

Heathfield House School

Supervision Policy

Introduction

In order to ensure the health and safety of the children in our care, the following has been put in place. Children should be supervised the entire time they are at school or in any clubs associated with the school. This policy applies to the whole school, including the Early Years Foundation Stage.

7.45am – 8:30am: Sports Clubs – various sports clubs run before school, two members of staff are responsible for these clubs. Parents must ensure that a member of staff takes responsibility of their child prior to leaving. A register is taken to keep count of children attending these clubs.

8.00am – 8:30am: Breakfast Club - one of the school Teaching Assistants runs this club whilst another opens the door to parents. Parents are responsible for signing children into school at this point and a register is also taken.

8.30am – 8:45am: The school doors open and generally Pauline Williamson, Caroline Goodsman, Rachel Sowerby or Camilla Edwards will greet the children into school and answer any questions parents may have. The children then walk to their class. Class teachers are responsible for the children from 8.30am.

Break times

- Staff are aware of where they should be standing when on play ground duty, more high risk areas – play equipment and gate
- Staff should always escort children to and from the playground, and children are aware that they do not go onto the playground until an adult from the school is outside.

26 Oxford Road North site

Reception and Year 1 – 9:45 – 10:00am

Reception and Year 1 – 2pm – 2:15pm

There are two members of staff on playground duty during these times

Heathfield Gardens site

Year 2 to Year 6 – 9:45 – 10:00am or 10.00am - 10:15am and 2:00 – 2:15pm or 2.15pm – 2:30pm

There is a minimum of three members of staff on playground duty during these times

LUNCH

Reception and Year 1 - 12.00pm – 1:00pm

- There are four members of staff cross the playground and room where the children eat their lunch, helping them as necessary.

Year 2 and 3 - 12 – 1pm

Year 4, Year 5 and Year 6 – 12.15pm – 1:15pm

- The cook serves the food
- There are one/two members of staff in the dining room who have food hygiene
- There are at least 3 members of staff in the outside areas
- At lunchtimes a senior member of staff is always on duty
- There are various sporting clubs running on the green – two members of staff are on the green

- Various clubs run within the school either Heathfield House School staff run these or people with suitable experience and DBS checks to run these clubs.

AFTER SCHOOL [3.15pm/3.30pm – 6.00pm]

Reception and Year 1 – 3:15pm – 5:00pm – Three Teaching assistants are available for after school clubs until 5:00pm. Clubs are provided by teachers and specialists instructors with appropriate qualifications and DBS checks

5:00pm – 6:00pm – Two teaching assistants are with the children at this point. If parents are not there by 6pm, two teaching assistants remain with a child until they are picked up. Refer to late/uncollected child policy.

Outside play

If Reception or Year 1 children are playing outside two adults must be present.

Main School Site – Year 2 – Year 6

3.15pm/ 3:30pm – 5:00pm – A minimum of four teaching assistants oversee the children, ensuring a safe environment and that children get to the correct afterschool clubs. School teachers and specialist instructors are utilized in various clubs with appropriate qualifications and DBS checks.

5.00pm – 6:00pm – there are between two and three teaching assistants depending on the number of children. If parents are not there by 6pm, two teaching assistants remain with a child until they are picked up. Refer to late/uncollected child policy.

Outside play

On the main school site if children are having a break outside at least two adults must be outside with them and the children should be aware of how to get help if needed.

Wet Break

Reception and Year 1 – these children stay in one class from each year group and the two members of staff on Play ground duty look after them.

Year 2 to Year 6 – are covered by allocated staff in allocated rooms across the building.

Off Site Supervision

Children at Heathfield House School often go off site for a variety of reasons including Physical Education lessons, swimming lessons and educational visits. Staffing is organised and timetabled to ensure appropriate supervision is in place. Please refer to the Educational Visits Policy for further information.

Reviewed July 2018 by Caroline Goodsman