



Supervision and Before and After School Care Policy

This policy also applies to the EYFS

Updated	Review Date	Version
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Signed: Mr John Clarke (Chairman of the Board)

1. Introduction

It is the belief of Abercorn School that the school should provide a caring, positive, safe and secure environment, which promotes the social, physical and moral development of all pupils. It is the policy of Abercorn School to ensure that a balance exists between the meticulous supervision of children at all times throughout the school day, including in outdoor space, trips and activities that take place outside the school and the desirable objective of encouraging independence. The Supervision Policy is linked to the management of behaviour and is intended to ensure that staffing levels devoted to supervision, including supervision during breaks from lessons are sufficient to ensure that pupils are safe, that the school is reasonably orderly, and that emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected children. In addition, the school has a duty of care towards its pupils and this involves, amongst other things, staff with suitable training or experience supervising pupils, including those taking part in off-site activities.

This is a compilation policy collated from various pieces within the following documents. This policy also refers to and is applicable to pupils in EYFS:

1. Anti-Bullying Policy
2. Behaviour and Discipline Policy
3. Educational Trips and Visits Policy
4. End of Day Procedures
5. EYFS Policy
6. Fire Safety Policy
7. First Aid Policy
8. Health and Safety Policy
9. Late Collection of Children Policy
10. Missing Child Policy
11. Safeguarding and Child Protection Policy
12. Staff Handbook
13. Staff Induction Pack

2. Daily Procedures – Supervision of Pupils in EYFS and Key Stage 1 (Lower School at Abercorn Place)

There is structured supervision for all EYFS and KS1 children throughout the school day starting at 8.00am.

The EYFS and KS1 pupils spend the majority of the school day with their class teacher and teaching assistants who take full responsibility for their welfare and planned activities throughout the day. EYFS and KS1 staff meet regularly and discuss the effectiveness of their practice throughout the week. At times during the week, other staff will also be involved in leading some activities including lessons in Music, P.E., Gymnastics, Swimming, Yoga and French.

All staff maintain high expectations for behaviour with regard to the relevant policies. Staff adhere to all safety measures laid out in the relevant policies and ensure the safety of pupils in their care. A first aider is always on site along with a team of paediatric first aiders.

2.1 Beginning of the day

On arrival at school, children should reach their classrooms between 8.00am and 8.45am, where they will be welcomed by the class teacher and teaching assistant/s. Registration is electronically taken at 8.45am and after lunch using iSAMS. Children who arrive before 8.45am are registered initially on a class paper fire register.

2.2 Ratios

Pupils in the EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the DfE “Statutory Framework for the EYFS” (September 2023). The school is committed to employing Level 3 Full and Relevant TAs in the EYFS. There will be a member of staff with appropriate paediatric first aid training in the EYFS and Lower School at all times.

2.3 Garden Time

During garden time, there are a maximum of two classes in the large garden area at any time, with a minimum of two members of staff. The ratios as required by the Statutory Guidance for the EYFS are complied with. It is essential that all staff in the garden maintain good lines of vision and hearing of the play areas and that all staff engage with the children to support and develop their play. This leads to higher engagement in play activities and supports children with collaborative play in turn, leading to lower risk for the children.

The Nursery children have a designated garden area that is adequately supervised by the Nursery staff as Nursery children have free-flow indoor/outdoor access.

It is not school practice in EYFS at Abercorn School for children to have nap time.

2.4 Lunchtimes

At lunchtime the Pre-Reception, Reception, Year 1 and Year 2 children eat in the dining room and a member of their class staff team along with a lunchtime meals supervisor, serving and supporting the children. Each Year Group has their own sitting. Other members of staff eat alongside the children. The full time Nursery children eat their lunch in the Nursery classroom assisted by Nursery staff. All pupils are provided with a hot lunch each day. Staff on duty will report back any concerns about behaviour, food consumption and choices to the class teacher. Teachers inform parents if a child has not eaten a balanced lunch. Weekly menus are sent to parents half termly in advance of the upcoming half term through the school website. Dietary information is requested from parents when they join the school and

any specific dietary requirements are managed by the catering staff and staff members on duty.

2.5 End of the day dismissal

Times of dismissal

Nursery AM – 11.45am
Ground floor Pre-Reception classes – 3.00pm
Ground and first floor Reception classes – 3.10pm
Second floor class Y1M - 3.20pm
First floor class Y2M - 3.25pm
Second floor class Y2P - 3.30pm
Nursery full time and PM – 3.30pm

Dismissal Procedures

The teacher is responsible for the dismissal of the children. The TA is responsible for the supervision of the children during this time. In the event of the absence of the teacher, the class TA should assume the teacher's responsibility and the supporting/cover person should assume the role of the TA.

Children should be taken to the ground floor and dismissed one child at a time from there. The children should be aware that dismissal is a quiet time. Children attending clubs should be at the front of the line and handed over to the club room supervisor in the John O'Connor room before the rest of the class are dismissed.

The teacher should be located either at the front door or in the porch. TAs should be positioned with the children so that they can see the children and hear the teacher. In Pre-Reception, the children remain in their classroom with the TAs while the teacher dismisses them one by one to their parents.

The teacher should identify a parent/carer and ask the TA to send that child to them. The teacher should then either hand the child to the parent/carer or make eye contact and wave to the parent and watch the child reach the parent safely ensuring that the parent is aware that the child has been dismissed. It is vital that the teacher sees the parent and child connect at this point.

This should continue with each child being dismissed one by one until all of the waiting parents/ carers have been identified and their children dismissed directly to them. Any remaining children should then be signed into the late room and taken to the dining room. Pre-Reception children remain in their classroom for their late room.

Information on changes to pick-ups received by the office will be given to class teachers and TAs. If any member of staff is unsure or doesn't recognise an adult during dismissal time, the

office should be alerted and office staff will contact the parent. The child should not be dismissed until the office has received confirmation from the parents. (See EYFS policy)

2.6 After school care

If children are not collected at their dismissal time, they will be signed onto the late sheet and taken into the late room which is held in the dining room for Reception, Year 1 and Year 2 and in the Pre-Reception classroom for Pre-Reception. When a parent/carer arrives to collect their child they will be asked to sign the late sheet and a time of collection will be recorded. A member of staff will collect the child and dismiss them to their adult. There is an additional late room from 4.30pm – 5.30pm for emergency use. This is a chargeable service. For further information, please refer to our “Late Collection of Children” policy available on our website and 4.1 of this policy. Children attending a club wait in the John O’Connor Room and are collected at 3.30 pm by their club leader who will register them. They will be registered by their club leader on the club register. Children in the late room and the club room are supervised by EYFS/ KS1 teaching assistants.

If a child is not collected by the end of the day, staff will follow the procedures laid out in our EYFS policy and our Late Collection of Children Policy.

3. Daily Supervision – Senior School (Paddington Street)

3.1 Beginning of the day

Senior School pupils are supervised before school from 8am until 8.30am. Pupils arriving at the Senior School building are looked after in the canteen for Year 3 to Year 6 pupils and in the Library for Year 7 to Year 10 pupils by teaching assistants. Senior School pupils arriving at Abercorn Place for the school bus wait with their parents (unless they have parental written permission to walk to the bus on their own - only applicable to Year 7 to Year 10 students) until the bus arrives. Then they board the bus supervised by Senior School TAs. Pupils are escorted to their classrooms at 8.30am for form time.

Registration is taken electronically twice a day, at 8:45 and after lunch using iSAMS.

Adequate supervision is in place for all school lessons and activities throughout the day.

3.2 Senior School break

As part of their morning break, if pupils are timetabled for a thirty minute break they go to Paddington Gardens (see below for procedures followed for breaks at Paddington Gardens). If pupils have less than thirty minutes break, they have their breaks in the canteen or in the library for pupils in Year 10. Sometimes classes may be required to change for a sporting activity during their break time and therefore, staff may have to supervise this changing, ensuring pupils are suitably dressed. All pupils should be encouraged to eat some fruit at

break, and if this is not provided by their parents, a selection of fruit can be found in the school kitchen.

3.4 Paddington Street Gardens

Classes visit Paddington Street Gardens every lunchtime and during some longer morning break times, weather permitting, in separate groups. At a specified time (as per the school rota) pupils line up in silence in the theatre, wearing appropriate outerwear for the weather. Registers are taken. They are then walked by the teaching assistants/teachers (in high visibility jackets) to the playground at the back of Paddington Street Gardens. A basic first aid kit is taken with any medications needed and at least one member of the staff will have a mobile phone for emergencies. When practical to do so, there should be a staff member at the front, in the middle and at the back of the line. Once in the playground at the park, a member of staff should be positioned at the entrance/exit points to the playground. Other supervising staff members should spread out across the playground to ensure that all areas are monitored. At the end of their allotted time, pupils are lined up, registers taken and walked safely back to Senior School.

3.5 End of the day

Children who take a school coach are checked off from the daily bus lists updated by the Senior School office, then walked to the bus by two/three duty members of staff depending on the number of pupils on the bus.

Children to be dismissed from the Senior School building will line up with their class teacher by the main door, until their name is called and they can be safely dismissed to their adult.

Club children will wait in the dining hall for Year 3 to Year 6 pupils or in an allotted classroom for older pupils until collected by the members of staff running the club. They are dismissed after the club by the club leader and a member of school staff.

'Home Alone' children are listed in the office and must ensure they shake the hand of the member of staff on duty before leaving the building.

Year 3 Dismissal time: 3.40pm

Year 4 Dismissal time 3.45pm

Year 5 upwards Dismissal time: 3.55pm

Bus departure for Lower School: 3.55pm

3.6 Children arriving or departing alone

All staff should be vigilant when carrying out duties that enable them to observe pupils arriving at, and departing from, Abercorn School. If a staff member notices that a pupil has arrived or departed from school unaccompanied, s/he should check to see that written

permission is in place for the pupil. The following information is included in new and returning Parent Information packs :

Abercorn School strongly urges parents not to permit pupils below Year 7 to travel to, or from, school unaccompanied. Should a parent wish for a pupil below Year 7 to arrive or depart from school unaccompanied, we request that the parent(s) attend a meeting with a senior member of the school staff to discuss this potential arrangement. In the event that the parent has reasons for wanting the pupil (below Year 7) to be released to travel home unaccompanied, or to arrive at school unaccompanied, we require written permission to confirm such an arrangement.

From Year 7, pupils require written permission from the parent(s) in order to be released to travel home unaccompanied, or to be received at school unaccompanied. This permission, once given, will be assumed to continue unless specifically revoked.

3.7 Additional Procedures to follow

The following steps should be taken if a pupil below Year 7 is observed to arrive or depart from school unaccompanied and no written permission is on file:

- parent is contacted to find out the circumstances of the incident : was it a “one-off” or is it frequent/occasional/regular? A meeting is arranged with a senior member of staff.
- staff member informs parents that the school strongly urges parents not to let students travel to/from school unaccompanied. Potential risks are explained to the parent.
- staff member asks parents to send in written permission to confirm that the parent has met to discuss the school’s suggestion but still feels comfortable allowing the child to travel to school unaccompanied.
- staff member asks parents to inform the school whether they anticipate the child will do this on rare occasions/frequently/regularly so that the school is aware of this particular parent’s wishes, given that in general, Abercorn pupils do not do this.
- staff members ensure this pupil information is included not only in the pupil’s file, but is highlighted specifically to the Reception Administrative staff and recorded appropriately at that location.

4. Additional Procedures for Lower School & Senior School

4.1 Procedure for Parents failing to collect children at the end of the School day

To be read in conjunction with the Late Collection of Children Policy.

If children are not collected at their dismissal time, they will be signed onto the late sheet and taken into the late room which is held in the dining room (Lower School). Similar procedures will take place at Senior School and pupils will be sent to the relevant homework club. When a parent/carer arrives to collect their child they will be asked to sign the late

sheet and a time of collection will be recorded. A member of staff will collect the child and dismiss them to their adult. Although the Homework club is free of charge between 4pm and 4.30pm, we offer an extended homework club until 5pm which is chargeable. for emergency use. If pupils are not picked up by 5pm, one of the school administrators will contact the parents and a senior member of staff is available in case of safeguarding emergency. If the parents are not contactable, the other numbers in the child's file will be rung in order of importance. If there is no reply from any of the numbers, the senior member will continue to try contacting the parents until 6.15pm at which time a member of SLT will contact the Westminster Children's Services Social Care Team on 0207 641 4000 or after 5pm on 020 7641 2388/ 020 7641 6000. The Social Care Team will make emergency arrangements for the child.

4.2 Procedure for a child going missing, on site and off site

As soon as an adult is aware of a missing child he/she informs the relevant building Head. A complete search of the entire building should be initiated immediately, and information should be gathered as to any circumstances that may have caused the absence. If the child is not found the parents should be informed immediately and the police should be called. The school administrator should be kept informed of developments as he/she will often be the first point of contact.

In the event of a child going missing on a school trip or whilst off the school premises, the area should be thoroughly searched, any staff on the premises should be informed and asked to search buildings/out of bound areas etc. and the police should be called. The parents should be informed. Further information can be found in the Missing Child Policy.

4.3 Procedures to follow if a pupil has an accident

1. Assess the physical and emotional condition of the pupil. Apply appropriate first aid; call site First Aider; and call an ambulance if necessary.
2. Reassure the pupil that s/he is being cared for and that parents will be notified.
3. Contact the parents as follows:
 - a. Telephone the home telephone number. Allow to ring at least 8 times so that an answering service can take a message.
 - b. If a) does not result in a conversation with the parent, try the designated mobile number and leave a message if there is no reply.
 - c. If the situation is critical, try work numbers and any other listed mobile numbers. If an ambulance has been called, and neither parent is obtainable, telephone the emergency contact number. Also continue to try to reach parents as well.

d. If the situation is not critical, ensure the pupil is comfortable and either continue to try to make contact yourself with the parents and/or ask the administrator of the building to help.

e. If in doubt about the severity of the injury, contact the Head or Deputy Head of the site.

It is essential that parents be spoken with and given information about the injury, what first aid has been administered, and where and when the child can be collected.

4. If the accident occurs off-site, contact the appropriate administrator to appraise him/her of the injury, steps you have taken, and what assistance you need.

5. If a pupil needs to go to hospital, a teacher should accompany him/her and stay until a parent or nominated carer comes.

6. The following members of staff should be informed: the Deputy Head of the site to which the pupil belongs, the administrator for that site, the Form teacher, the Head and the administrator of the building from whence the child is usually collected at the end of the day. Due to data protection requirements, this information will need to be passed on verbally.

7. Complete the accident book and include times that the above staff have been notified in your report.

8. If the child has been injured sufficiently to require medical attention, whether in or out of hospital, the Form/class teacher should telephone home that late afternoon/evening to enquire about the pupil's well-being.

9. If the injury is due to faults in safety of equipment or procedures, notify a member of the Health and Safety Committee immediately and take appropriate measures to ensure that no one else is injured.

4.4 Off-site activities Ratios (as in Educational Trips and Visits Policy)

Lower School - Early Years Foundation Stage and Key Stage 1

Wherever practical, adult to pupil ratios as set out below must be observed:

Lower School - EYFS

- Nursery - 1:2
- Pre-Reception - 1:3
- Reception - 1:4

Lower School - Key Stage 1

- Year 1 - 1:6
- Year 2 - 1:6

Consideration of the appropriate ratios forms part of the Risk Assessment. Any adults helping who are not members of staff should be DBS checked.

Senior School

Wherever practical, adult to pupil ratios of 1:6 (Year 3), 1:8 (Year 4), 1:8 (Year 5) and 1:10 (Years 6 onwards) must be observed. Consideration of the appropriate ratios forms part of the Risk Assessment. Any adults helping who are not members of staff should be DBS checked.