



Donhead Preparatory School

Pupil Supervision Policy Whole School (including EYFS)

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Policy Statement

The Governors and staff of Donhead recognise the responsibilities and duty placed upon them to provide a positive and safe environment, which promotes the social, physical, and moral development of all pupils.

Donhead School is committed to ensuring pupils are safe and appropriately supervised at all times, both in school and during off-site visits. The school is committed to ensuring that:

- Pupil supervision and security forms part of the risk assessment for any activity or visit.
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils, as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within regulatory guidelines at all times, whether pupils are involved in school activities on the school premises or attending educational visits offsite.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the situation.
- Mandatory staffing ratios for EYFS provision and after school care are enforced. This policy is applicable to all pupils in the school, including those in EYFS.
- First Aid training is provided to all staff with EYFS staff trained in Pediatric First Aid.

Pupil's arrival and departure

Start of the day

The school is open from 07:30am and pupils arriving to school from 07:30am until 08:00am must be signed in at the Reception and will be supervised by staff in the Refectory for breakfast. These pupils will enter via Reception. There will be no other open entry points to the school.

From 08:00am, pupils in Pre-Prep (Reception, PP1 and PP2) can enter school via Reception and walk to their classroom where supervision is provided by the teaching assistant. A Reception TA will support Reception children with their walk to the classroom. Pupils attending a club can also enter school via Reception where registration will take place and supervision is provided by the Club Leader.

At 8.00am metal gate under the canopy will be opened by a member of staff and supervised. From 8.00am pupils in Prep (LP1, LP2, Prep and Elements) can enter the school through the arch off the pavement from

canopy and through small metal gate through to large gates. Pupils should walk directly to the cage and enter through one gate only, here they will be registered and supervised by staff from 8:00am until 8:25am when the morning bell rings.

At 8.25am the main gate will close, children lined up and dismissed to classrooms.

Any children who arrive to school after 8.25am should enter the school through reception and report directly to Reception to be signed in.

There is no other reason for children to be inside the main buildings prior to 8:25am.

Wet weather: Should it be raining on arrival to school, there is no change to the Pre-Prep entry to school. All children in Prep (LP1, LP2, Prep and Elements) should go to the gym on a Monday and the auditorium Tuesday to Friday where they will be supervised to wait until 8:25am when they are dismissed to class.

At the end of the day

Parents collect from Pre Prep classrooms at 3pm (EYFS) and 3.15pm Monday to Thursday, 2.45pm (EYFS and PP1) and 3.00pm on Fridays.

Prep School children are dismissed by staff at the gate at 3.45pm (LP1 3.30pm) Monday to Thursday and 3.00pm on Fridays,

Collection after 5:00pm from clubs and after school care is from the Reception entrance and children are dismissed by club providers. Collection at 6:00pm from after school care is from the Reception entrance and children are dismissed by after school care staff providers.

Breaktime and lunchtime

Breaktime takes place outside in four designated areas: the lawn, adventure play, cage and on the decking. In extreme wet weather the classrooms will be used. The pupils are supervised by Donhead staff and will be focused on one area e.g adventure play area, lawn, cage, decking. At play times, the playground and buildings are fully supervised by duty rotas of staff. At lunchtime pupils are supervised when eating by staff in the dining room.

All staff share break, lunchtime and gate duties. New staff receive information about duties in staff induction.

The school maintains the following ratios of staff to children when walking in the local area, with a minimum of two, ideally three staff:

- 1:8 Early Years (EYFS)
- 1:10 PP1 (Year 1) to Elements (Year 6)

Supervision during curriculum time

In lesson time the teacher and teaching assistant has full responsibility for the pupils they are teaching. Staff absence is managed by SLT.

Early Years supervision

A teacher is always present and in most lessons, there is a teaching assistant. This provides an adult to pupil ratio of 1:13. There is always a member on site with a pediatric first aid qualification.

	Classroom	Playground	Walking in the local area
			Minimum 2 staff
Reception (EYFS)	QTS 1:30 OR 1:8 (where no QTS or L6), at least one of which is L3, L2 & one other.	QTS 1:30 OR 1:8 (where no QTS or L6), at least one of which is L3, L2 & one other.	1:8 * For all EYFS visits risk assessments are undertaken to establish appropriate ratio according to outing, environment, and tasks. A staff member with pediatric first aid training must accompany each visit
Y1 – Y3	1:30	1:30	1:10
Y4 - 6	1:30	1:30	1:10

Supervision off site and during educational visits

These are detailed in the Educational Visits Policy.