



14C Supervision of EYFS students

1.Statutory Policies	14C Supervision of EYFS students
ISI	Part 3
NMS	
Author Led	Headteacher EYFS Coordinator
Date of Review	March 2024
Next Review	February 2025
Comment	Annual Review
Website	Yes

Purpose: The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students throughout the school day.

Legal Obligations:

The Board and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, students and others who enter the school. The employer is required to ensure that the supervision of students throughout the school day is adequate to ensure their health, safety and welfare.

Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident.

Responsibility During the Day

a. Unexplained Absence

The responsibility to ensure that a student attends school regularly is that of their parents and guardians. The school office will contact parents if students are absent from school without notification

b. Illness

When students are taken ill during the school day the school will, if required and usually after discussions with the Form Teacher/Head of Primary and/or trained First Aider where appropriate, contact the parents/guardians whether at home or at work in order that the student can be collected.

All students who are known to have a medical condition and/or allergies are known to staff members and a list of these students is retained by the office, displayed in the staffroom.

c. Registration

The law requires regular attendance by students at school and this must be done at the start of the morning session. If the student is not in school by the specified time, a message will be sent via SchoolBase stating their child is not in school. If the school receives no response The Office Manager will contact the parent/guardian asking for clarification over the absence.

d. Supervision in classrooms

The British International School Casablanca adheres to the UK governmental guidelines regarding student / teacher ratios. Each class (Nursery and Reception) has a fully qualified member of teaching staff as well as TA provision. The following ratios apply at BISC:

- Nursery 13 to 1
- Receptions 13 to 1

e. Before and After School

Students do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school:

1. The school has written to all parents stating the time of the start of the school day and indicates that no arrangements are made for the supervision of children earlier than 08.30am
2. There are also no arrangements made beyond 3.15pm unless there is an evening activity at the site

EYFS students also have a separate entrance from the Primary School and this is staffed during the Drop Off and Pick Up times (please refer to Risky Areas Policy for greater detail).

f. Entry & Exit to Buildings and off-campus guidelines

It is essential that safeguards are in place and that staff are informed of the security and safety procedures by the Headteacher / EYFS Coordinator during the health, safety, security and fire evacuation presentations at the start of the school year in September. Right from the start and throughout the school year, it is imperative that all staff adhere to this policy.

g. Sports Activities

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of student clothing
- The suitability of the activities for the ability and age-range of the students

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches or jewelry during PE activities
- If valuables are handed to the member of staff for safe keeping, the school accepts no responsibility for them
- Students should not be handling PE equipment without direct supervision. Students not taking part in a PE session should either accompany the PE class or remain with their teacher.

h. Practical on-campus activities

Teachers of practical subjects: Art, Music and PE will consider the organisation of the students involved in practical activities. At all times the safety of our students remains the highest priority.

Please also refer to these policies:

- EYFS
- Trips (educational, external and Risk Assessments)
- Safeguarding
- Missing Student
- Attendance
- Risky Areas

Ratified