



THE ORATORY
PREPARATORY SCHOOL

Junior Prep Supervision of Pupils including EYFS

September 2021

Junior Prep Supervision of Pupils

This policy is written with the inclusion of the Early Years Foundation Stage and the following outcomes of Helping Children:

Achieve More
Be Safe
Enjoy and Achieve

This document should be read in conjunction with the School's Safeguarding Policy, Anti-Bullying Policy, Missing Pupil Policy and Pupil Behaviour Policy.

Teachers at The Oratory Prep School have a duty of care to all pupils. It is the school's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the school site, as well as during activities either on or off the site. The Oratory Prep School is committed to provide a safe environment for all pupils and an important part of creating a safe environment is the level of supervision that we provide throughout the school day. It is the responsibility of all staff to be vigilant throughout the school day and at all times when they are in school or on school related business. Whilst it remains the primary role of the allocated staff on duty to take the major responsibility for this, all staff whilst on site are expected to fulfil a duty of care towards the pupils as and when need arises. Pupils are encouraged to seek out the nearest member of staff in any circumstance for help and they should act in an appropriate fashion.

The School Day

The Junior Prep (Reception - Year 2) school day officially operates from 8.15am to 3.30pm, although a 'Breakfast Club' is available from 7.30am and an After school facility operates until 6.00pm. (Those attending 'Breakfast Club' must report to the dining hall directly on arrival and be signed in by the accompanying adult.

The Junior Prep (Year 3 and Year 4) school day officially operates from 8.15am to 5.00pm, there is also a breakfast club available (as above) and an optional activities program from 5.00pm-6.00pm.

Breakfast Club

COVID Amendment: Breakfast club is suspended until after the Michaelmas term 2020.

Those attending After School Club are registered by the duty member of staff and signed out by their parents when collected.)

After School Facility (Reception to Year 2)

Little Tea

All pupils are supervised by duty members of staff. Staff are present on duty at all times.

COVID Amendment: Pupils have little tea snacks in the Barn (EYFS) and the Art Room (KS1).

Clubs

Children are collected from their allocated rooms by the club leaders and returned to their rooms for collection by parents at the end of the club. A member of Junior Prep staff supports the club leaders where necessary.

Activities - Year 3 and Year 4

Activities for children in Years 3 and 4 run from 5.00pm to 6.00pm.

Early Collection from School

Pupils who have appointments in School time are collected from the school office by their parents.

Parents must sign their children out with the school office, in the appropriate file before leaving the premises. The daily absence register is duly updated.

COVID Amendment: Parents must collect children from the school office. They are not permitted to enter the school buildings to collect children for appointments.

End of school and after School Activities

For the safety and wellbeing of all pupils the following procedures **must** be followed:

End of school

- Children who are going home at 3.30pm are collected from the classroom by their parents and those going to after school club are taken to the Barn.

COVID Amendment: Children are taken by their class teacher to the designated pick up point and handed to their parents - see whole school risk assessment

An electronic register (iSAMS) is taken at the start of the day (between 8.30am and 9.00am) and again during the afternoon registration period.

Pupils arriving after 8.45am are registered as 'late'. However, we do expect pupils to arrive at 8.15am as the registration period is an integral part of the school day.

Parents are responsible for notifying the School Office by email or phone call if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this by 10.00am at the latest.

COVID Amendment: Pupils enter and exit school at specific times and locations. Reception, Year 1 and Year 2 arrive between 8.15am-8.30am and are chaperoned by Pre Prep staff. Further information can be found in our full school reopening risk assessment.

Pupils in Reception to Year 4 are welcome to join the breakfast club Monday to Friday from 7.30am to 8.15am.

- Parents must contact the school office if they require their child to attend the breakfast club on an ad hoc basis. Daily or weekly sessions can be added to the register automatically.
- A member of staff will ask parents to sign a register at drop off for safety reasons.
- The food provided is the same as that offered to the Boarders and will be eaten in the dining hall with the Boarders.
- Reception children will join Little Oaks breakfast club.
- After breakfast the member of staff takes the pupils to the Barn. The Head of Junior Prep will be the second adult should support be required.
- At 8.10am the duty staff will walk Junior Prep pupils to their respective classes.

School bus/Mini bus transport

Any Junior Prep children arriving on the school bus are escorted to the Junior Prep drop off point and handed over to the member of staff on duty (usually the Head of Junior Prep). At the end of the day Junior Prep pupils are escorted to the bus and handed to the bus driver. Pupils are not supervised by a member of staff when travelling on the School minibuses to and from School; with the exception of the driver. Pupils are issued with a set of rules and expected to abide by them and behave responsibly at all times. Any complaints about poor behaviour are investigated and dealt with swiftly and efficiently as soon as is practicable and sanctions are in place for incidents of poor conduct during these journeys.

COVID Amendment: See whole school risk assessment for school bus arrangements.

Medical Support

A School Matron is on duty in the Sick Bay from 08:00 to 14:00 Monday to Friday. School nurses are the principal provider of First Aid on the School site and are able to deal with any accidents or emergencies; or to help a child or visitor who is taken ill. In addition to this, there is a regularly updated list of staff who are qualified First Aiders who are able to assist in the absence of the School Nurse. There is a list of Paediatric First Aiders in the Junior Prep first aid stations and there is always a PFA on duty at playtimes and on school trips.

Lesson Time

Teachers are responsible for the supervision of their class.

Ratios

In the Early Years, ratios are maintained according to the recommended guidelines from ISI.

- Nursery (2-3 year olds) 1:4
 - Kindergarten (3-4 year olds) 1:6
 - Reception and KS1 OPS enhances the guidelines 1:8
 - KS1 - 1:30
 - Lower KS2 - 1:30
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- 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 or contact the School Office, or the Deputy Head School Management for assistance.

Moving around school

Children in Junior Prep are always accompanied by at least one member of staff when moving around school to different areas.

- Swimming - 2 members of staff accompany children up to the changing rooms, supervise changing and when finished help children to dry and change before walking them back to their classroom and handing them over to the teacher. They have a walkie talkie for emergencies - the other one is in the classroom of the teacher whose class is swimming.
- There is always a lifeguard and the swimming teacher present during swimming sessions with Reception, Year 1 and Year 2.
- Kindergarten - there are always 2 members of staff to accompany Kindergarten children to swimming, help them change and then 1 member of staff, along with the lifeguard and swimming teacher remain during the session.
- Forest School - all EYFS staff accompany and stay with Nursery and Kindergarten during the session
- Music/Dance and PE - EYFS staff accompany Nursery, Kindergarten and Reception to these lessons and at least one member of staff remains with them during the lesson.

Break Time

It is often at unstructured lesson breaks that pupils are most at risk, owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. Good levels of supervision of all pupils outside lesson times are fundamental to our belief of our duty of care. We aim to keep a balance between controlling behaviour and encouraging children to develop their social skills independently, in a secure, supportive environment.

Staff are required to be vigilant of both the physical safety and the emotional welfare of the children in their care. Staff ratios are carefully considered and are based on risk assessments that are carried out on a regular basis.

Duty rotas (playground and first aid) are given to all staff. These are also displayed in the Little Oaks playground, the first aid cloakroom, the main cloakroom and classrooms. They are regularly reviewed to ensure adequate supervision at all times.

Children are allowed to exercise some personal responsibility, e.g. use the toilet, take personal items back to the cloakroom. Staff on duty have a responsibility to ensure the safety and good conduct of all children under their care at any particular time and should always be aware of the whereabouts of each child. Children are asked to inform a member of the duty staff when they wish to go to the cloakroom or use the toilet.

The number of children in the Early Years Foundation Stage changes from term to term therefore the Head of Junior Prep will ensure the ratios comply with regulations at all times. Rotas will be updated accordingly.

In order to provide appropriate supervision at adequate levels, risk assessments are undertaken to take into account the geography of the site and the number of pupils playing in various areas. It is essential that the duty staff have good lines of vision of the play areas and for the few areas that are not easily visible (the woods), specific instructions are given to check the area on a regular basis. Staff wear High Visibility jackets and are positioned in the following areas:

Main Playground - Reception to Year 2

1. Entry to the playground – by the undercover area and mud kitchen.
2. The big woods
3. By the climbing equipment
4. Tennis court and hard area

Main Playground - Year 3 and Year 4

1. Eiffel tower play area
2. Woods between play area and East lawn
3. East Lawn

Little Oaks playground

1. Three members of staff are on duty at all times.
2. Covering the play area and little woods - adults will move according to the number of children in each area.

Staff must be vigilant at all times and must ensure all 'stations' are manned when they rotate.

Beginning & End of Play

Morning Break	10.00am to 10.30am
Lunch Break	12.00pm to 12.30pm and 12.30pm to 1.05pm

An electronic bell is sounded five minutes before the end of play so that the children have time to put equipment away and line up in the classroom courtyard (Reception to Year 2) or return to their classrooms (Year 3 and Year 4). All children must line up sensibly and await their class teacher who will escort them back to the cloakroom. Year 2 children are given roles of responsibility (monitors) and are asked to put toys away in the cupboards and tidy the sand pit area.

Responsibilities of Staff on Break Duty

- Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term during whole staff meetings.
- Duty staff should begin supervision promptly and should only leave the area for which they are responsible in exceptional circumstances. They must inform another member of staff on duty so that a replacement can be found. Should there be an accident, there is a first aider on duty who treats the child/ren. The staff on duty must remain in the setting to ensure a swift change over occurs.
- Duty staff should actively patrol the area for which they are responsible and be vigilant of pupils' activity to detect, as far as possible, any individual or group action which is deemed inappropriate.
- Duty staff should ensure pupils use the play equipment safely and report any damages to the Head of Junior Prep/Little Oaks manager or the school maintenance team.
- Outdoor clothing is decided by staff on break duty according to the weather conditions and pictures are visually displayed for the children in the cloakroom.
- Children should wait at the courtyard gate until the duty staff opens it to the play area. Kindergarten and Nursery children remain in their playground and woods. Children are not allowed entry to the playground without a member of staff present.
- At bell time children line up in the classroom courtyard and are collected by their teacher (who ensures everyone is present) and accompanies them to the cloakroom to change into their indoor clothing and visit the toilet.
- Duty staff should accompany the children to the cloakrooms and teachers supervise until all children have left and returned to their classrooms.
- Year 3 and Year 4 duty staff accompany the children back to their classrooms.
- Staff must report any persistently casual returnees either to the lines or from the cloakroom. The Head of Junior Prep or class teacher will decide if any sanction is imposed.
- The Head of Junior Prep will decide whether outside conditions merit a break being declared 'indoors'. If indoor play is declared the following plan of action is adhered to:

Wet Play

1. Children in Reception, Year 1 and Year 2 will be escorted to the Barn where they will have the opportunity to play with construction equipment, drawing and colouring, reading.
2. The undercover area may be used by one year group to reduce the numbers in the Barn. This will be decided upon by the Head of Junior Prep on the day.
3. Children in Year 3 and Year 4 ?????
4. Should the wet weather persist throughout the day, the children will wear their waterproof clothing and enjoy the short play in the afternoon, outdoors.
5. Children in the Nursery and Kindergarten classes will remain in the Kindergarten class or spend time in the undercover outdoor area of Little Oaks.

Duties

- When dealing with incidents, duty staff should ensure that children help and care for each other.
- Duty staff should always try to be positive, encouraging repair of friendships: nearly all injuries are accidents and the result of over-exuberance so stress the need for remorse and then provide opportunity for the child who has caused the injury, to care for the wounded.
- Climbing is permitted on the equipment and some trees in the woods. The wooded area is risk assessed regularly and takes into account the height of branches and dangers to children who attempt to climb the trees. Duty staff encourage children to be careful at all times and to remain conscious of damaging bushes and plants.
- Children are not allowed to run or 'brandish' sticks or bring toy guns to school (imaginary weapons at play should be discouraged).
- For deliberate acts of aggression or disobedience, a child will stand with a duty member of staff for a limited time. If they continue to display poor behaviour then the Head of Pre-Prep will be notified and a sanction imposed. If the incidents or behaviour continue or are particularly poor then the Head of Pre-Prep will make a decision as to whether parents become involved.
- Class teachers and Head of Pre-Prep should be informed about any child experiencing persistent difficulties at playtime and these should be recorded in the child's 'pupil profile' held by class teachers.

General

- Staff must check with the Nurse or Head of Pre Prep for the updated medical list for information re specific ailments and allergies. The Head of Pre-Prep will also provide an updated list which is kept private on the inside of the First Aid Cupboard, Little Oaks first aid room and in classroom first aid folders. These documents are confidential and must remain in locked cupboards.
- One member of staff to always remain in the vicinity of the climbing frame.

- Staff may walk to another station of the playground and the other member of staff takes their stationed place.

Medical Support

When children are taken ill during the school day the school will contact the parents or guardian, either at home or at work. Information about contacts is kept in the school office or in the Head of Pre-Prep office as well as on ISAMS, the school's information management system.

The majority of Pre-Prep staff hold certificates in Paediatric First Aid Training. All others are qualified First Aiders and/or Emergency Sport First Aiders.

First Aid resources are kept in the First Aid area of the Pre-Prep playground along with the accident forms and necessary forms that need to be sent home to parents. There is a First Aid room in the Little Oaks playground and shower for any Early Years children who have toileting accidents. The Barn also has a First Aid box for accidents which occur during indoor break or in After School Club.

All first aid resources are checked regularly by nominated members of staff. Out of date items are disposed of safely and replaced with items from the school san.

- Help can be summoned at any time
- Do not move or leave a child who is in shock or bleeding – always follow Paediatric First Aid procedures.
- Minor injuries can be dealt with during playtime or at the end of break, as appropriate.
- All injuries should be recorded on the Accident Forms. These are then signed by the parent at the end of the day and kept in the classroom. The Head of Pre-Prep will remove completed forms on a regular basis for safe keeping and monitoring.
- The Class Teacher and Head of Pre-Prep must be informed of any serious injury – any bang to the head should be recorded by Matron or duty staff and the form signed by the parent or guardian. The school nurse will decide on the course of action and whether parents need to be contacted. The school reserves the right to send a child home if he/she is a risk to the health and safety of others.
- Accidents must be reported to parents and forms will be signed as proof that the information has been passed on.
- Children in the Early Years who are unwell, are cared for in the classroom or san until their parents can collect them. Calpol may be administered while they wait if written permission or a phone call has been made and permission given by parents.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures and take appropriate precautions when coming into contact with bodily fluids.

- We request that when children have sickness or diarrhoea they **MUST** remain at home for at least 48 hours after their last bout of sickness to prevent the spread of infection.

Sun Protection

- We actively encourage children to wear a suitable hat (the school shop has legionnaire style hats) when playing outside in the summer months.
- Parents are asked to put sunscreen on their child in the morning and we will supervise if they need to 'top up' during the day.
- When deemed necessary, where prior permission has been given by parents, staff may apply sunscreen to children who cannot do it themselves.

Extreme Weather – Heat

At the Oratory Preparatory School we recognise high temperatures both indoors and outdoors may harm children's health. Children are not able to control their body temperature as efficiently as adults during hot weather because they cannot sweat as much and so can be at risk of ill-health from heat. Staff must look out for signs of heat stress, heat exhaustion and heatstroke.

Heat Stress

Children suffering from heat stress may seem out of character, or show signs of discomfort and irritability (including those listed below for heat exhaustion). These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.

Heat Exhaustion

Symptoms of heat exhaustion vary but include one or more of the following:

- Tiredness
- Dizziness
- Headache
- Nausea
- Vomiting
- Hot, red and dry skin
- Confusion

Heatstroke

Heatstroke can develop if heat stress or heat exhaustion is left untreated, but it can also occur suddenly without warning.

Symptoms of heatstroke may include:

- High body temperature – a temperature of or above 40°C (104°F) is a major sign of heatstroke
- Red, hot skin and sweating that then suddenly stops
- Fast heartbeat
- Fast shallow breathing
- Confusion/lack of co-ordination
- Fits
- Loss of consciousness

Protecting the children

- Move the child to as cool a room as possible and encourage them to drink cool water
- Cool the child as rapidly as possible, using an ice pack or damp sponge. Place around the neck and armpits, or wrap the child in a cool, wet sheet.
- ***DIAL 999 if the child does not respond to the above treatment within 30 minutes***
- ***If the child loses consciousness, or has a fit, place the child in the recovery position, call 999 immediately and follow the steps above until medical assistance arrives.***

Outdoors

- Children will not take part in vigorous physical activity on very hot days – excess of 30°C
- Children are encouraged to stay in the shade as much as possible
- Children should wear loose clothes and sunhats with brims to avoid sunburn
- Water will be readily available

Indoors

- Open windows at the start of the school day to allow heat to escape from the building
- Close all windows when the outdoor air become warmer than the air indoors
- Electric lighting is kept to a minimum
- Electric equipment (IWB, Computers etc) should be switched off as they generate heat
- Keep children out of direct sunlight coming through windows
- Use oscillating mechanical fans to increase air movement if temperatures are below 35°C; at temperatures above 35°C fans may not prevent heat-related illness and may worsen dehydration
- Children are encouraged to eat normally and drink plenty of cool water