

04.25.01 SUPERVISION OF NURSERY AND PRE PREP PUPILS

(ISI POLICY A12/EYFS – POLICY E6)

This policy applies to all children in the School, including those in EYFS.

Duties form a vital and necessary part of any school routine and it is important that every member of staff does his/her duty conscientiously. Duties are shared amongst the staff in the Pre-Prep. Planning, preparation and other responsibilities are considered when the duty rota is drawn up each term. The duty rota is saved in NPP/Pastoral/Timetables.

The Pre-Prep shape of the day is located in section 5.21.2 and the Nursery shape of the day is located in section 5.21.1.

If for any reason you cannot carry out part of a duty, in the first instance ask a colleague to cover for you or if this is not possible or absence is school related, tell the PP Deputy Head. Duties may be swapped or changed, but again please notify the PP DH. If a teacher is absent due to illness then the PP DH will ensure duties are covered.

In the classroom and changing rooms

Class teachers and teaching assistants are responsible for supervising the pupils in their classroom and changing rooms.

Nursery

There is a staff duty rota for supervising the children during break times.

Pre Prep

There is a 'Break Duty' rota for Little Break and Big Break duties.

There will be three adults on duty each break. Other adults will be in the Harris Building and may be called upon if required.

Little break times

Staff should be outside and ready for children to join them at 10.20am having first completed a safety check of the play area ensuring gates are shut and no visible signs of danger.

Staff should blow the whistle to end break time at 10.40am and inform teachers of any incidents that need to be reported to parents and any hazards to maintenance team. The incident bag will be in Hyde Park or on the tennis courts during break and all incidents should be recorded in the book inside the bag. Accident forms are to be completed for any serious injuries and head bumps.

Big break times

As above, but to be outside and ready for children to join them at 12.50pm and to blow the whistle to end break time at 1.30pm.

Supervision at break times

- One member of staff to have the radio, first aid bags to go to break with the adults on duty.
- Ensure other handset of the radio is with a member of staff inside.
- Staff to walk around the play area observing appropriate behaviour of the children and to administer First Aid as needed and ensure the area remains safe to play.
- For severe cases use radio to call for assistance. **Remember to write an accident report (or collect one from the Matron) for all incidences that require additional first aid treatment.**
- Cover to come off sand pit at start of little break and go on at end of big break – weather dependent.
- Sand toys and balls should go back in storage boxes at end of break times.
- Y1 and Y2 children to ask to go to the toilet and to use those in the changing rooms.
- Reception children to be supervised by an adult when entering the Harris Building to go to the toilet.
- When whistle has blown children sensibly get off equipment and line up by door.
- When children are standing quietly they enter school a class at a time.
- Unsuitable behaviour to be verbally reported to class teacher and serious misbehaviour to be reported to Head of NPP.
- Staff should email/communicate with colleagues about any children who are having difficulties at break times so duty staff can offer appropriate support.

Tennis court

- If it is unsafe to go out in the Pre-Prep play area, for any reason, children are to play on the tennis courts or astro for break times.
- Take the trug of toys from the outside toy shed to play with.

Wet play

- Children play in Year One and Year Two corridors with selected toys from corridor storage boxes
- Reception and Nursery will have a designated play area in the Reception corridor when it is wet play.

Lunchtimes

- Children to walk into dining room and sit at their class tables where there will be a member of staff sitting with them to supervise.
- Children can begin eating when their whole table is sitting down with a plate of food.
- Staff are to encourage children to observe and use good table manners.
- When a member of staff raises their hand everyone else should do the same and stop talking so that they can listen.
- Grace will be said at the end of the meal.
- Children to walk out of dining hall.

After School Clubs

- Staff take turns supervising children staying at After School Clubs from 3.30-5.10pm, including supervising tea-time. The same guidelines as above apply.

Person responsible: AB

Implementation date: October 2008

Updated: January 2025