



Dolphin School and Noah's Ark Nursery Schools

Supervision Policy

1 Scope

This guidance is applicable to all those involved in pupil supervision at Dolphin School and Noah's Ark Nurseries.

2 Objectives

- 2.1 To ensure that pupils are appropriately supervised during school activities.
- 2.2 To consider supervision on arrival and departure from the school.
- 2.3 To consider the supervision of Early Years Foundation Stage ("EYFS") pupils.

3 Guidance

3.1 The Chief Operating Officer will be responsible for the implementation of this policy.

3.2 Pupils arrival and departure:

- Normal school hours for Noah's Ark Nurseries are 09:00-12:30
- Normal school hours for Lower School are 08:30 – 15:25
- Normal school hours for Upper School are 08:30– 15:45
- Pupils are not allowed on site without supervision
- Where pupils are on site outside of normal hours, at least one member of staff will be present

3.3 Teaching and support staff will supervise pupils during breaks and lunchtimes, in line with the duty rota.

3.4 Separate arrangements will be made for supervision during play / concert rehearsals or similar events.

3.5 Members of the PE department will supervise pupils for home and away matches.

3.6 Registration:

- A register is taken 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 contact the parent if a child fails to arrive at school without an explanation.
- Additionally for EYFS, a child will only be released at the end of his / her session into the care of a parent or other individual whose name has been notified to the school in writing in advance.

3.7 Medical Support:

- A qualified First Aider is always on site to administer first aid and deal with accidents and emergencies, including illness
- A number of staff are trained first aiders and are available to give emergency first aid treatment

3.8 Pupils will not have unsupervised access to designated areas which include flammable materials, chemicals and cleaning products. :

3.9 Travelling to and from school:

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

3.10 Offsite Visits:

Arrangements are detailed in Offsite Visits/Outings policies.

3.11 All staff will be given details of the relevant policy on induction and when any significant changes occur.

Any Related Policies or Procedures:

Appendix A: Noah's Ark Nurseries Arrangements for Supervision Document.

Appendix B: Noah's Ark Nurseries Arrival /Departure Procedures

Appendix C: Noah's Ark Nurseries Outings Policy and Procedure

Appendix D: Dolphin School Offsite Visits/ Outings Policy

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)

G: Statutory Framework for EYFS, September 2014

Recommended review period: Annual

Review by: Sandra Holmes, Chief Operating Officer

Date reviewed: November 2016

Appendix A:



Noah's Ark Nursery Schools

Levels of supervision

- We always observe the required adult: child ratio - children under 3 - 1 adult to 4 children and children over 3 - 1 adult to 8 children.
- We guarantee that children will always be within the hearing or sight of an adult.
- Registers are taken daily to ensure that all children are on the premises.
- A child who falls asleep is monitored regularly.
- We never leave a child who is using a potty or toilet seat unsupervised.
- We always escort and supervise children in outside areas.
- We always supervise children who are eating and drinking.
- An adult is always present or aware of children who are using a toilet or bathroom.
- We do not leave any child who is on an outing or trip unattended at the venue or in a vehicle.

Annette Miller
January 2015

Appendix B:



ARRIVAL/DEPARTURE PROCEDURES

At Noah's Ark Nursery Schools, our focus is continually on the safety and security of all children, parents and staff members. In order to facilitate this, there are specific procedures that must be followed during arrival and departure times to ensure the safety of all concerned and particularly the children in our care. **The following guidelines must be adhered to at all times, by all staff members.**

Arrival of Staff

- All teachers are expected to be at school by 8.00am.
- All assistants are expected to arrive at school by 8.15am.
- The outer door needs to be kept closed at all times to ensure the safety of those in the building.

Arrival of Children and Parents

- At **9.00am** the teacher on door duty will open the main door and will remain at the door to welcome the children and their parents, and to prevent any intruders from entering the building.
- All the children should be taken into the classroom by their parents and handed over to the staff, who will be waiting to welcome them for assembly or other activities.
- Once the last parent has left the premises, the teacher on duty will ensure the door is shut and locked securely.
- Any children who arrive after the door has been locked are welcomed by a member of staff, who again ensures the outer door is shut and securely locked when the parent leaves.
- **A daily register must be taken of all children and staff members in the nursery. This is an Ofsted legal requirement and must be done on a daily basis, at the beginning of a session. Any late comers must also be noted on the register, with the time of their arrival. It is also a safety precaution in case of fire or other emergency, in order to know who is present that day on the premises.**

Departure of Children and Parents

- Before they go home, all children will wait in their classrooms with a member of staff.
- The teacher on duty will open the main door and will then remain by the door until the last child has left the premises.
- **No child should be allowed out of the building without an adult and it is the responsibility of the teacher who is on duty at the door to ensure that each child is with an adult when they leave.**

- The children must remain seated in the classroom until the teacher has called their name and has handed them over to their parent/carer.

If a child is being collected by someone other than his or her parent or normal carer, the parent must fill in the 'Going Home' book. **No child will be allowed to leave the school unless their parent has given their written consent in the 'Going Home' book for someone else to collect them.**

Please see the 'Non-Collection of Children Policy' to see procedures for a child not picked up at the usual home time.

Departure of Staff

- All teachers are expected to remain at school until 2.15pm in order to fulfil the requirements of their teaching role.
- All assistants are expected to remain at school until 1.15pm, unless their individual contract states otherwise.
- The premises must be left in the specific condition required by the church/landlord i.e. clean, tidy, and organised. No member of staff may leave until this requirement is fulfilled.
- Any member of staff who wishes to leave before the usual departure time must first receive permission from the Head of Noah's Ark Nursery Schools
- On leaving the building, the last member of staff must ensure the doors are secured as required by the individual landlords/church.

Arrival and Departure of Visitors

- All visitors are required to ring a doorbell to enter the premises.
- No-one must be allowed to enter the premises without a valid reason to be there.
- Any visitor unknown to staff must be asked to present identification.
- Visitors such as delivery people, meter readers etc must be accompanied at all times by a member of staff.
- Visitors who will remain for some time e.g. visiting speakers, other professionals, must sign the Visitors' Book on arrival and departure.
- It is the responsibility of a member of staff to ensure the outer door is secured after a visitor leaves the building.

Annette Miller
Head of Noah's Ark Nursery Schools
November 2008
Reviewed and Updated January 2011
Reviewed January 2013
Reviewed January 2015
Reviewed January 2016

Appendix C:



Noah's Ark Nursery Schools

Outings Policy and Procedures

At Noah's Ark, we view outings as a way of involving all parents in the life of the nursery and the overall education of their children, and visiting different places is a way to extend the children's learning beyond the classroom and also to have lots of fun whilst doing so! Many parents also find that being involved in school outings is a good way to develop friendships and to foster a sense of community with other Noah's Ark parents. Most parents are able to come with us on outings but those who find this impossible, due to work or other responsibilities and commitments, are encouraged to see if another parent would be happy to accompany their child as well as their own. If they feel unable to do this or are new to the nursery and do not yet know anyone well enough to ask, they are encouraged to speak with their child's teacher or to the individual Head teachers. We endeavour to ensure all children are able to come on outings and not to miss out on all the learning and fun, and support all parents as much as possible in order to facilitate this.

Outings and off-site visits

- Before any outing or trip it is preferable that at least one member of staff makes a visit to the venue to assess any risks or dangers that may occur there, or on the journey.
- We take the location of the venue and length of journey into account when considering its suitability for the children in terms of their cultural requirements, physical disabilities, age, size, and maturity.
- On all outings each child is accompanied by their parent or carer who has sole and total responsibility for their own child throughout the visit. Parents or carers also transport the child to the venue.
- Staff take a mobile phone on any trip in case of an emergency. They also take a First Aid kit and Hi Vis jackets are worn by all staff members.

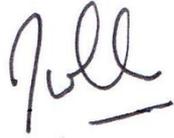
Reviewed January 2011

Reviewed January 2015

Reviewed January 2016

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

A handwritten signature in black ink, appearing to read 'J. Sharman', with a horizontal line underneath.

Signed:

Mr Jeremy Sharman
Chairman of the Board of Governors



Dolphin School Off-Site Visits Policy

1. Introduction

- 1.1** Off-site visits are activities arranged by or on behalf of the school, which take place outside the school grounds. The Governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school. All off-site activities must serve an educational purpose, enhancing and enriching the children's learning experiences and developing knowledge / character.
- 1.2** In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, although residential trips are also offered.

2 Aims

- 2.1** The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, encourage team work and enable them to grow and develop in new learning environments.

These visits begin with short excursions in the Early Years, and progress to residential experiences in Key Stage 2.

3 Curriculum Links

- 3.1** The programme will link to curriculum subjects or the outdoor strand or the annual theme:
- English – theatre/cinema visits; visits by authors, poets and theatre groups; internal and external workshops.
 - Science – use of the local common; visits to museums, wetlands and other areas; residential trips.
 - Mathematics – use of shape and number trails in the local environment.
 - History – study of local area, museums and historical sites; visits by theatre groups.
 - Geography – use of the locality for fieldwork, orienteering, exploring other areas of Britain; residential trips.

- Art and Design – art gallery visits, use of the locality in practical work.
- Physical Education – a range of sporting fixtures and extra-curricular activities, including adventure camps with abseiling, climbing, canoeing, kayaking.
- Music – visits extending knowledge of a wider variety of musical instruments from other areas of the world eg. Djembe drums.
- Dance – visiting experts to teach eg. Soca/Flamenco.
- Languages – visiting experts.
- Technology – projects outside classroom eg. boat design, weaving, thatching, outside cookery classes.
- Annual theme – various.

4 Residential activities

4.1 Children in KS2 have the opportunity to take part in residential visits. These are a part of the outdoor curriculum and are designed to extend children's experience of physical activities, to enhance their knowledge of the natural world and to build team work and mutual trust.

5 How visits are authorised

5.1 Teachers research and plan the visits, discussing details with the Senior Team, who will:

- Ensure that risk assessments are completed;
- Assign competent staff to lead and help with trips;
- Organise related staff training;
- Verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that a letter from any coach company used (see 6.5) assures us their drivers too have had police checks;
- Make sure that all necessary permissions and medical forms are obtained;
- Keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues eg. Wandsworth Common.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with this policy.

5.2 Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of a member of the Senior Team by using the appropriate detailed planning form.

5.3 It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

6 Risk assessment

6.1 A comprehensive risk assessment is carried out by the member of staff arranging the visit. This must be checked and signed by a member of

the Senior Team. He/she will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?

6.2 Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgments about the risks involved.

6.3 It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the risk assessment form must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

6.4 An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to 10 pupils in Year 3 to 6;
- 1 adult to 8 pupils in Years 1 to 2;
- 1 adult to 6 pupils in Reception.

These ratios are a guide, but staff members are asked to bear in mind the specific circumstances of each trip.

6.5. A risk assessment must also cover transport to and from the venue. When transport companies are selected appropriate checks are made of vetting procedures for drivers, seat belts, first aid and other health and safety considerations.

6.6. It is normal practice to use only school staff on off-site visits. The group leader will check that any adults other than school staff helping to supervise the trip have been subject to police checks.

6.7. A copy of the completed risk assessment will be given to a member of the Senior Team.

7 Transport

7.1 The costing of off-site activities should include any of the following that apply:

- Transport;
- Entrance fees;
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the school has opted to pay for.

7.2 Where private cars are used for transport, parental permission is always sought if a parent/teacher is taking a child other than his/her own, and appropriate checks made.

8 Communication with parents

8.1 The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents give blanket permission in writing for off-site activities at the start of their child's career at Dolphin, but an individual letter always precedes a trip.

8.2 Funding for off-site activities is provided mainly by parental contributions. This is made clear to parents in all correspondence about an educational visit at the planning stage.

9 Further health and safety considerations

9.1 All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided.

9.2 Before a party leaves school, the school office should be made aware of everyone, children and adults, travelling with the party, together with departure and arrival times.

9.3 The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety is upheld. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure

that the matters contained herein are regularly discussed and further developed to the benefit of all users.

A handwritten signature in black ink, appearing to read 'J. Sharman', with a horizontal line underneath.

Signed :

Mr Jeremy Sharman
Chairman of the Board of Governors

Reviewed January 2011
Reviewed January 2013
Reviewed June 2014



OFF-SITE VISIT FORM

Reference: Health & Safety of Pupils on Educational Visits (Nov. 1998) Ref: HSPV2

1. Class/es: _____

2. Proposed
Trip: _____

3. Learning Objective for Trip (link to Annual Theme or Curriculum):

4. Proposed Day of the week: _____

5. Proposed Date: _____

6. Proposed Time: _____

7. Have you checked no clashes on the:

- Events calendar?
- Sports fixture list?
- Month-by-month
calendars in Staff Room

8. How many children are going on the trip? _____

Please fill in the table on the next page outlining which staff you propose should go, and which duties they will miss. (Please note, the ratio should in normal circumstances be approximately:

1 adult to 10 pupils in Year 3 to 6;

1 adult to 8 pupils in Years 1 to 2;

1 adult to 6 pupils in Reception.)

Staff members are asked to bear in mind specific circumstances of each trip.

*Please tick where a member of staff misses a duty, and say which duty, eg KS1 outdoor lunch/ indoor lunch
YRLM

Staff Member	*Morning Break Duty?	*Indoor Lunch Duty? (Which class?)	*Outdoor Lunch Duty?	*Any other duty or lesson, eg Siblings Club?

9. Have you made arrangements for lunch (if applicable)? Yes/No (Please circle)

10. How do you propose to travel? Bus/coach/train/minibus/walking (Please circle)

- Cost of transport: _____
- Have you filled in and attached a Coach Form if travelling by coach? Yes/No (Please circle)

11. Total cost of visit: _____ Cost per child? _____

12. Inspection visit carried out? Yes/No (Please circle) Date: _____

13. Risk assessment carried out and attached? Yes/No (Please circle)

If risk assessment not carried out, what date is this to be done?

If repeat visit, have you phoned to check no changes to risk assessment?
Yes/No (Please circle, and please attach copy of last risk assessment.)

14. Any specific medical needs? Eg epipen

15. Payment to office by _____

16. Have you attached your personalised standard letter to go out at least 2 weeks before trip? Yes/No (Please circle)

Stage 2

EP

Trip approved:

Alternative duty arrangements made?

Date approved:

Stage 3

Senior Team

JG /JC /JS signature
