



## **DUCKS Supervision of Pupils policy**

### **DUCKS staff to child ratios**

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

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 teacher

1 adult to 8 children with a TA

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

### **Infants' School Structure and Organisation**

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

Before School	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 After School	3.20 pm – 5.00 pm
KS1 After School	3.30pm – 5.00 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.

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, classrooms and the Hall.

## **Guidelines for Staff**

Three Before School Care members of staff and a rota of TAs ensure DUCKS BSC has 3 members of staff on duty in the Hall. In addition, 1 member of staff is on duty in the Library from 8.15-8.45 am to supervise the Year 1 and Year 2 activities. Three members of staff are on duty at EY lunch in the Hall, lunch and afternoon play in the EY playground. Two members of staff are on duty at KS1 morning break, KS1 lunch in the Hall. Three members of staff are on duty at KS 1 lunch play when the children use the Sports Court. If a member of staff is unable to do their duty or a teacher is ill, the deputy head will arrange cover.

### **Early Years and Key Stage 1 Gate Duty**

- For EY gate duty before and after school, the member of staff should open the EY gate at 8.45am or 3.20pm 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 or leave the EY playground. Children should not use the equipment in the playground or enter or depart on wheeled vehicles.
- For KS1 gate duty the member of staff should be at the gate by 8.45am and position themselves by the gate. She/he should greet families as they enter the playground and ensure children do not enter on wheeled vehicles. The gate is closed at 8.55am unless there is a morning event in the Hall, e.g. class assemblies or FoD events.

### **Key Stage 1 Morning Break**

A boundary check is made before children are permitted into any of the outside areas. The two members of staff on duty should position themselves in the following areas:

- 1 A place that allows the whole playground to be observed, moving around as necessary
- 2 Near the Climbing Boulder/ Trim Trail.

Children are only allowed to enter the building to use the toilets (if the outside one is busy) or when invited by a member of staff.

At 10.55am one of the staff members will ring the bell. All children will stop, step away or down from any equipment and stand on the green. Tidying instructions will be given and a second bell is rung at 11.00am. 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.

## **Lunch Hall**

The class teacher and teaching assistant eats with the children in the hall at a table of up to 11 children.

## **Lunch Play**

No bikes are allowed during lunch play. Three members of staff are on duty during lunch play. All three members should keep moving and supervising the whole playground and the outdoor toilets. When in use, one adult should be positioned on the hill.

The EY bell is rung at 12.55pm. Children are expected to stop and listen. Instructions are given for the children to tidy up. A second bell is rung at 1pm and again children are expected to stop and listen. The member of staff calls the children class by class. The children must walk quietly and line up outside their classroom.

A members of staff on KS1 duty should position themselves on each play area, the 3<sup>rd</sup> staff member should base themselves in their classroom to be on call if needed. The rules for lunch play are exactly as detailed above for morning play with the exception being ballet and Mandarin Classes.

The following 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: September 2018

Next review: September 2019