



# Supervision of Pupils in the Farmhouse (including the EYFS)

**This policy applies to:**

Farmhouse (Reception to Year 2) and Nursery Pupils

**Person responsible for the Policy:**

Assistant Head of Prep School (EYFS and KS1)

Last review July 2024

Next review July 2025

## **PUPILS' ARRIVAL AND DEPARTURE**

Pupils may arrive at school from 8.00am for Before School Care or from 8.30am when the school day begins. They are expected to go home after school at 3.30pm unless they are staying late for After School Care or an After School Club. After School Care runs until 6.00pm. Pupils are not allowed on site without supervision. At least two members of the teaching staff are always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties. A rota is prepared by the Deputy Head each term. Pupils are able to call on a member of staff at any time if necessary.

### **The main duty times for the Farmhouse (Farmhouse) are:**

- before school care duties (8.00am – 8.30am)
- KS1 Break duty (10.30am – 11.00am)
- Lunch-time duty (11.45pm – 12.45pm or 12.15pm to 1.15pm)
- After-school duties (3.45pm to 4.30pm or 4.30pm to 6.00pm)

Arrangements are made to ensure pupils are supervised during Stargazing evenings, or other events that bring small groups into school out of hours. Members of the Farmhouse teaching staff supervise pupils moving around the school (ie to swimming); during PE lessons with members of the PE department; on both home and away events.

### **Registration**

**This is carried out twice a day and is a legal requirement. It is essential that this procedure is carried out correctly and at the right time.** Registration is done electronically using iSAMS, while we revert to a paper exercise if the computers are down.

We take a register of pupils at the start of the morning and afternoon sessions. Pupils should never be unregistered – if their whereabouts are unknown at the time of the registration they should be marked absent and given an 'N'. In these cases the child should register with the class teacher at their first opportunity once they have missed registration (they could be late or have a music lesson etc). However, it is essential that the class teacher finds out why the pupil was absent. The Prep Office will telephone the parents if the child is absent in the morning. If a pupil is absent in the afternoon, class tutors should look to see the reason given for the morning absence.

Parents are responsible for notifying the school, by telephone or in writing, if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

### **FARMHOUSE ROUTINES:**

All of the above applies to the Farmhouse however due to the age of the Children other processes are in place on a day to day basis as identified below:

## **Start of Day routine**

Pupils begin arriving at 8am.

Children arriving before 8.30am must go to the relevant department (ie Nursery or the playground/Cowshed classrooms) depending on their age.

Two members of staff will be available in each area to supervise children and provide age appropriate activities.

All children are signed into Before School Care on arrival.

Nursery children remain in the Nursery.

A bell will be rung at 8.30am and children should then line up outside their classrooms.

Reception children are supervised crossing the playground to hang up their coats by a member of staff in the playground.

**All class teachers need to be in their classrooms ready to receive the children before 8.30am.**

**On arrival in the classroom every child will be registered on iSAMs by the class teacher.**

## **Break time routine**

Early Years staff operate a free-flow routine giving children the option to work both inside and outside throughout the day. Staff are aware of the ratio requirements and move with the children to supervise as required. The site is secure and gates kept closed during free-flow periods.

KS1 Children have 2 break times each day, one in the morning and one at lunchtime. Children are allowed access to toys during both breaks. The member of staff on duty should unlock the toy boxes and stable doors. The toys made available are at the discretion of the member of staff on duty. Toys may be left out in the playground after morning break but must **all** be tidied away after lunch break.

Staff should remain vigilant at all times and ensure they cover all areas of the playground.

Any incidents or accidents should be reported in the appropriate books provided by the Health & Safety Officer.

At the end of **Morning** break time a bell should be rung 5 minutes before the end of break and Y2 children sent to the toilet. At the end of break time the bell is rung again and all children should line up outside their classrooms in a **quiet and orderly manner**.

At the end of **Lunch** break time a bell should be rung the first time and children should tidy all the toys. It will then be rung a second time when children should line up outside their classrooms in a **quiet and orderly manner**.

**All class teachers need to be in their classrooms ready to receive the children at the end of each break.**

**On arrival after lunchtime break all children must be registered on iSAMs.**

## **Lunchtime routine**

1. Reception and Nursery (EYFS)

- Will go into lunch at 11.45am.
- They will be seated at the back of the dining room (furthest away from the serving hatch)
- Lunches will be put out on the table, second helpings/vegetables/salad will be available on extra plates at the table (to be served by teaching staff on duty)
- Staff will distribute desserts
- The lunch time will be covered by EYFS staff.
- At the end of the meal Reception children will wipe down the tables for KS1 lunch. – This will be fully supervised by Teaching staff to make sure the children learn to do it correctly.

## 2. Years 1 and 2 (KS1)

- At 12.10pm, all children will wash hands and get ready for lunch
- Children will line up and go into lunch at 12.15pm **prompt**
- Y1 and Y2 will be seated and lunches handed out by staff (there will be no discussions or debate about the contents of the lunch beyond meeting the usual needs of special diets).
- Children must finish eating lunch by 12.45pm

## 3. All children

- Once they have their food will sit quietly and wait to say Grace.
- After Grace they eat their food and on completing the meal put knives and forks neatly on their plate and await permission to clear their plates.
- Children will clean and stack their own plates
- They will collect their dessert after cleaning their plate (any particular needs can be collected from the hatch by the child concerned)
- When completed dessert a monitor collects bowls etc
- Prefects help tidy at the end of the lunchtime.
- If noise levels get too great staff on duty have the option to ring a bell at which point all the children will eat in silence until a second bell.

All children will wait until (almost) everyone is finished before being dismissed by the teacher on playground duty.

## 4. Staff

- Help with setting out lunches.
- One member of staff will sit with the children– preferably they would eat their lunch with the children to model good manners and healthy eating. EYFS will have more staff supervising owing to ratios.
- The supervising staff will ensure the children have sauce/gravy and water as needed.
- One member of staff will decide if it is necessary to ring a bell during the meal to initiate a 'quiet time' for eating and no talking.
- if this is needed, after a reasonable time the bell will be rung a second time to allow quiet conversation to resume.
- All staff will ensure the children use good manners and learn how to converse sensibly during a meal.
- Supervising staff can send children for 'seconds' as usual.
- Once sufficient children have finished their main course they can be sent up to clean their plates- the children then return to the tables and sit.
- Staff will supervise the children wiping down tables to ensure it is done correctly.

- All children then wait to be dismissed

### **Behavioural expectations**

To ensure that we all set a consistent example please follow these guidelines:-

#### **Staff on lunch duty:**

- model and insist on good sitting, good speaking (do chat to them about their day etc), good manners and use of knife and fork;
- encourage children to try foods; remind the slower eaters to keep going
- ensure children drink their water.
- please avoid chatting with other staff as it means your attention is taken away from the children on your table
- be aware of and pick up on the behaviour of children on the other tables, particularly when a member of staff has gone for seconds or clearing tables

#### **Children should:**

- remain in their seats throughout
- try food even if they think they don't like it
- eat two out of the three foods before they have seconds
- stop when the bell is rung or teacher claps their hands
- remain completely silent during quiet times
- speak quietly, say please and thank you
- not use fingers to eat
- not kick or bang the tables
- not force cutlery between tables or separate tables
- drink all of their water
- avoid dropping food on the floor
- clean up any mess they make and leave the table neat.

### **End of Day routine**

All pupils that are not doing after school activities or care will finish school at 3.30pm. **They should be escorted by their class teacher to the door of the classroom** from where their parents/guardians will be expected to pick them up. The class teacher or Teaching Assistant in charge of dismissing the children will sign out each child as they go to their parents. Staff must observe the child leaving the building until they are safely in the care of their parents. It must not be assumed that a child will run to a parent elsewhere in the playground or that they are aware of their child's presence.

Every family is issued with a unique password at the beginning of the year to ensure secure collection of their child. Should an unknown adult be collecting a child they will be required to provide the correct password. If staff are in any doubt about the identity of the person collecting a child they **MUST** ask for the password. In this case the identity and name of the adult collecting the child should be noted on the signing out register. If there is any doubt at all about the validity of the password or the identity of the person collecting staff must retain the child and contact parents for confirmation.

Passwords must be stored securely and not revealed to any non-staff member. All After School Club registers must be retained by the class teacher for record and passed on to the Head at the end of the year.

All children who have not been collected by 3.45pm should be taken by their class teacher to After School Care. It is the class teacher's responsibility to find out what the collection arrangements will be by contacting parents.

Children attending the 3.45 – 4.30 session of After School Care (ASC) must be safely escorted there or watched as they walk along the corridor to the ASC room. The Class teacher or Teaching Assistant dismissing the class must sign the class signing out register to indicate that the child has arrived in ASC. On arrival in ASC the staff supervising must sign the child in using the ASC register.

Children attending After School Clubs or activities must be signed out of class by the class teacher or Teaching Assistant and supervised to their club. Staff must ensure children arrive safely and not assume they have made their way to the correct club. The class signing out register must indicate which club the child has gone to.

On arrival at the club the member of staff or external provider must sign the child in using either the register provided by the school office or equivalent system of their own. All staff and external providers must follow the security guidelines provided by the Farmhouse.

Most children that are doing After School Clubs will finish at 4.30pm. **The member of staff responsible for the club should escort the pupils to the classroom door** from where they must be signed out by either the staff member or their parents. Parents will be expected to pick them up and the password system will apply for any other adults.

Any child who has not been collected by 4.40pm will be taken to After School Care and this noted on the signing out register. On arrival in ASC they will be signed in as above. Children in After School Care will be collected by the parent or guardian from the Atrium or Friends Barn (depending on the day). They will be expected to sign the child out in the register provided. Any child not collected by 6.10pm will be taken to boarding in the Prep school and every attempt made to contact a parent or guardian (see School Policy)

### **Wet Break**

In the event of wet break please can ALL children go to the Atrium and another classroom with their class teacher and a box of toys where they will be supervised by the member of staff on break duty.

### **Supervision travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school.

If a child is using the school bus service at either the beginning or end of the day the password system will apply for drivers collecting children from the Farmhouse.

A separate risk assessment is in place for children travelling on school transport.

School transport is booked through the main school office and they will provide a list of children travelling by this means. Any child not on this list may NOT be sent home on the school buses.

All Farmhouse children will be handed directly to a member of the college staff and never left unsupervised. On arrival at school or on leaving school the children will be signed in/out as indicated above.

### **Supervision During Educational Trips and Visits**

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Policy: Trips and visits policy.

In the Farmhouse statutory ratios for school trips are considered the minimum and where possible additional adult support will be provided above the minimum. Children must be registered before and after the trip and at regular intervals throughout the trip. Regular head counts and registers are essential to ensure the safe supervision of all children.

**Adults who have not been cleared through the DBS are not allowed unsupervised access to the children.**

This policy should be read in conjunction with the following additional College Policies and Guidance:

- Staff handbook
- Safeguarding and Welfare policy
- Ardingly college Trips Policy