

Pear Tree Primary School incorporating Pips Before and After School Club



Care & Supervision Policy COVID VARIATION

Date agreed	September 2021
Date for Review	September 2024 (Or sooner if required)
Head Teacher	Boo Edleston
Chair of Governors	Simon Holden
Signed on behalf of the Governing Board by: Name: JO HILMAN	Signature: <i>JHilman</i> Date: 8th October 2021
Signed by on behalf of the School by: Boo Edleston Head Teacher	Signature: <i>Boo Edleston</i> Date: October 2021



GENERAL

It is our responsibility to act at all times as a loving, prudent, caring, reasonable parent would act in the matter of children. It should also be a matter of professional pride that we establish good habits in children that control becomes less necessary, and it is hoped that the following guidelines will promote this caring independence.

MORNING

The school gates are opened at 7:30am for parents for PiPs drop off and the site manager is on the premises by 8.00a.m.. Children are not allowed on the playground until 8:35am and use the playground to travel directly to their classroom door if in Year 1 or reception.

At 9:05 all teachers and most teaching assistants will be in their classroom. The teacher or teaching assistant will open the door at 8:35am and greet the children. The children will calmly enter their classrooms and empty their bags and clean their hands.

Children are NOT allowed to enter a classroom unless there is a responsible adult present.

The site manager or headteacher/deputy locks the pupil's gates at 9:05am. If any pupil arrives later than this for whatever reason they must be escorted by a member of staff through the **FRONT DOOR. If after 9:15am the pupil must be escorted to front door and signed in.**

The gates are locked and must not be opened to anyone, apart from the site manager or members of school staff.

Any other visitor or parent MUST USE the FRONT DOOR.

BREAKTIME

Snacks will be supervised in class. The teachers on duty should ensure that they are on the playground or in the hall before the first child arrives. Classes should not be dismissed UNTIL staff see staff on the playground.

Children are not allowed to stay in ANY classroom unsupervised. If children stay in to work, if a child is ill or a parent has requested that they stay in their classroom a responsible adult MUST stay in with them.

Break-time in the afternoon for Reception and Key Stage 1 is usually at 2:30pm – 2:45 pm.

Lunchtimes

Before eating all desks will be thoroughly wiped down and all children will wash their hands. The pupils have their lunch in their classes during COVID, supervised by teachers or a member of the support staff team.

Once the majority of pupils have had their lunch they will be sent outside to the MDA and members of support staff who are on duty. At the end of lunchtime pupils are then returned by MDA to their classroom doors where teaching staff are there to greet them. If wet the children go to their nominated classrooms with MDAs.

Accidents

In the event of an injury or an accident, the on duty First Aider will attend to the injured party and request assistance from one of the other qualified First Aiders if required.

The qualified First Aiders are as follows:

Mrs Sandra Yeomans – First Aid Lead – Red/Orange cover
Mrs Julie Howard – Red/Orange cover
Mrs Boo Edleston – Yellow/Green/Blue cover
Mrs Ruth Hadfield - Yellow/Green/Blue cover
Mrs Sarah Maumy - Yellow/Green/Blue cover
Mr Matt Greasby – Yellow/Green/Blue cover
Mrs Sam Ryles – Indigo/Violet cover

Those staff trained in Paediatric First Aid:

Mrs Sam Costa
Miss Katherine Threadgold
Miss Emily Shephard
Miss Beth Addis
Miss Francesca Rowe
Mrs Shelley Vann

Those staff with Emergency First Aid:

Mrs Marianne Benson
Mrs Sam Ryles
Mrs Lisa Cliff
Mr Richard Pickup
Mrs Cherie Davies (midday assistance cover for Yellow/Green/Blue)
Mrs Susie Boughey (midday assistance cover for Indigo/Violet)
Mrs Tracey Degg – Deputy First Aid Lead

The duty teacher should always remain with the children on the play ground. Any first aid forms must be completed and given to the children in KS2 and to the teacher/support staff member in the infants to ensure these go home.

Children arriving late or leaving early

If children are late for whatever reason they must be brought from their parents and carers at the front gate by a member of school staff through the **FRONT** door and signed in by their escort.

If they are to leave earlier than the normal end of school, a member of staff must collect and sign out the child before they leave the school and are handed over to their parent/guardian at the gate.

End of school

All pupils finish school between 3:00pm and 3:20pm. IF children stay on to PiPs they will be collected by staff from the club from their own classroom; otherwise all children are handed over to their parents/carers at their nominated gate. Pupils who are old enough to come to school and leave school without adult supervision depart from their classroom and leave via their designated gate.

Clubs (NO CLUBS CURRENTLY RUNNING TO BE REVIEWED OCTOBER 2021)

Children who stay to any club go to the classroom where they are being registered for the club where they are then marked in by the member of staff on duty and remain there until the teacher running their club collects them. They are the responsibility of the teacher who is leading the club until they are collected by a parent or a PiPs staff member. Children return to their base at the end of their club and are then released to their parent/carer individually by the teacher/Adult leading the club.

Visitors

All visitors MUST be identified before being allowed in school, sign in the visitor's book and take the necessary and correct badge. If necessary, DBS checks must be in place prior to visitors actually working or assisting pupils.

Signed

B Edleston

Date: September 2021