupils play in a safe environment. If you consider that an activity or type of play is either inappropriate or a safety risk to the pupils then please ask that it be stopped. The playground expectations are listed below and displayed in the playground as a reminder. These expectations are set to keep our pupils safe.

#### Monitoring and review

This Supervision policy is the Co-Headteachers' responsibility and they review it annually.

Revised September 2024

Signed as read:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_



## **Avondale Playground Expectations**

- ✓ You must not jump or climb over the adventure castle wall.
- ✓ Blue chip must not be thrown, it must remain inside the castle walls.
- ✓ Equipment must not be used on the adventure castle.
- ✓ You must wear a coat or jumper to play on the blue chip.
- ✓ You must line up before getting your coats and shoes on.
- ✓ You must ask an adult before entering the school building.
- ✓ No balls should be kicked on the hardcourt area.
- ✓ No equipment to be used during wet weather.
- ✓ You must not close or lock the 'shhh shed' door.
- ✓ You must be quiet when using the 'shhh shed'.
- ✓ All equipment brought out from classes must be returned.
- ✓ When the bell rings, you must stop what you are doing immediately, and wait for the next instruction from the teacher.
- ✓ After playtimes, you must line up sensibly and quietly.
- ✓ All playground equipment and facilities must be used for their intended purpose.

*Don't forget, peer mediators are always around should you need some help or guidance at playtimes!*