



DUCKS Supervision of Pupils policy

DUCKS staff to child ratios within learning settings

The supervision of the Kindergarten and Early Years children is regulated by the Early Years Foundation Stage (EYFS) staff to child ratios.

Children must usually be within sight and hearing of staff and always within sight or hearing.

Ratios are:

Children under the age of 2 years (Baby Room) - 1 adult to 3 children

Children aged 2 to 3 years (Toddler Room) - 1 adult to 4 children

Children aged over 3 years (Duckling Room) - 1 adult to 8 children

Nursery - 1 adult to 13 children with a qualified teacher

1 adult to 8 children with a TA

Reception, Yr 1 and Yr 2 - 1 teacher to up to 22 children

(Statutory Guidance states 1:30 for children who reach the age of 5 or older in the academic school year)

Infants' School Playtime Structure and Organisation

There are a number of duties that staff will be expected to do at the following times:

Before School Care/Breakfast Club	8.00 am - 8.45 am
KS1 Morning Play	10.30 am - 11.00 am
EY Lunch Hall	11.55 am - 12.30 pm
KS1 Lunch Hall	12.30 pm - 1.00 pm
EY Lunch Play	12:30 pm - 1.00 pm
KS1 Lunch Play	1.00 pm - 1.30 pm
EY tea After School clubs	3.20 pm – 4.30 pm
KS1 After School clubs	3.30pm – 4.30 pm

Staff will be expected to carry out the duties allocated to them in the DUCKS Duty Rotas. The number of duties will vary depending on individual job profiles. Duties are subject to change during extenuating circumstance such as pandemics when supervision will be expected to be increased to accommodate group bubbles.

The Deputy Head organises duty rotas at the beginning of each new term and it is published in the 'Duties' folder in the DUCKS Public area and also in the DUCKS Staff Room and classrooms..

In addition to this an external agency, 'Young Stars' provide supervision for children after school up to 5pm. We always have a senior member of staff in the building until the last student is collected.

Morning Meet and Greet

All children are met and greeted by a member of staff each morning.

- In the Kindergarten, parents use a video entry system and are greeted by a member of staff.
- For EY and KS1 gate duty before school, the member of staff should open the EY gate at 8.40am for 20 minutes. She/he should position himself/herself to the side of the gate in order that he/she can be easily seen by parents/carers and greet families as they enter the EY playground. Children should not use the equipment in the playground or enter or depart on wheeled vehicles.

Outdoor Sessions

A **boundary check** is made **before** children are permitted into any of the outside areas.

The members of staff on duty should position themselves in a place that allows the whole playground to be observed (best line of sight), moving around as necessary to ensure that there is an appropriate spread of staff.

Children are only allowed to enter the building in pairs (with an allocated buddy) to use the toilets (if the outside one is busy) or when invited by a member of staff. But they must tell a member of staff who should know when they have returned.

End of Play routine in the Infants' School

Five minutes before the end of the session one of the staff members will ring the bell. All children will stop, step away or down from any equipment. Tidying instructions will be given and a second bell is rung five minutes later. The children will follow the same routine and wait for a member of staff to call their class name. Children must walk, without talking and line up outside their classroom.

Eating Lunch

In all settings, staff will eat with the children to model table manners and encourage social interaction.

This policy should be read in conjunction with the Toddler Room Spreadsheet, Supervision of Pupils at DUCKS, DUCKS Playground Rules (Infants' School) and DUCKS Duty Rotas (Infants' School).

Last review: April 2021

Next review: April 2022