



SUPERVISION OF CHILDREN POLICY

RGS Springfield
May 2025

RGS Springfield Nursery

Supervision of children Policy

(Reviewed May 2025 V1)

Staff at RGS Springfield have a duty of care to all children in the School. It is the Nursery's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that children are present on the School site, as well as during activities either on or off the campus. It is also our responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of children throughout the school day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Staff on duty must be outside immediately at the beginning of playtime. It is essential that supervision at playtime is pro-active. The children must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty might also comfort children who, for whatever reason, might be sad or lonely. It is important therefore, that staff on duty do not stand together but patrol as much as possible and interact with the children.

Supervision during the School Day

EYFS children are registered and supervised in their classrooms on arrival from 07.45. A formal register is taken at 8.40am. All Early Years Practitioners are on duty in EYFS. Strict ratios are adhered to throughout the school day and all children will be in hearing or sight of a member of staff at all times. This is maintained in the classroom and all learning environments as well as on the paddock and in the lunch hall. At the end of the day parents sign their children out of school on collection.

No class should be left unsupervised for any reason. In case of emergency teachers might:

- Call the School Office, or the Nursery Manager

All children are supervised by members of staff, who undertake lunch duty on a rota basis. Staff on duty are expected to sit with the children and supervise them at this time. All children are then supervised by four members of staff on the paddock or Astroturf until 1:45 pm when lunch break ends and children return to their classrooms for registration for the afternoon session.

Pupil Absence

If a child is unable to attend school because of illness, his/her parents/guardians are asked to contact the School Office and give the reason for absence and likely duration of the absence. If a child has not arrived by 9am, a phone call will be made by the office to ascertain the child's whereabouts.

Visitors

As part of the School's requirement to protect the children in its care, ALL VISITORS to the School are expected to sign in and out at School Reception, where they will receive a badge, which they are expected to wear for the duration of their visit. Fire procedures are displayed on the back of visitor's badges. All staff should be prepared to challenge strangers on the premises, and to immediately report concerns to the School Office.

Rooms

Children should not be left unsupervised in classrooms or loos at any time.

Outside Areas

All children must be supervised at all times while outside the building. Particular care must be taken when moving around the school site such as walking to the minibus. Staff must lead the way.

Supervision of children on Trips

For detailed guidance on the appropriate supervision of children on trips, see 'educational visits policy' on the intranet.

THIS POLICY APPLIES TO ALL THOSE IN EYFS**Sponsor – Miss Naomi Cambray, Nursery Manager**

May 2025 – Nursery only Version 1

Reviewed May 2025 with significant amendments to reflect change in structure to Nursery only

Endorsed on 16th day of June 2025 by the Chairman of Governors