



Pupil Supervision Policy

With reference to -

Statutory Framework for the EYFS 2021 (Sept 2021)
The Education (Independent School Standards) Regulations 2014

Aims

Supervision of Pupils Safeguarding children is a priority at Alamiyah. Well planned supervision and deployment of staff ensures the safety both on and off site and promotes well-being. The policy draws together points on safe supervision of pupils from the following policies:

- Staffing Policy (outlining Staffing ratios and qualifications of staff)
- First Aid Policy (outlining first aid ratios of staff)
- Health and Safety Policy (outlining the ratios for staff on trips)
- Outdoor Play Policy (outlining the ratios and safety measures)
- Safeguarding Policy

Approach

Alamiyah school ensures that the supervision of pupils takes into account the age and number of pupils, the activities in which they are engaged, their location and any special needs of pupils. The school ensures that staff ratios for supervision are safe at all times whether pupils are involved in activities on the school premises or off site.

In the Early years the school adheres to the EYFS. At least one member of staff must hold a full and relevant level 3 qualification or above and at least half of all other members of staff must hold a full and relevant level 2 or 3 qualification.

There must be at least 2 staff in the school building at all times when the children are present. When pupils are being supervised during playtime and lunch, if there is a pupil left on their own during lunch time with a teacher or lunch supervisor the door will be kept open



to the garden and a member of staff will stand between the garden and the class to ensure that no child is left alone with a teacher behind closed doors. No single pupil will be supervised alone in any remote area of the school.

At least one member of staff present in the classroom in Children's House will hold a paediatric first aid qualification. One member of staff in the Office must hold a paediatric first aid certificate to supervise the medical room and another member of staff in Elementary will also be qualified so that they can respond quickly in an emergency without affecting staff ratios. Staff are deployed using a staff rota, staff timetable, garden and lunch timetable and first aider rota so that adequate levels of supervision are maintained throughout the school day (see 'First Aid Policy')

Arrival Time at School:

Students are not allowed on the school site before 8.45am and must be supervised by a parent or guardian until they enter the school building.

Staffing Ratios in Lessons:

The school maintains the following ratios in lessons as the desired ratios:

1:8	Children's House:	Nursery	3-4 year olds
1:15	Children's House:	R-Y1	4-6 year olds
1:20	Elementary:	Y2-Y6	7-11 year olds

If the teacher in Children's House has a Q.T.S. E.Y.P. or a full and recognised level 6 qualification then the ratios can increase if necessary to the following:

1:13	Children's House:	Nursery	3-4 year olds
1:20	Children's House:	R-Y1	4-6 year olds



Lunch and Outdoor Play time staffing in Children's House:

Nursery children are always supervised in accordance with the EYFS guidelines.

Upto eight pupils are supervised by a minimum of one member of staff in the garden if the garden door is open during free flow with a second member of staff supervising the class and garden area. When more than 8 pupils are outdoors, two to three members of staff will be on duty as appropriate. The climbing frame is used when there are two members of staff on duty so that all areas can be supervised.

Lunch and Outdoor Play time staffing in Elementary:

Two members of staff supervise Elementary playtime. Lunch for an Elementary class is supervised by one member of staff.

Staff must always:

- Count pupils before leaving the classroom
- Maintain total vigilance at all times - keep pupils within sight and hearing
- Have awareness of any medical issues
- Count pupils at the end of playtime
- Report and record incidents to the class teacher using the relevant forms
- Pupils requiring first aid will be sent to the medical room
- First aid kit is available outdoors and indoors

Staffing ratios for Trips/Out of School Activities:

(see Educational Visits section of Health and Safety Policy)

Staff Pupil Ratios on Trips:

1:2 - Nursery and Reception

1:6 - Year 1-6

Risk Assessments are carried out for every trip except recurring trips (which would have a single risk assessment performed) and take into consideration the age and abilities of and location of visit.



Teachers are responsible for ensuring that pupils are supervised at all times to maintain their safety and security. Any unsafe behaviour must be addressed immediately especially around the climbing equipment so that pupils are constantly aware of their boundaries and what is considered to be safe behaviour at school.

Safety and Security:

Safety and security for pupils and staff are essential.

The main school gates are always locked throughout the school day except during pick up and drop off times. Elementary pupils are in lessons indoors during afternoon pick up and drop off times and do not go out for any reason. Children's House pupils stay in the wetpour play area during afternoon pick up and drop off times from 12:30-12:40pm.

All visitors must sign in at the office before being authorised to enter the school site. Only visitors with appointments are allowed in. A visitor's lanyard/badge provided by the school must be worn at all times. (See 'Visitors Policy' and 'Arrival and Collection Policy')

All staff on duty must be vigilant during their supervision duties. All staff must be constantly vigilant and confront anybody that they do not recognise on the premises.

Review

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah School on 26/08/2020

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)