



INWOODS SMALL SCHOOL (including EYFS)
Child Supervision Policy

Last Review Date	August 2023
Policy endorsed by	The Trustees & School Management Committee
Policy is maintained by	Inwoods Coordinator
ISI Regulatory Paragraph Number	8, 14
Next review date	August 2024
Review body	School Management Committee

Child Supervision Policy Rationale

All staff at Inwoods Small School have a duty of care to provide adequate supervision of children at all times. Supervision is one of the key requirements in the prevention of accidents and to injury throughout the school. Staff members require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. New staff should be informed of potential supervisory risks appropriate to the individual child in a confidential and sensitive way. Approved child/staff ratios must be adhered to and extra staff provided for children with additional needs.

Aim

- To ensure the safety of children at all times.
- To ensure the potential for accidents and injury to children is reduced.
- To ensure staff are aware of the variables relating to supervision.
- To ensure safety for children when participating in class visits.
- To ensure that staff have the capacity to evaluate supervisory practices and respond appropriately.

Implementation

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Parents will:

- Personally deliver children to a staff member and ensure a staff member is informed if a child is taken out of school during the school day (see Missing Child Policy for more details).
- Inform staff if a person, other than authorised, will be collecting the child. This can be done via a phone call to the office in the event of an emergency and by email. (See Missing Child Policy for more details)
- Ensure that parent are confident with the procedures that are in place to be followed when going on class visits with the class – Inwoods Educational Visits Policy, Health and Safety Procedures, Risk Assessment, Safeguarding and Child Protection Policy also give more information.
- Adhere to correct “Sign-in and out” procedures in the office when necessary.
- Be familiar with all safeguarding policies, including access too and behavioural expectations on all of the school grounds if they come onto the school site and take over supervision of their children.
- Ensure procedures are reviewed and adhered to.

Staff will:

- Ensure that the classroom doors and playground gates are closed and bolted after entry or exit.
- Ensure a staff member is close enough to children to intervene in the event of any potential issue occurring.
- Ensure that children are not left alone in the playground or in the Inwoods buildings.
- Have clear sight lines to all children in the class at all times. Staff must place themselves in a position to ‘supervise’ as much of the ‘whole group’ as possible.
- Ensure that where multiple areas are available to children at the same time (indoor/outdoor activities) that such areas are appropriately supervised.
- Communicate effectively to other staff when they are moving from an area.
- Ensure children are only released to authorised people.
- Ensure younger children’s safety is not compromised in mixed age groups.
- Complete accident/incident forms for all injuries under their supervision and put a copy into the children’s files for a record of incidents.
- Do regular head counts of children in their care, especially when entering the playground and on leaving the playground to return to classrooms.
- Regular headcounts of children are taken during excursions from school and be aware of the location of each child at all times.
- Ensure staff ratios are correct at all times to assist supervision.
- Do not take hot drinks out of the staff room unless a covered cup is used.
- Children who wish to use the bathroom from the classroom / playground / school field must inform a staff member.
- Question any strangers to the school in a friendly way e.g. “Hello, can I help you?” while observing the person’s actions. Any concerns should be reported immediately.
- Ensure that the supervision of class visits adheres to policy guidelines.

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- Ensure all areas are visible, accessible and free of potential hazards.
- Lunchtime supervision - The teacher on duty must stay with all the children until they have finished their lunch.
- Adult to accompany hurt children to first aider and wait until they are handed over.

This policy is shared with staff and parents to ensure there is an understanding of the importance of child supervision.

EYFS Requirements

At Inwoods the classes are taught in mixed age groups, but we adhere to the EYFS ratios of staff to child. At all times the Reception aged children are taught by a qualified teacher who has paediatric first aid training. At no time will the class size exceed more than 30, at Inwoods the class sizes are around 10 children per teacher.