****

Supervision of Children

Early Years

**Reviewed by the Governing Body 3rd December 2021**

**Next full review by the Governing Body October 2022**

# Change log:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **Change(s) made** | **Page in policy** | **By whom** |
| 12/5/17 | Reviewed by Chair of Governors, Nick Buckland |  |  |
| 16/11/17 | Reviewed by the Governing Body |  |  |
|  | Reformatted and Updated to include EY. Added procedure for ‘Uncollected Child’. |  |  |
| 03/12/21 | Reviewed by the Governing Body |  |  |

This St Petroc’s School policy relates to the Early Years setting and all activities, including residential trips and all care arrangements. This policy explains the supervision procedures in place in St Petroc’s School for children during the day as well as indicating where more detailed information can be found.

It is our aim to ensure that all children are safe and secure within St Petroc’s and Early Years. Staff will:

* Ensure that all children are suitably supervised to maintain a happy, safe and secure environment.
* Maintain good order and discipline amongst the children, safeguarding their health and safety within the school and when they are involved in visits outside of the school
* Encourage children to fulfil our expectations that everyone should show courtesy and consideration at all times
* Supervise the children at all times of the school day, on all occasions both indoors and outdoors and by staff and support staff during lunchtimes.

**Legal Requirements**

The Board of St Petroc’s School Limited are required to ensure, as far as is practicable, adequate supervision of children throughout the day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site.

**Pupil Absence**

Pupil’s attendance is the responsibility of parents/carers. Parents of all children are asked to inform the school office before 9.00am as to the reason for absence on the first day and to update the school if absence extends beyond a few days. The school or members of the early years team will contact parents if there has been no contact about absence.

**Visitors to School**

All visitors report to the office on arrival and sign in. They are given a badge to wear for their stay. Regular contractors known to the school will report in on arrival. All staff are expected to challenge strangers on the premises and report concerns to the Early Years Manager immediately.

**Staff Absence Cover**

Staff will be informed if they are to cover for absent colleagues as early as is practicable.

**Duty of Care**

All staff have a duty of care to all children in the school. It is the Early Years Manager’s responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that children are present at school, as well as during activities either on or off site. It is also the Early Years Manager’s responsibility to ensure that there is effective supervision of the school and that the school is secure.

**Supervision of pupils on trips**

For detailed information refer to Educational Visits Policy.

**Early Years**

**Ratios**

Children in 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 Early Years Foundation Stage (2017)

There will be a member of staff with appropriate paediatric first aid training in the EYFS at all times.

In Sealions and Dolphins, our bathrooms are situated within the classrooms, which allows us to keep the correct ratio of staff to children at all times.

**Outdoors Procedures**

* To encourage children to play co-operatively
* To deal with minor grazes and bumps promptly
* To refer more serious cuts and injuries to room leaders
* To record accidents on the correct form for parents to sign
* To record any problems or incidents on the incident form
* To ensure the outdoor area is safe and secure, with staff completing daily checks
* To direct any visitors to the school to be signed in
* To ensure there is a member of staff in the garden at all times, with another member of staff either outside or situated in the classroom, within sight and hearing of the garden
* To ensure that all children are suitably supervised to maintain a happy, safe and secure environment

**The Early Years Day**

**Morning Arrival**

On arrival, children are greeted by a member of staff from their room, from 8:00am onwards. There are always two members of staff on site from 8:00am.

**Departure by 13:00pm**

Children booked in for the morning session should be collected by 13:00pm at the latest. We ask that parents are punctual as often we have other children arriving for the afternoon session at 1pm. Late collection may incur an additional fee.

**Lunchtime**

Lunchtime is conducted in the same room as children play in, with the exception of Reception class, where they join the Prep School children in the dining room. Children are well supervised and additional lunch cover is sought when needed, specific to pupil needs.

**Afternoon arrival**

Children booked in for the afternoon session are welcome any time after 13:00pm and will be greeted by a member of staff from their room.

**Departure by 18:00pm**

All children should be collected by 18:00pm at the latest. Late collection may incur an additional fee if no other positive resolution is found.

**Uncollected Child**

On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide the school with the name and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child- usually a password system, and a description of that person.

We ask that if parents/carers are unable to collect their child as planned, they inform us as soon as possible so that we can begin to make back-up measures, i.e. ensuring we have the correct staff/child ratios.

In the event that a child is not collected by an authorised adult by:

* 13:10pm (if the child is expected to be collected at the end of the morning session) or
* 18:10pm (if the child is expected to be collected at the end of the afternoon session)

the school will attempt to make contact with the parent/carer to make arrangements for the child to be collected as soon as possible. If this is unsuccessful, the other adults who are authorised by the parents to collect their childwill be contacted. All reasonable attempts will be made to contact the parents or nominated carers.

In the event that a child has still not been collected by:

* 14:00pm (if the child is expected to be collected at the end of the morning session) or
* 19:00pm (if the child is expected to be collected at the end of the afternoon session)

and there has been no contact from the child’s parent/carer or emergency contact and the child has still not been collected from school, the school will contact:

For a child living in Cornwall

Multi-Agency Referral Unit (MARU) 01208 251 300

For a child living in Devon

Multi-Agency Safeguarding Hub (MASH) 0345 600 0388

The school will follow the advice given by MARU or MASH.

The child will stay at the school in the care of fully vetted school staff until the child is safely collected by either parents/nominated carers or by a social care worker. Under no circumstances will school staff go to look for the parent, nor leave the premises with the Early Years child. Staff will aim to keep the child as calm as possible and will not discuss concerns in front of them

In the event that the child is collected by a social care worker, social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.

A full written report of the incident will be recorded in the child’s file.

The school understands that occasionally, circumstances may arise which prevent parents/carers from collecting their child on time. However, repetitive or severe occurrences may result in an additional charge to parents, which is at the discretion of the Early Years Manager. The Early Years Manager may request a meeting with parents/carers to discuss late collections prior to additional charges to outlay consequences and a positive resolution.