



## **Garden House School**

### **EYFS Pupil Supervision Policy**

#### PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at the Main School from 8.15am and at the Kindergarten from 8.30am. Collection times vary according to the year group (see staff parent handbooks) and the children are always dismissed by a class teacher or one of the head teachers. Pupils are not allowed on site without supervision.

#### PUPIL SUPERVISION

The appropriate number of staff (according to the ratios 8:1 Prep – MS1, 4:1 Kindergarten) are always on site to supervise pupils whenever they are in the school or outside normal school hours and this will include at least one member of the teaching staff. At the Kindergarten in Sedding Street there is a particularly high staff/pupil ratio due to the layout of the setting in three areas; the hallway, main playroom and smaller blue room. The children are closely supervised at all times and are given help to go to the bathroom if required.

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties where required.

The main duty times for staff are

- Break duty (in classrooms)
- Lunch-time duty (in classrooms)
- Holding Room (3.30-4.30pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

#### REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school 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.

We will not release a child into the care of an adult who has not been authorised by the child's parent prior to collection time. We will only release a child at the end of his or her session into the care of another individual if we have been notified and were given the name of the person collecting the child.

Arrangements between parents should be made known to class teachers at the earliest moment, in writing and emergency or last minute plans should be reported to the office, who will pass the message to the class teacher.

#### MEDICAL SUPPORT

There is always a qualified first aider on either site who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. All teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of specifically trained paediatric First Aiders are published on the intranet

and in first aid notices that are displayed around the school. All Kindergarten Staff are Paediatric first aid trained. First aid boxes are in all potentially high risk areas, as well as outside the School Office. (The Office first aider regularly checks and replenishes the first aid boxes and there is a designated member of staff in Kindergarten).

#### SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are supervised by a member of staff on the Fulham bus and are expected to behave responsibly. On the minibus home, pupils are supervised by the bus driver. We would always investigate complaints about poor behaviour. The bus driver is responsible for escorting pupils off the bus and into school when the mini bus arrives at school. The Kindergarten staff supervise the children onto and off the bus and into or from the building. Members of staff will be available on Turks Row to help children out of cars and escort them to the school doors. They will be wearing yellow security jackets. Teachers on the door have two primary responsibilities; to welcome the children and to ensure the security of the door they are manning.

#### MOVEMENT OF PUPILS BETWEEN SITES

We have a Walk Policy which is strictly adhered to when supervising children between our various sites (Sedding Street, Turks Row and Burton Court). We adhere closely to the adult/child ratios detailed in our Educational Visits Policy whenever we take children off site; these are: 8:1 (Prep – MS1), 4:1 Kindergarten.

At least one member of staff will have a mobile phone with them at all times when moving between sites or working off site.

At least one member of staff who has undergone paediatric first aid training and has a valid certificate will attend every EYFS trip.

When travelling by school buses the provisions of the Bus Policy (attached), must be adhered to.

Kindergarten have the use of Holy Trinity School playground which they visit weekly. The children hold on to a rope with rings to cross the road. The staff wear yellow jackets and adhere to the Walk Policy.

#### SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: “Educational Visits.”

#### UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pools used by the school without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions from teachers or qualified leaders in adventurous activities.

Pupils do not have access to the boiler room, kitchen and other parts of the school building not used for teaching.

#### SECURITY, ACCESS AND WORKPLACE SAFETY

Our policies: “*Security and Access*” and “*Kindergarten Health and Safety*” describe the arrangements for safety of the entire school. If a member of staff is working alone in the Kindergarten at Sedding Street they are required to inform another member of staff.

### STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.

### OUTDOOR PLAY

Staff must comply with the provisions relating to courtyard play in the Staff Handbook. The Kindergarten play in a small area outside the Kindergarten building, in Holy Trinity School playground and occasionally in the Courtyard at Turks Row. During play in the area outside Kindergarten the children play with a sand, grain or water tray. During outdoor play in the Holy Trinity playground the children play with a selection of toys including soft balls, hoops and plastic stepping stones. Staff wear yellow jackets to supervise play in the Holy Trinity playground and risk assessments are carried out for all areas of play. See 'Kindergarten outside area', 'Courtyard' and 'Holy Trinity playground' risk assessments.

Reviewed Julia Adlard September 2019

To be updated September 2020

# **GARDEN HOUSE SCHOOL**

## **BUS POLICY**

### **(Incorporating the Rules for Behaviour Whilst Using the School Transport)**

Children should observe the following rules at all times when travelling on buses:

- 1.** The children must board and leave the bus in an orderly manner;
- 2.** They must remain seated at all times when the bus is moving and they must wear their seatbelts;
- 3.** The children may talk quietly to one another, but under no circumstances may they behave in a manner likely to distract the bus driver or other road users;
- 4.** There should be no eating or drinking on the bus without the express permission of the driver **and** the senior member of staff on board;
- 5.** The bus should be left as clean and tidy as it was when the children boarded;
- 6.** The children must observe the “Rules for Behaviour Whilst Using the School Transport” (see below) when travelling on Garden House buses.

Members of staff must conduct a head count of the children upon boarding the bus. If necessary, a full roll call should be taken. A member of staff should also ensure that all children are wearing their seatbelts.

Members of staff should be seated on the bus in positions where they can safely and swiftly address any issues that may arise while travelling on the bus (e.g. incidents of poor behaviour or travel sickness). Teachers should ensure that the children obey the bus rules and conduct themselves in the manner expected of Garden House children at all times.

Upon arrival, the children should remain seated until it is safe for them to stand and a safe place has been identified for disembarkation and assembly. The children should thank the driver upon disembarkation.

A headcount should be conducted as soon as it is safe after disembarkation and before the bus departs. The bus should also be thoroughly swept to ensure no items (or children!) have been left on board.

The Garden House Risk Assessment for buses should be adhered to for every trip.

## **RULES FOR BEHAVIOUR WHILST USING THE SCHOOL TRANSPORT**

Children who use Garden House buses for transportation to and from school are expected to observe the following rules while on the bus.

1. Children must board and leave the bus in an orderly manner.
2. Children must be seated at all times with their seat belt done up. They should sit properly and legs and feet should not be in the aisles.
3. Children must keep within the bus and are not permitted to put any part of their body of the window.
4. Eating and drinking are not allowed on the bus.
5. Children are expected to talk quietly on the bus and should not shout or cause a disturbance.
6. Children must obey the bus driver and members of staff and are expected to treat any adults on the bus with respect.
7. Fighting, throwing things, behaviour potentially dangerous to other bus users and / or others, and vandalism may result in the immediate suspensions of transport facilities. In such cases parents will be asked to meet the Heads to discuss reinstatement.

These rules are for the safety and comfort of all children using school transport. Children who disobey them will be disciplined. In general a first offence will receive a warning, a second offence a suspension from the bus. (Breach of any part of Rule 7 will result in immediate suspension).

Bus routes and stops are fixed and may only be changed with the approval of the Administration. Under no circumstances may they be changed by pupils or parents. Such action may result in summary dismissal of the driver.

Children are expected to be at the bus stop on time in the mornings. If they miss the bus it will continue to the next stop and parents should not attempt to stop it in between designated stops.

If you feel there is a situation of the bus which needs investigating, please bring it to the attention of the Heads.

## **COURTYARD SAFETY POLICY FOR OUTDOOR PLAY**

**For EYFS: Including any other classes or children who may use the Courtyard at any other time.**

Individual Kindergarten and Preparatory classes can use the courtyard under the supervision of their class teacher and the assistant or assistants. Kindergarten staff wear high visibility yellow jackets at all times. It is essential that two adults are with each group and more in the case of Kindergarten.

It is essential that all children are familiar and constantly reminded of the listed risks below in the courtyard. Balls, hoops, bean bags and skipping ropes maybe used at the teachers discretion but if used the rules below must be emphasised.

<b>RISKS</b>	<b>ACTION TO BE TAKEN</b>
<b>Man holes</b> – these can get very slippery when wet and can result in the children falling over.	Children are told of the danger. When wet cones are put on the man holes to stop the children from running directly over them.
<b>Cobbles</b> – the uneven surface can cause the children to trip up and fall.	Children are made aware of this and told to be careful.
<b>Pavement</b> – children can trip up on the change in level of surface.	Children are made aware of this and told to be careful.
<b>Ledge</b> – children may climb up on it and fall.	Children are told not to climb up. They know they can only sit on it.
<b>Cars</b> – and lorries bringing in supplies	Cars know to go around the far side of the courtyard. There are also two barriers controlled by a security guard.

- Children should be carefully monitored when playing in this area.
- One adult should be positioned at the Lower Sloane Street side of the courtyard in order to prevent children running out into the bit of the courtyard used by vehicles entering or leaving Cavalry Place.
- Do not allow the children to play on the steps leading into the school.

Both morning and afternoon Kindergarten classes are scheduled to use the ground level playground at Holy Trinity School Sedding Street under supervision of the Kindergarten class teachers and assistants. Three to four staff accompany the children to the playground crossing Sedding Street in an orderly and established routine. Children hold onto a rope with rings and staff wear high-visibility school yellow jackets. See ‘Holy Trinity playground’ risk assessment.

It is essential that all the children are familiarised and constantly reminded of the listed risks below whilst coming and going from the playground and whilst playing on this site. Equipment taken over by staff can be used at the teachers’ discretion. The rules below are addressed must be emphasised. This equipment may include balls, hoops, bean bags and stepping stones.

<b>Significant Hazards/Risks</b>	<b>Action taken to reduce risk</b>
Encountering the public	All children must be kept together in a group with adult supervision at all times.
Crossing roads/encountering traffic/cars, cyclists and motorcycles.  Pavement etiquette	All staff and children should wear yellow jackets. All children should hold the rope with rings and follow teacher instructions. All children must be kept together. One member of staff should stand in the street which is one way except for bicycles. Same procedure for coming back. Children will have been informed of the appropriate behaviour when crossing the road ie, no talking.  Once having crossed the road children line up by wall until access to Holy Trinity School is gained
Fall/accident	Always take a first aid kit. Children supervised at all times.

## GARDEN HOUSE SCHOOL

### Walk Procedure

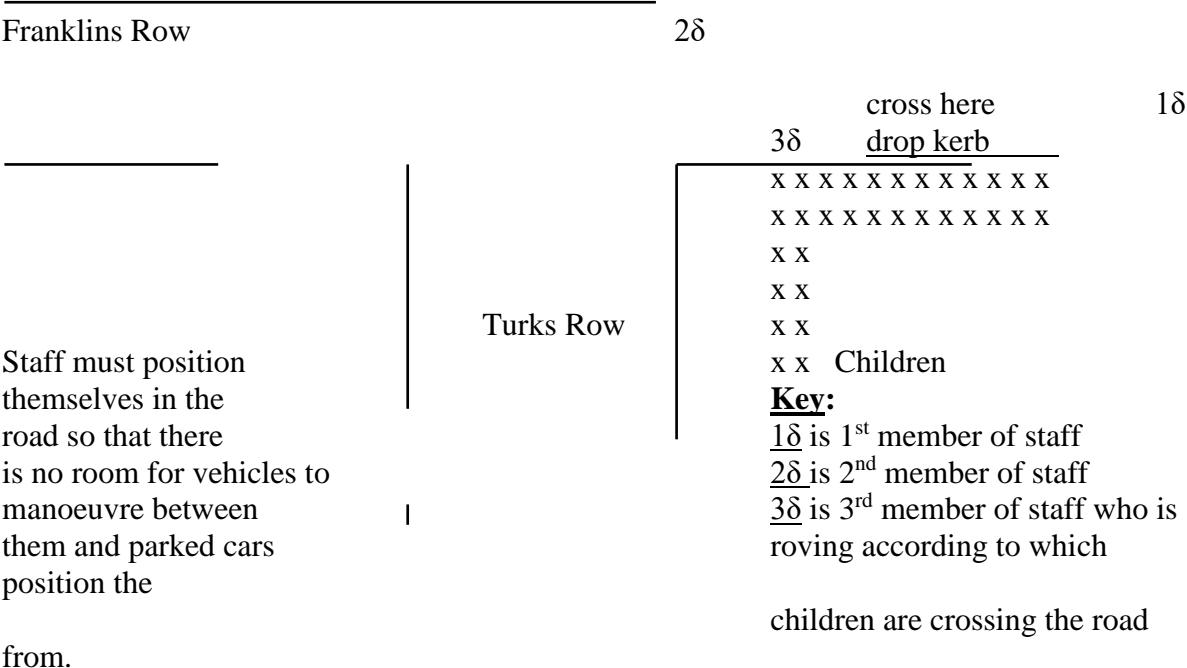
The following Key Points should be observed in every instance where the children are walking on public highways:

- Staff should always wear their luminous yellow jackets on any walk which involves crossing a road;
- An experienced member of staff should always accompany the children;
- Unless the group is small enough to cross the road holding the teacher's hands, a minimum of three staff must accompany every walk (It is permissible for only two teachers to accompany the group if the only road crossing is a zebra crossing);
- One member of staff should lead the walk, another should walk half way along the crocodile, and the third member of staff should be at the rear of the crocodile. Any further members of staff should position themselves evenly along the crocodile and not walk together;
- Choose sensible children to lead the crocodile;
- Line children up in twos in an orderly fashion;
- Remind the children that they are going for a walk, they must behave in a sensible manner, respect other people using the pavement, and they must pay attention when crossing the roads;
- One member of staff must count how many children are going on the walk and check number on the return journey;
- The children must not talk when crossing roads and must never run across roads;
- When crossing a road, the entire crocodile should remain silent until all the children have safely crossed;
- The front member of staff must remind children that they must not step onto the road until the traffic has stopped and they are signalled to do so by the member of staff in the road in the carriageway nearest to them.
- The staff should only go onto the road when the crocodile has stopped walking and stopped talking. Only give the signal to cross when all traffic is stationary.



**Going to Burton Court or the Royal Hospital**

When crossing Franklin’s Row, staff should position themselves as detailed below:



Staff in the centre of the road should take up their positions diagonally facing each other with their arms extended fully. They should be looking over each shoulder at frequent intervals checking for traffic and cycles. If anything approaches they must twist their upper bodies and stare at the oncoming vehicle and raise their arm until it stops. They must also warn the other member of staff of any vehicles approaching them from behind.

If when you first position yourself in the road there is no traffic and then something appears, raise your right hand to signal for it to stop. When the vehicle has stopped call the children to cross the road.

When crossing Royal Hospital Road you must do so at the crossing and only when it is green for pedestrians. Staff must make sure that they are divided in the group so that when the lights change there are members of staff on both sides of the road. **ONLY CROSS AT THE LIGHTS WHEN THEY ARE RED FOR THE TRAFFIC.**

You must use your initiative and slot in where you are most needed. Do not hang back at the end of the crocodile and just cross with the children and be a passenger. However, one member of staff must always remain at the back of the crocodile,

Once inside the Royal Hospital Grounds there are still moving vehicles. It is therefore important that the children do not cross over the three small drives until a member of staff is in position.

Remember also that some of the electric vehicles within the park still travel quite fast so please all be careful and keep the children in a crocodile until you can see round the corner.

In the event of an unforeseen occurrence, such as emergency vehicles suddenly appearing when the children are crossing the road, staff should take appropriate action. In this event we would suggest that the crocodile is broken and children are moved quickly to either side of the road. However we can only issue guidelines against this sort of occurrence and your common sense is heavily relied on these occasions.

Every member of staff must be vigilant and participate fully in the supervision of the whole walk. We are all equally responsible for the children in our care.

### **Going to the Royal Court, Cadogan Hall, or Holy Trinity Church**

- If a significant portion of the school is making this journey it is advisable to arrange for two or three members of staff to man the Cliveden Place/Sedding Street crossing managing that crossing for the whole school.
- Cross Lower Sloane Street on the zebra crossing. When using this and the Cliveden Place zebra crossing a member of staff should be stationed on each half of the crossing between the children and the traffic. Please be aware of traffic backing up and be prepared to stop the children crossing if necessary in order to prevent too much congestion.
- Walk around Sloane Gardens on the odd number side
- Bear right at Holbein Place junction with Sloane Gardens and walk past coffee shop etc until it is safe to cross Holbein Place. A member of staff must be positioned to stop cars coming from Sloane Square and another positioned to stop cars coming from Sloane Gardens.
- Proceed past the tube, make sure staff man the entrance to the tube
- Cross Cliveden Place to David Mellor
- If going to Cadogan Hall, walk along Sedding Street and cross over Sloane Terrace.
- If going to Holy Trinity, cross Sedding Street and proceed along the north side of Sloane Square to Lower Sloane Street.
- Enter Cadogan Hall by Stage Door

Reviewed May 2017

Review due May 2018