



Reviewed September 2024 Rob Grosse and Sarah Brooks

All staff should be aware of the responsibilities of others, and procedures for the safeguarding of children, at all times during the school day.

Not all members of staff will be immediately responsible for, or placed on a rota to provide, supervision for children at specified times of the day. However, there may be occasions when cover for absent colleagues is required at short notice.

Pupils of compulsory school age must be supervised by a teacher or responsible adult who is available to support and guide pupils as necessary. All pupils are in sight of a supervising adult at all times. Pupils who may be off site during the school day are subject to the expected behaviour standards. If pupils are not collected by 3:30/4pm, they are taken to the Homework Club where they will remain until collected by their parent/carer.

Adults leading After School Activities are responsible for escorting pupils to the hall for collection at the end of the session. All pupils are collected from the front of the school by parents.

If a child needs to go to the medical officer during the day they may need to be accompanied by another pupil, depending on the nature of their ailment. In case of emergencies and/or serious health conditions the Medical officer should be summoned.

Pupils may make their own way to individual music or educational support lessons.

There are always staff present in a supervisory capacity for evening events such as parents' evenings and concerts. It is the responsibility of supervising adults to ensure that the designated tasks are carried out safely and satisfactorily. At all times a member of the SLT can be contacted if necessary.

The duty rota for staff is kept in the staffroom.

Early bird 8.00-8.30am Monday to Friday

- Children arriving for Early bird will have been previously booked in by parents.
- On arrival, children will ring the front door bell to gain access via the entry system. Younger children must be accompanied to the door and handed over to a member of staff by a parent.
- A member of Level 3 trained staff, will be responsible for supervising children in the school hall during this period of time.
- Children will not have access to any other area of the school, other than toilet facilities.
- Children will participate in a variety of supervised activities, supervised by staff on duty.
- At 8.30am children will proceed to their year group class room. EYFS children will be accompanied by a member of staff.

Door Duty 8.30-8.50am Monday to Friday Horseshoe

A member of staff stands on the front steps by the horseshoe to meet children as they are delivered by parents/guardians. Children are assisted, as necessary, up the steps and proceed up the front path to the main entrance. The Secretary greets Nursery – Y6 pupils at the main entrance of the school. Children proceed to classrooms, with Year 6 pupils using their staircase above the offices. Class teachers are expected to be present in classrooms from 8.30am after morning bulletin which begins promptly at 8:15am.

Role of Duty Staff:

- One staff member at back door while children assemble
- Second staff member to collect first aid kit and bell from lockers in girls changing room
- Staff member leads children up to playground; children wait at bottom of steps while staff member unlocks padlock
- Second staff member brings up rear
- **Staff stand at stations where complete visibility can be guaranteed**
- End of break, staff member rings bell **and children stand still**
- Children clear equipment **and line up in silence**
- Staff member leads children down steps to school (takes medical kit and returns to changing room)
- Second staff member brings up rear.

During Break:

- General supervision
- Staff will be aware of risk assessments of area
- Staff should NOT take hot drinks into playground **unless in secure, non-spill container**
- Older children may escort younger children to the toilet
- If sanctioned, Year 6 pupils may use the decking at the bottom of the steps to the playground
- Healthy snacks are provided by the kitchen staff and duty staff supervise children while this is being consumed
- KS2 children may bring water bottles but a water fountain is also provided
- Children bring in fresh fruit or healthy snacks at the end of the day and staff ensure that they are not playing while consuming these.

Role of Duty Staff:

- To be present at all times on the playground unless a pupil has an accident that requires attention by a trained first aider. In this case one of the staff will escort that child into the school building and hand her or him over to another member of staff.
- To monitor behaviour and report any issues to the appropriate class teacher, Assistant Head Pastoral, Deputy Head and/or Headteacher
- Older children may escort younger children to the toilet. Nursery and Reception children should not walk into the school building alone and a responsible pupil should accompany them so that a member of staff can be alerted should any need arise
- To ring bell to line up and go to lunch
- Staff member escorts/watches children go down path to back door of school

Class teacher's role:

- To have responsibility for children when changing for sports
- To ensure that all children have gone up to the playground at the appropriate time
- EYFS staff seat, serve and eat with the children
- KS1 staff supervise children while they are served with their food at the hatch and self-serve at salad and dessert bars; sit with children during lunch, to monitor their diet and give praise for good manners.
- EYFS and KS1 staff to supervise children while they leave dining room and go up to playground
- KS2 staff: minimum of 2 staff to supervise children while they are served with their food at the hatch and self-serve at salad and sweet bars and **sit with children during lunch**
- One member of staff to indicate to pupils when they may go up to the hatch for each course
- KS2 class teachers to supervise children as they leave dining room and return to class rooms.

Wet weather break and lunchtime supervision

- EYFS in nursery room with correct ratio of staff
- KS1 in Y1 and 2 classrooms with 2 members of staff minimum depending on ratios
- Y3 & 4 in classrooms with 1 member of staff minimum in each room depending on ratios
- Y5 & 6 in Y6 classroom with 1 member of staff minimum depending on ratios
- Duty staff rotate between them and additional staff are available if required.

End of the day Door Duty and After School Activities

- Duty rota on notice board in staff room
- Children who are being collected at the end of the day are escorted to the door for collection by duty teacher at the appropriate time
- Staff member waits in front entrance hall/walkway with children
- Parents wait at gate at top of front steps
- When parent or relative responsible for collecting the child is identified, the pupil will be sent down the path, being visible at all times
- No child is allowed to open the front door themselves
- Some parents will come into school to collect the younger children
- KS1 and 2 children who stay for an After School Activity will be supervised by the member of internal or external staff responsible for that activity.
- Younger children who stay at school will be supervised by Extended Day staff in a classroom.
- When After School Activities end, all children will assemble in the school hall where they will be registered by the member of Activity staff and passed over to the Extended Day team.
- If collection arrangements alter, permission must be arranged in advance and a note is made by the secretary on the board by the door.

Extended Day 5pm- 5.30pm

- Specific members of staff are responsible for supervision
- Depending on numbers, in the event of an absence, another member of the team will take responsibility for the duty
- Children will remain in the Year 2 classroom until parents have arrived in school (ringing front doorbell for access) to collect them
- After 5.30pm, Extended Day staff will continue to have responsibility for supervision until the parent arrives but a charge will be incurred
- Children may complete homework, read books or play games as provided
- Should the parent be more than 15 minutes late, parents will be contacted to ascertain the nature of the delay. If necessary, the Headteacher will remain on the premises to ensure that the situation is resolved.

EYFS

Staff to child ratios

We ensure that the ratios for the supervision of children in the Early Years Foundation Stage are met.

Pre and After School Care for pupils in the EYFS

Early Bird- This runs from 8.00-8.30 and is open to all pupils from Nursery to Year 6. This Activity is staffed by the Medical Officer. Ratios of 1: 8 for EYFS children are maintained and additional staff will be allocated if numbers increase.

After School Care- for children in Nursery and Reception the school day ends at 3.15pm. After School Care for children is then divided into two periods.

3.15-4.30 After School Care for EYFS- this is available to Nursery Children and takes place in the Nursery classroom or outside when the weather permits. Activities range from quiet

board games to reading, role play, art activities. Reception children will usually take part in the whole school activities but if there is nothing appropriate then Reception children may join Nursery children for this session.

4.30-5.30 Extended Day - this is open to all children from Nursery to Year 6 - older children complete homework and younger children have supervised play. When the older children have finished their homework they often socialise and play with the younger children.

Both of these times are staffed by Mrs Sarah Brooks and Miss Megan Bennett to maintain ratios.

**After School Activities open to children in the EYFS (Reception children only).
Childcare available for Nursery age children.**

The After School Activities are primarily recreational but all of them have an educational benefit and offer enrichment, extension and opportunity to discover a new talent in a safe and fun environment.

Extra-curricular activities are an important aspect of the learning experience at Herries and children are encouraged to choose more than one. Key Stage 2 children particularly will benefit from staying on to extend their range of experiences. Pupils in Years 3 to 6 are able to complete homework at school from Monday to Thursday. Some After School Activities are suitable for particular age groups.

Some of the activities have a limited amount of spaces. Once enrolled in a club, the children make a commitment for the entire term unless, of course, there are exceptional circumstances. Some of the Whole School Activities are open to Reception Children. These are staffed by members of staff with QTS or by external providers with the appropriate qualifications. Nursery Children do not take part in any of the school After School Activities.

EXTENDED DAY STAFF AND QUALIFICATIONS

Extended Day Manager: Mrs Sarah Brooks: CACHE Level 3 NVQ
Mrs Suzanne Sharp: Medical officer CACHE Level 3 Qualification
Miss Megan Bennett (Nursery Manager) Foundation Degree Early Childhood Studies
Ms Wendy Gilbey: CACHE Level 3 NVQ
Mr Max Williamson: GAP Student