

COGNITA



**North Bridge House
Nursery
Pupil Supervision Policy**

September 2018

1 Introduction

1.1 North Bridge House Nursery takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.

1.2 This policy applies to all children, including those in the early years.

2 Working Day

2.1 The school day is as follows:

Age range	Timings
Otters (N1)	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is either 11.30 for morning class or 15.00 for all day class Afternoon sessions: 12.30 to 15.30
Pre-Reception (N2)	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15.00
Reception (R)	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15.20

3 Start of Day Arrangements

3.1 When pupils arrive at school they are expected to:

- **Otters and Pre-Reception Drop Off Arrangements:** Parent/carer escorts child to classroom and hands over to class key teachers and key people. Front door and side gate is supervised by a member of staff at 08.30, all staff at doors and gates have a radio incase of emergencies. Side gate is closed at 08.50 and front door is closed at 09.00. Register is taken at 09.00 on SIMs by the class teacher or key person and saved, this is checked and monitored by the office administrator. The attendance number is recorded on the class white board. (eg: 17/20). This is updated through- out the day if need be.
- **Otters Afternoon Class 12.30 pm Drop Off (from January) Arrangements:** Parent/carer escorts child to the Otters classroom to class key teachers and key people through the side gate, which is supervised by a member of staff from 12.30 pm. The gate is closed at 12.40 pm, all staff at doors and gates have a radio incase of emergencies. Late arrivals must report to the main office via the front door, as all doors are closed at 12.40 pm. Parent signs in date, child's name, class, late arrival time, signature and reason on Late/Early Leaving form. Parent escorts child to classroom and hands-over to class staff and then leaves the building.
- **Reception Drop Off Arrangements:** Parent/carer escorts children to the top playground through the Nutley Terrace entrance and hands-over child to teacher or TA who is waiting in the playground. The gate is supervised by a member of staff from 08.30, all staff at doors and gates have a radio incase of emergencies. The gate is closed at 08.50 am. Register is taken at 09.00 on SIMs by the class teacher or TA and saved, this is checked and monitored by the office administrator. The attendance number is recorded on the class white board. (eg: 17/20). This is updated through- out the day if need be. If raining, children are dropped off in to the Gym and are handed over to waiting staff.

- **Late Arrival Arrangements:** Parent/carer are required to access the school via the main front door to be buzzed in by Office Administrator, as all doors are closed at 09.00. Parent signs in date, child's name, class, late arrival time, signature and reason on Late/Early Leaving form. Parent escorts child to classroom and hands-over to class staff and then leaves the building.
- **Early Pick-Ups for Appointments Arrangements:** Parents must inform the school in advance of any early collections and request the permission of the head teacher. Parent/carer is buzzed in by Office Administrator via the front door. Parent signs in date, child's name, class, departure time, signature and reason on Late/Early Leaving form. Office Administrator calls teacher and child is brought to the front hall and handed over to parent/carer.
- **Unexplained Absence**
The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school office will contact parents if pupils are absent from school without notification.

3.2 Before school, the following supervision arrangements are in place:

- **07.45 Breakfast Club Supervision:** Parent/carer is buzzed in by the Breakfast Club staff (NBH Personnel) via the side gate. parent signs in child, class, date and signature on the *Breakfast Club form* and hands child over to staff. At 08.30, staff escort Nursery school children to their respective class staff for handover.
- **08.00 Morning Shuttle Bus Waiting Room in Gym :** Parent/carer is buzzed in via the front door by Office administrators. Parent signs themselves, child, date and time in on the *Morning Shuttle Bus Waiting Room Form*.
- **08.45 Morning Walk Round to Pre-Prep from Nursery School:** Parent/carer signs in child, date and signature on NBH Nursery Walk round to the Pre-Prep form. At 8.45 am Pre-Prep staff members escort children to NBH Pre-Prep and take children to classrooms, handing-over to respective class staff

3.3 **For pupils arriving by bus,**

- **Shuttle Bus Children 08.50 am Arrangements:** Staff member collects register and radio from the office and then picks up children from the shuttle bus, checking off the children on the register and also cross referencing the driver's register. Staff member escorts children to their respective classrooms and hands-over to class teachers and TA's.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
The Otters class, Pre-Reception and Reception are timetabled for 3 outdoor learning sessions either in the top playground or the bottom playground during am, lunchtime and pm periods. There is a radio held by a member of staff on each playground. Paediatric First Aid trained staff are on duty at all times.
The **Nursery and Pre-Reception Classes** outdoor learning is supervised by 4 to 5 members of staff. Staff members take the children to the playground and hand over to the members of staff on duty and are told how many children are in attendance. At the end of the session children are collected by 2 members of the class team, children are counted before the children are escorted back to their classrooms.
The **Reception Classes** outdoor learning is supervised by 3 members of staff. Staff members take the children to the playground and hand over to the members of staff on duty and are told how many children are in attendance. At the end of the session children are collected by members of the class team, children are counted before the children are escorted back to their classrooms.

5 Lunch Time Arrangements

- 5.1 There are two lunch sittings. The Otters class, Pre-Reception and Reception are timetabled for lunch either in the Gym or Music room. After the children have eaten lunch they are timetabled for outdoor learning, either in the top playground or the bottom playground, there are two scheduled times for outdoor play at lunch times.
- 5.2 Supervision of lunchtime periods is provided by 4 members of staff in the Music room and Gym for the **Nursery and Pre-Reception Classes** and the playground for outdoor learning is supervised by 4 to 5 members of staff. Paediatric First Aid trained staff are on duty at all times

Supervision of lunchtime periods is provided by 2 to 3 members of staff in the Music room and Gym for the **Reception Classes** and the playground for outdoor learning is supervised by 3 members of staff. Paediatric First Aid trained staff are on duty at all times
Staff members take the children to the playground and hand over to the members of staff on duty and are told how many children are in attendance. At the end of the session children are collected by 2 members of the class team, children are counted before the children are escorted to their classrooms. Afternoon Registers are then taken.

- **Nursery and Pre-Reception Afternoon Register Supervision:** Register is taken at 12.45 pm on SIMS.
- **Reception Afternoon Register Supervision:** Register is taken at 1.30 pm on SIMS.
- Registers are checked and monitored by the office administrator.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 15:40 unless they are attending an After School Club or Tea Club. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.
- **Afternoon Dismissal for Nursery and Pre- Reception Arrangements:** Parent/carer collects child from child's classroom, class staff hands-over and shakes child's hand. Front door and side gate is supervised by a member of staff at 3.00 pm – and doors are closed at 3.10 pm. All staff at doors and gates have a radio incase of emergencies.

- **Afternoon Dismissal for Reception:** Parent/carer collects child from individual class lines from the top playground, using the Nutley Terrace entrance. Teacher/TA hands-over child, shaking their hand. The gate is supervised by a member of staff from 3.20 pm and closed at 3.30 pm. All staff at doors and gates have a radio in case of emergencies. If raining, children are dismissed from the Gym.

6.2 For pupils travelling by Shuttle Bus:

- **Shuttle Bus Children 3.40 pm Arrangements:** Class staff member takes child to the Tiger's classroom at 3.30 pm. Staff member on Shuttle Bus duty collects the Shuttle Bus register and radio from the office before collecting children from the Tigers, ensuring that the register is taken. Staff member escorts children to coach on Nutley Terrace, hands-over children to transport chaperone who cross checks their copy of the register. Parent/carer picks up from Prep school. Register is passed on to Prep school for filing.

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school by 16.00, late room staff should inform the office administrator.

7.2 The following procedure will be followed when a pupil is not collected:

- **Late Room 3.30 pm – 4.00 pm Arrangements:** Class staff member takes children to late room on ground floor, hands-over to members of staff supervising late room and signs child, including the date, class and reason for being late (if known) on to the Late Room Log. If parents have not given a reason why the child is late and they have not been picked up by 16.00, a member of staff on late duty informs the office administrator who will telephone the parents or carer. Child will follow through to Tea Club until parent/carer arrives. When parent/carer arrives they sign and record time of pick up and reason for lateness.

8 After School Activities

8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the start and end of the activity.

- **After School Clubs Arrangements:** After School Club teacher collects 2 registers from the office. Class staff take children to club at 3.30 pm and hands-over children to club lead and helper. Club lead completes both registers at 3.30 pm, one is returned to the office, the other copy is retained by the club lead. When club ends, club teacher hands-over children to parent/carer and ticks off the retained copy of the register. This happens either at the front door or gate in the top playground. If parent/carer is late the children are handed-over to the teachers supervising tea club. The retained copy of the register is returned to the office by the club lead.
- **Tea Club Supervision 4.00 pm – 5.45 pm:** Late room supervisors hand children over to tea club staff and give them the late room log. Tea Club staff members take children to a classroom on the ground floor. When parent/carer arrives the office receptionist will buzz them in, they then sign and date Late Room Log and NBH Tea Club form and teachers hand-over child.

8.2 No pupil should leave without the authorisation of the adult leading the activity

8.3 The following procedure will be followed when a pupil is not collected:

- If parent/carer has not collected their child from an after school club, the members of staff are to inform the office administrator who will telephone the parents or carer. Child will follow through to Tea Club until parent/carer arrives. Parent/carer will sign child out with signature, class, reason and time.
- If parent/carer has not picked up their child from tea club, the members of staff are to inform the office administrator who will telephone the parents or carer. Child will stay in Tea Club until parent/carer arrives. Parent/carer will sign child out with signature, class, reason and time.

9 Travel to and from School on Buses

9.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are supervised by the transport chaperone when travelling on buses and they are expected to behave responsibly and to follow the driver's / chaperone's instructions. This includes wearing a seat belt at all times.

9.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

10 Leaving the Site during the School Day

10.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Children will not be allowed to leave the premises unless supervised by an authorised adult. Permission from the Headteacher must be requested in advance unless child is sick.

10.2 **Sick Children/Accidents Arrangements:** When pupils are taken ill during the school day the school will, if required and usually after discussions with the Class Teacher and/or trained First Aider where appropriate, contact the parents/carers whether at home or at work in order that the pupil can be collected. Information about contacts is kept on the school's electronic system and in the school office. Parent/carer is informed by telephone by office administrators. When parent/carer arrives, class teacher is informed by office administrator and brings child to front hall, parent/carer signs child out using late/early leaving form.

11 Supervision Duties

11.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.

12 Supervision during PE Lessons, including Changing Arrangements

12.1 PE lessons are supervised by members of the teaching staff.

13 Medical Support

13.1 There is a qualified Paediatric first aider on the premises from 08.00 to 17.45 every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to their key person, which is either the lead teacher, key people or TA.

14 **Supervision in Remote Locations**

- 14.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the maintenance, catering and caretaking areas of the school

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Head Teacher
NBH Nursery & Pre-Prep