



Haberdashers' Castle House School

A12 Staff Supervision

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General Principles

All members of staff have a number of duties that are detailed on a rota displayed on the noticeboard in the staffroom.

Playground – class teachers will be on the main playground by 8.25 am. when they will collect their children and lead them to their classrooms. Staff should remain in classrooms until all children are dismissed at break, lunch and at the end of the day, when they will accompany their children to the playground. The children will be handed into the care of the duty teacher who will either dismiss them to their parents/carers, to Prep and Play or to an after school club

Break/dining room duties – please arrive promptly Playground duty staff – Please aim to keep sight of each other at intervals, as well as observing the children. If one teacher goes in, do make sure that the other member of staff is aware of your absence. All tea and coffee consumed outside should be contained in an insulated, non-spill cup. Dining room – most of the duty consists of patrolling the hall and supporting the younger children in eating their lunch but if there is only a small number of children (e.g. early lunch for matches) it is acceptable to begin your own lunch sitting in a position where you can see and be seen. Any groups doing a lunchtime PE activity will come into lunch later than the majority of children and will be supervised by the PE staff.

Times:

Arrival (Early morning care)	8.00 – 8.25am
Staff on playground	8.25am
Children arriving / registration	8.30am
Morning break	10.45am – 11.05am
Lunch break	12.00pm – 12.45pm

Supervision in the EYFS

Staffing arrangements are made to meet the needs of all children and to ensure their safety through adequate supervision. Nursery and Kindergarten adhere to the ratios outlined in the EYFS 2023.

Staff: child ratios

For children aged under two:

There will be one member of staff for every three children

For children aged two:

There will be one member of staff for every five children

At least one member of staff will hold a full and relevant level 3 qualification

At least half of all other staff will hold a full and relevant level 2 qualification

For children aged three:

There will be one member of staff for every eight children

At least one member of staff will hold a full and relevant level 3 qualification

At least half of all other staff will hold a full and relevant level 2 qualification

For children aged four or over, in Kindergarten (Reception)

In our KG (Reception) class, where pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children.

In EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), the staffing ratio must be at least 1:8. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification. This applies to our Reception class.

Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the governors/proprietor are satisfied with the qualifications or experience). In such Reception classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full and relevant level 3 qualification.

For teaching staff with QTS the following statement applies:

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status or another full and relevant level 6 qualification, an instructor, or a suitably qualified overseas trained teacher, is working directly with the children: There will be at least one member of staff for every 13 children At least one other member of staff will hold a full and relevant level 3 qualification.

Procedures for all Playtimes

1. Two members of staff will be on duty. On the bottom playground balls are used for netball shooting practice only and no more than four allowed. The children may play on the paved area by the bottom lawn and on the paths. Playing on the top lawn or going to the pond is not allowed unless special permission is given. During dry weather the bottom lawn will be available to play on. Not on the playground banks. On the top playground, children play according to the rota displayed on the noticeboard outside Kindergarten. One football game is allowed using a medium sized ball. Large balls are to be used only for shooting, basketball or netball.

2. All children are to wear play shoes. They should wear coats on cold days.

3. At the end of play the duty teachers will give one whistle blast when all children will be expected to stand still and quiet. The children will be sent in year by year. A member of staff is to officiate by the 'shoe hutches' while the children change their shoes. Some need to be encouraged to hurry! Year 6 pupils "on duty" will help with this.

4. All equipment used by the children is to be returned to the box. Duty staff please try to see that this happens and that the lid is closed.

5. Fruit/drinks to be consumed outside, before children "go through the arch". Rubbish must go in the outside bins provided.

6. Procedures for EYFS at Breaks and lunchtimes. The EYFS Statutory Framework allows a reduction of direct staffing when the children are at rest or sleeping. This is with the proviso that all the relevant staff are

in the vicinity and readily available. The school undertakes risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS. Safety should always be the first priority

Drinks and Fruit at Break

All children may bring in a piece of fruit and a drink to have at break time. These items are to be consumed outside during morning break. Rubbish must go into the bins.

Wet Breaks

Drizzle – we try to go outside if at all possible. Children use coats and hoods (duty teacher – bring your umbrella!).

Morning break – if the children are unable to go outside, the form teachers are responsible for their own class. The teacher may fetch their own drink from the staffroom and return as soon as possible to their class. Their absence will be covered either by part time members of staff who may circulate and relieve form teachers, by asking a neighbouring teacher to look after the class and then returning the compliment or by a duty member of staff who is not responsible for a class circulating the school to offer assistance. Senior pupils go to younger classrooms to help children play.

Lunch break – the children watch videos in Music room, supervised by the duty teacher.

Beginning and End of Day Duties

At the end of both the above duties the main gate is to be closed and bolted.

8.20 – 8.40 am Welcoming pupils and supervising safe entry to school
Duty staff should be informed by form teachers about any change to a pupil's normal 'going home' arrangement.

3.50 – 4.00 pm The duty teacher is responsible for the pupils until they are collected or sent to Prep and Play

After 4.00 pm duty staff should send remaining children to Prep and Play unless they have been notified of late collection by 4.10.
Children should not consider this a playtime but remain in the waiting area and speak politely to the duty teacher before leaving with parent or guardian. See also the panel entitled "Home Time Procedures".

After-school activities – the teacher taking the activity is responsible for all the children until they have been collected. The children may be handed over to another member of staff if that colleague agrees at that time to take on the responsibility. No child must ever be left without knowing who is supervising him/her. The adult supervising a child that has been left late must take responsibility for telephoning home or contacting the parents/guardians after a reasonable time. The child must wait inside the building, not out on the drive or in the playground. It is vital that we always maintain these procedures to ensure that children go home with the right people. (See Staff Supervision Policy and Children not Collected Policy)

Changing for PE

Most children changing for a double period of PE will be supervised by PE staff at either a beginning or end of a lesson. Children taking part in a sports club or a single period of PE will change in school in readiness for the lesson or club. It is acceptable for children to change to/from PE kit during parts of breaks, provided their form teacher considers them mature enough to do so sensibly and gives permission. The children are expected to behave sensibly and to go out as soon as they are changed. All staff should be vigilant if in the vicinity of children changing at break and intervene if there is inappropriate behaviour.

OUR EXPECTATIONS OF PUPILS AND PARENTS

Castle House School is proud of the behaviour of its pupils and this is frequently commented upon in a favourable way by visitors to the school and by the general public when the children are out on school trips. The children are excellent ambassadors for the school and it is our intention that they should remain so. We do not have a formal Home/School contract, but we would like to draw to your attention some of our expectations. Children are expected to abide by the School Rules. Courtesy and good manners are expected from all the children and encompassed within these are respect for adults, for each other and for their environment. An emphasis is put on kindness and caring for each other. Children are expected to be sporting and encouraging to others at all times, including members of other teams. Children should at all times be properly dressed in the correct school uniform, available from the School Uniform Shop. Parents of children wearing non-standard items of uniform will be contacted and asked to rectify the matter. Children need to bring the correct equipment and books to school for each lesson. We set homework and expect it to be presented on time. If difficulty has been experienced, a note to, or a word with, the appropriate teacher to explain the situation helps to avoid any misunderstandings. We do not allow sweets to be eaten on the school premises, but children are allowed to bring a piece of fresh or dried fruit to eat at break. We expect and encourage parents to be supportive both of their children and of the school and its ethos. If parents or their children have a problem with something at school, we expect you to tell us about it as soon as possible, so that we can deal with it. The first point of contact is the child's own form teacher. Car parking can be a problem at the school. Please respect other parents and do not block the driveway. Staff and parents also have other children to collect, or appointments to attend and need to be able to get out. If you have to come in to school, we ask you to park at the side of the drive or in a neighbouring road or car park.

PASTORAL CARE AND THE WELFARE OF PUPILS The welfare, health and safety of pupils at school and in the nursery (EYFS) are paramount. Our policies have regard to a range of government advice documents, including the DfE guidance, "Health and Safety: Responsibilities and Powers". All staff are considered responsible for the pastoral care of the children of Castle House. Pupils should feel that they are able to approach any member of staff if the need arises as all staff take part in their pastoral care. In all we do, we seek to safeguard and promote the welfare of pupils at the school, having regard to guidance issued by the Department for Education. The principles of "The Castle House Way" guide all that we do. These principles devised by staff and pupils together underpin the attitudes of all members of the school community and should guide their actions and responses to situations. All pupils are kept aware of these principles on a regular basis. They are enclosed with our prospectus, so that families know what we expect, even before they visit the school. The pupils are divided into forms and the teacher of each form is primarily responsible for those pupils to create a relationship, to guide their behaviour both in and outside the classroom and the standards expected of them as well as academic work. In turn the pupils look to approach their form teacher for help and support both in times of difficulty and success. Wider pastoral care is provided by the house system which begins in Year 1. There are three houses, Maryvale (Red), Chetwynd (Green) and Pitchford (Blue). Each house is led by two teachers. Being a member of a house introduces the pupil to the wider school family. The house system encourages team membership, working for the good of the house rather than the individual. This is encouraged through house points, house matches, sports day and swimming gala. Pupils feel the support of the house as well as contributing to its success. Children are encouraged to be kind and take care of others and to speak up if they feel someone is being unfairly treated or bullied by others. Members of the Management Team are expected to be available to talk to pupils on any subject and female staff particularly to female members of Year 6 in connection with health and hygiene (menstruation). If a member of staff feels unable to deal with, or needs help with a situation, then members of the Management Team should be consulted.

The motivation of pupils is an important part of the life of Castle House School and Nursery and praise and encouragement are given when and wherever possible. Words of praise, smiley

faces and sticky stars are used in the Nursery and Kindergarten (Early Years). In Years 1 to 6, house points are awarded both for academic and cultural progress, effort and success. Cups are awarded to the house with the highest points. Badges for outstanding merit are awarded weekly for Years 1 to 6 and these pupils stand up and are applauded in assembly. Courtesy badges are also awarded for those pupils who are well mannered to both adults and their peers. Their courtesy award also receives special mention in assembly. Sanctions – see Policy for Promoting Positive Behaviour The school has specific policies for: Anti-Bullying Safeguarding Children and safer recruitment Promoting health and safety of pupils on activities outside the school The school and Nursery EYFS staff carries out risk assessments, with regard to government guidance, “Health and Safety: Responsibilities and Powers”. The school undertakes its responsibilities to maintain fire safety in accordance with Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006 superseding previous legislation. The school has a separate written policy on First Aid which should be followed by all staff. School staff are deployed to ensure the proper supervision of pupils The school keeps a register of sanctions given to pupils for serious breaches of discipline. The school and nursery maintains admission and attendance registers in accordance with the Pupil Registration Regulations 2006