



# Newland House School

## Duties and Supervision **Policy**

Updated	<b>January 2024</b>
Updated by	<b>Deputy Head (Prep) and Deputy Head (Pre-Prep)</b>
Authorised by	<b>Chris Skelton, Head</b>

This Policy applies to all sections of the school, including the Early Years Foundation Stage

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## 1. Wrap around care

- 1.1 Wrap around care is offered before and after school and is an integral service for many working parents.
- 1.2 The facility is a chargeable daily, supervised and activity-led service which provides care for pupils outside of the core school day from 7.30 a.m. to 8.20 a.m. and from 3.50 p.m. until 6 p.m. during term time. The morning wrap around facility is based in the dining room in the Prep building. After school wrap around care for Nursery and Pre-Prep pupils is in the Pre-Prep building in the Reception classrooms.

### **Before school provision**

- 1.3 Before school this is managed by a supervisor and up to three assistants. Two members of the catering staff are also available. A cooked breakfast is available and is included in the cost of the provision. This provision is supervision only with some limited activities.
- 1.4 The Pre-Prep pupils are escorted to their classrooms at 8.20 a.m. and the Nursery children are escorted to the Nursery at the same time.

### **After school provision**

- 1.5 After school, there is a manager and a number of assistants organising a variety of activities depending on the number and age group of children who have signed up in keeping in line with ratio guidelines. Children are given a healthy snack whilst in the provision.
- 1.6 Parents must book in on Firefly for the wrap around care service by **noon on the Friday of the week** before it is required. There is an online booking form for parents to complete on Firefly. Please see ***Firefly Autumn 2023 wrap around care*** for further details. It is important to book so that we can ensure that we have adequate staff to safely supervise children and be available in the case of an emergency and therefore, we are unable to accept pupils in the provision unless they have been booked in.

### **Sibling care**

- 1.7 Pupils in Nursery and Pre-Prep with siblings in the Prep can be looked after in Sibling club which is offered free of charge in the Pre-Prep from 3.30 to 3.45 p.m. Children must be collected by 3.45 p.m. at the latest. Any pupils not collected at this time will be taken to wrap around care and will be charged for their time in the provision.

## Section A: Nursery

### 2. Nursery

- 2.1 In the nursery, children will be supervised at all times by the Nursery Manager and the Nursery staff within statutory guidelines for the EYFS as per EYFS Framework 2023.

## Section B: Pre-Prep

### 3. Duties in the Pre-Prep

- 3.1 In the Pre-Prep, duties are displayed on the staff room noticeboard and are decided by the Assistant Deputy Head (Pre-Prep). There are three members of staff on duty at first break and three members of staff on duty during a staggered lunch break. (Only two year groups are outside during any session). At the end of break the children line up and are collected by their teacher.
- 3.2 There is one break and lunchtime supervisor who is Paediatric First Aid trained and supports staff on duty during break time and lunchtime. There is also an additional lunchtime supervisor to support during lunch.

### 4. Supervision in the Pre-Prep

- 4.1 All children in EYFS are supervised in accordance with statutory ratios. Staffing arrangements meet the needs of all children throughout the Pre-Prep and ensures their safety. Classroom and playground risk assessments are adapted each academic year as well as specific risk assessments for particular visits or activities e.g. The guide dog visit and supervision is provided accordingly.

### 5. Wet break and lunch break in the Pre-Prep

- 5.1 Wet break and/or wet lunch break in the Pre-Prep means that the children are supervised under the canopy.

### 6. Before / after school and holiday provision

- 6.1 Where provision is solely before or after school or during holiday children in the Early Years Foundation Stage will be supervised as in a normal school day and under the guidance of the Early Years framework.

## Section C: Prep school

### 7. Duties in the Prep school

- 7.1 Duty lists are decided by the cover and duties coordinator in conjunction with the Deputy Head (Prep) in the Prep school and are placed on notices boards in the staff room, dining room, school reception and on the intranet. They will try to avoid allocating duties to staff when they are teaching either before or after a duty, but this may sometimes be unavoidable.
- 7.2 Children are not allowed into their classrooms before 8.20 a.m. in the Prep. That is the time when all form teachers should be in their form room to greet their pupils and take a morning register. Children arriving early should be booked into the Wrap around care facility, unless they are taking part in an activity supervised by a member of staff.

### 8. Break time supervision in Prep school

- 8.1 There are three members of staff on duty at first break i.e. 10.35 - 10.55 a.m. During lunch break, there are two Lunchtime supervisors on duty in the dining room and three members of staff on duty on a rota basis outside.
- 8.2 Years 3 and 4 use the artificial grass area immediately in front of the back area of the school. Years 5 and 6 use the artificial area in front of the cricket nets and Years 7 and 8 use the tarmac tennis courts.
- 8.3 Balls may not be brought into the quiet area of the playground and pupils are not permitted to climb on the equipment in this area. Only sponge or foam balls are allowed to be used in the playground. In all areas of the playground, safety must be the paramount concern of the teachers on duty.
- 8.4 If the member of staff on duty does not feel it is safe for them to play on the climbing frame for any reason, then they are to inform the children and the playground equipment must not be used again until it is deemed safe to do so.
- 8.5 Staff are to remain vigilant and to ensure to the best of their ability that no harm comes to the children in their care. In the event of minor accidents, staff on duty should assess whether there is a need for First Aid care and children should be sent to Reception to be assessed by a member of staff qualified in First Aid where medical attention is required. One member of staff on duty should always have a school walkie-talkie from Reception on them so that help can be requested in the case of more severe accidents or a serious playground incident. All accidents must be reported and the school's accident book updated. See **First Aid policy**.

8.6 A bell will signal the end of break and children are to come back into the school buildings in an orderly fashion. Staff should ensure that children are correctly dressed.

## **9. Wet Break**

9.1 In the event of wet break, the members of staff who would normally be on duty outside must patrol the school ensuring that each classroom is being supervised and that the children are behaving in an orderly fashion.

## **10. Lunch Duty**

10.1 The Lunchtime Supervisors will supervise the dining room ensuring that those pupils with allergies and specific dietary requests collect their information cards to hand to the catering staff and making sure that all pupils are behaving in an appropriate manner. They will also encourage children to eat a good portion and range of food as well as encouraging good table manners and behaviour. Any concerns about pupils will be shared with a teacher or DSL.

## **11. Wet Lunch Break**

11.1 As in the case of wet morning break, staff who are on duty will patrol classrooms. When the class and those supervising them have finished their lunch, they then return to the form room until either they are allowed out to play, or afternoon school begins.

11.2 The afternoon register is taken by the Form Teacher before the start of lesson 5. Pupils playing sport off site should be registered by the games staff. Those involved in matches must make sure that Reception has a copy of the team they are taking together with details of the venue and timings and must keep a mobile phone with them for emergencies.

## **12. Further information**

12.1 This policy will be reviewed every academic year unless change to legislation, statutory guidance or good practice dictates.