



Falkner House Supervision Policy

Nursery - Year 6 including EYFS

Please see also the:

- **Early Years Structure and Policy,**
- **Health and Safety Policy**
- **Child Protection and Safeguarding Policy**
- **Educational Visits Policy**
- **Terrorism Policy**

Written with reference to Government guidance - Protective Security and Preparedness for Education Settings 2025.

1. Key Points

Children are to be supervised at all times. If a teacher requires to absent themselves from a class they would ask a colleague to cover. No child should be left on their own without an adult close by and the younger the child clearly the closer should be the adult. The required supervisory ratios in the EYFS are adhered to.

2. Arrival at School

Reception – Y6 at the start of the normal school day – 8.30-8.40am

The gate on the Old Brompton Road or the front door on Penywern Road is unlocked at 8.30am. by the Headteacher or a member of staff. The children and parents are greeted informally and the pupils encouraged to come into school on their own. All of the form teachers are in their classrooms to wait for their pupils. The gate/door is closed at 8.40 a.m. Latecomers use the front door of 19 Brechin Place or 20 Penywern Road supervised by the office.

Reception – Y6 before 8.30 am for Early Birds, Music Groups or Academic groups

If pupils are in school early (7.45-8.30am) for any of the above reasons, parents/carers ring the Early Birds doorbell or general office front door bell and the pupils go into school on their own. They must register with the member of staff in charge, e.g. the Early Birds co-ordinator. Any member of staff teaching children before the start of the school day at 8.40am is responsible for those children in their care.

Nursery

Pupils are greeted at 8.30 am. and 12.30 pm. at the front door of 17 Brechin Place by the Nursery team. The child says goodbye to their parent/ carer and shakes the hand of the Head of Nursery. Latecomers use the front door of 19 Brechin Place and the parent / carer will escort the pupil down into the Nursery.



3. Registers

Please see Attendance Policy

4. Around the Building

Staff are asked to be vigilant when on the premises and to be alert to any matters that could affect the pupils or staff. At all times pupils are to move around quietly and in an orderly manner.

Much depends on the room and area in question – eg. in Brechin Place, one of older children could for example be in the Library if an adult was on the floor below but the layout of the Art Room would make such an arrangement unsuitable. The Art Room and adjacent music room (Brechin Place) is located on the 3rd floor of 17 Brechin Place. They are isolated rooms and pupils must be escorted and accompanied at all times in this area. The staircase is narrow and quite steep and children must be supervised. If Nursery pupils are using the stairs of the premises at the same time as children in the main school, R- Y6 pupils are asked to allow Nursery to use the rail.

Early/ Late Birds (Y1- Y6) are supervised by at least one member of staff. If the member of staff is unqualified then there will always be at least another qualified member of staff close by.

The telephone intercom system in both buildings is used extensively.

5. Playground

Y1-Y6 To allow proper supervision, the teacher on playground duty must stand outside, be observant and conscious of the general atmosphere. The school two way radio which is stored in the office must be taken into the playground (the receiver is in the office) for use in an emergency - the playground must never be left unattended. At Penywern Road two members of staff are on duty. Two or more staff are on duty at Brechin Place if numbers / ages of pupils require, and an additional member of staff can and should always be summoned in an emergency. Additional members of staff are always close by and on call. An older child could be asked to summon another adult in a non- emergency situation.

Nursery and R - the legal ratio requirements are known and adhered to. A scrupulous risk assessment is made if circumstances require fewer members of staff and assistance can always be sought and given via walkie-talkie communication.

6. Lunch and Snack Time

Lunch and snack time are always supervised, paying due attention to risks of choking/anaphylaxis:



- Y1 - 6: by a rota of the first aid trained main school staff
- Reception and Nursery: by a paediatric first aid trained member of staff in each room

7. Dismissal

Parents are asked to inform the school in advance if anyone other than a parent or known and regular carer is to collect. Any change to this routine must be notified in advance to the school.

Reception – Y6 at the end of the normal school day - 3.00 / 3.30 / 4.00 pm

At the end of the normal school day, pupils are dismissed by the teacher to the responsible adult. At Brechin Place this takes place in the playground. At Penywern Road it takes place at the front door or on the pavement, either directly from the teacher or from a teacher at the front door via a walkie talkie to the classroom. The teacher should ensure the child goes with their relevant adult.

Reception – Y6 after clubs or Late Birds

Staff dismissing children from externally run after-school clubs, should note the collecting adult on the club register, e.g. M for Mother or N for Nanny and ensure that the pupil goes home with said adult. If staff are unsure as to the identity of the adult collecting the pupil they should ask the pupil. Staff should not dismiss pupils with another pupil's parent or nanny without prior confirmation from the office. Dismissal from Late Birds is from the appropriate front door and follows the same procedures.

Nursery

At the end of the session at either 11.30 am or 3.30 pm Brechin Place children are collected from 17 Brechin Place front door by parents/ carers. The child says goodbye to the member of the Nursery staff who is at the front door to say goodbye

8. Uncollected Children

Were a child not to be collected at the end of the usual school day or after a club, the parents would be contacted immediately. R - Y6 children would join Late Birds while a Nursery pupil would be kept within the Nursery. Staff would stay with the pupil however late. In an emergency, a pupil would remain in the Headteacher's care. Continued efforts would be made to contact the parents by all possible means. One hour after the scheduled collection time, without any communication from the parents or carer, the DSL and in her absence Miss Lisa Day / Mr Alun Roberts – as deputy DSL would call the Police and local Social Services.

9. Lost Children

Were a member of staff to be aware that a child was missing whilst on site at school, then simultaneously:



- The office is informed
- The premises and surrounding area would be thoroughly searched
- The DSL and in her absence the DDSLs) would call the Police and local Social Services
- The parents would be called
- The school's insurers would be contacted

If a child were lost whilst off-site the teacher in charge would call the school and the authorities at the venue immediately. The Headteacher and in her absence the bursar, would advise on the appropriate course of action. As required they would suggest how best to arrange a search and they would be in charge of contacting the Police and local Social Services as well as the parents and the school's insurers. The Police and parents would be called by the school within 15 minutes. In 60 years of operation no child has ever gone missing.