LOCHINVER HOUSE

Supervision, Pupil Collection & Missing Children Policy

Lochinver House School takes seriously its responsibility to ensure that pupils are supervised effectively to maintain their safety whilst under its care either on School premises or on off site visits. Staff who supervise pupils are mindful of our Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Anti-Bullying Strategy, Behaviour Policy, Educational Visits Policy and Health and Safety procedures.

Through the operation of this policy, we aim to:

- protect the health and safety of pupils at the School.
- ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.
- promote the principles of good behaviour that are set out in the School's Behaviour Policy.
- ensure that pupils are accounted for at all times and safeguarded from harm, including the risk of going missing.

All staff have a duty to ensure they promote the principles of behaviour set out in the School's Behaviour Policy. This states that behaviour is based on the school's core values of honesty, respect and kindness. Even when staff are not 'on duty' they are expected to be vigilant around School, helping create an environment which encourages and reinforces good behaviour. Members of staff have an important responsibility to model high standards of behaviour, both in their dealings with pupils and with each other, as their example has an important influence on the pupils.

All staff are responsible for active supervision and must know the whereabouts of pupils in their care at all times.

Areas always out of bounds
Some areas of the School are out of bounds to pupils unless supervised by a member of staff. These include, but are not limited to, the Science Laboratories, the DT Workshop, the Art Studio, the Staff Room, the maintenance and kitchen areas. At times, some areas of the School may additionally be prohibited for safety reasons.

Supervision during the extended School day

All staff supervising Lochinver pupils are suitably trained and experienced. All staff receive safeguarding training and understand their responsibilities in relation to supervision and pupil safety.

Full Paediatric First Aid

At all times during the School day, including during extended care, a member of staff with a Full Paediatric First Aid qualification is on site, meeting the regulation laid out in the September 2025 Statutory Framework for the Early Years Foundation Stage (EYFS). All new staff qualifying post 30 June 2016 with Level 2 or 3 in Childcare and working with EYFS children are trained in Full Paediatric First Aid.

Disqualification from Childcare
All staff working with children aged 8 and under in out of School care, and all those working with pupils in the EYFS complete the annual declaration on disqualification from childcare.

Morning Minibus Service
Pupils are handed over to the minibus driver and chaperone by their parents at designated pick-up points. On arriving at School pupils are taken to Morning Club. If the minibus arrives later to School and after Morning Club pupils have been taken to their classroom, Reception to Year 4 pupils are escorted by the chaperone to their classrooms. Registers are taken on the minibus and reconciled on arrival.

Morning Club (7.30-8.25am)
Designated staff are responsible for Morning Club pupils in the Dining Room and in the adjacent Atrium from the time they arrive until the start of the normal School day. Parents of pupils in Little Lochies to Year 4 must see pupils safely into School and accompany them to be signed in. Morning Club staff escort pupils in Little Lochies to Year 4 to their classrooms at 8.25am.

Pupils in Years 5 to 8 leave Morning Club at 8.15am when a member of staff is formally on duty for pupils arriving to start their School day.

A register is taken on arrival and pupils are accounted for at all times.

Morning Arrival
Parents of pupils in Years 5–8 should accompany them into School and wait with them in the playground until a member of staff is on duty from 8.15am.

Year 3 and 4 pupils are seen by their parents safely into School and wait with them in the designated areas until the School bell goes at 8.25am ready for an 8.30am start.

Pre Prep pupils are also seen by their parents safely into the School and wait with them until 8.30am, when they are received by their Class Teachers.

Responsibility for pupils transfers to the School when they are formally received by staff.

Lesson Times
Designated Teachers are responsible for the supervision of pupils as directed by their timetables. No class should be left unsupervised. In cases of emergency, another member of staff can be called to supervise the class while the emergency is being addressed.

Staff must ensure pupils are accounted for before leaving a class.

PE and Games lessons
Staff are required to supervise pupils when changing. At no time will there be a member of staff on their own with one pupil while the pupil is changing.

When pupils need to make their way to Green Meadow they will be escorted across the road by a member of staff. Members of staff with pupils on Green Meadow carry a School mobile phone in case of emergencies.

Break and Lunchtime Supervision

Pre Prep Staff Duties

Morning break
Between 10.15am and 10.45am, pupils use the AstroTurf, soft-topped areas, and the adventure playground. Supervision is provided by teachers and teaching assistants in accordance with duty rotas. Required staffing ratios for EYFS pupils are consistently maintained, and all supervision arrangements comply with the September 2025 Statutory Framework for the Early Years Foundation Stage.

Dining Room lunch supervision
Little Lochies 11.40-12.10pm, Reception 11.45-12.15pm, Year 1 11.50-12.20pm, Year 2 11.55-12.25pm.

All Pre Prep Teachers and Teaching Assistants take this duty daily.

Lunchtime duty
Between 12:25pm and 12:55pm, pupils use the AstroTurf, soft-topped areas, and the adventure playground. Supervision is provided by teachers and teaching assistants in accordance with duty rotas. Required staffing ratios for EYFS pupils are consistently maintained, and all supervision arrangements comply with the September 2025 Statutory Framework for the Early Years Foundation Stage.

Little Lochies and Reception pupils requiring the toilet during break times use their year group toilet and are accompanied to the Pre Prep building by a duty member of staff. This member of staff waits for the child in the Little Lochies and Reception classrooms and accompanies them back to their respective outdoor area. Year 1 and 2 pupils use the Year 1 and 2 toilets which are closest to the outdoor areas. Pupils seek permission from the duty staff and check-in back in following their return.

Years 3-8 Duties

The start of the School day
Year 5-8 pupils are supervised by a designated teacher who is in the Middle Playground from 8.15am. Year 3-4 either make their way to Morning Club, and handed over to staff by parents, should they arrive before 8.25am. Alternatively pupils remain with parents or carers until the bell rings at 8.25am. When the bell for the start of the School day is sounded, pupils make their way to their Form/Class Rooms.

Morning break and lunch
During first break (11.20–11.40am), 1st lunch break (12.50–1.20pm) and 2nd lunch break (1.20–1.50pm), three members of staff are on duty as directed by their timetables. Two members of staff are assigned to supervise the Astroturf and the third member of staff supervises the middle playground. In addition to these three members of staff on duty, at lunchtime, a member of staff supervises lunch sittings in the Dining Room. Additional members of staff supervise the library and adventure playground when they are open for use.

Staff actively supervise and circulate rather than remain stationary.

Wet breaks

Pre Prep

In the event of wet weather in the Pre Prep, there is a separate 'Wet Weather Duty Rota', which meets the ratio requirements of the September 2025 Statutory Framework for the Early Years Foundation Stage, as well as offers sufficient supervision of pupils in Years 1 and 2. Notice regarding a break time being wet is circulated to class teachers.

Year 3-8

For break times for pupils Year 3-8, the member of staff on the playground should go to the School Office to ask for the wet break message to be sent over the telephone system. This informs staff and pupils that it is a wet break. Pupils in Years 3 and 4 go to the Year 3 and 4 rooms, Years 5 and 6 go to the English rooms and Years 7 and 8 go to the Geography and Latin rooms. A member of staff is assigned to supervise each area as on the wet weather duty rota.

Before and After-School clubs and activities
Parents/carers of pupils in Little Lochies to Year 4 must register their children directly with all before-school clubs and activities. At the end of each morning session, the provider or a staff member escorts pupils to Morning Club or to their class for formal registration.

For after-school clubs, a Teacher or Teaching Assistant escorts pupils in Little Lochies to Year 4 to the activity venue where a register is taken. At the end of the session, pupils in Little Lochies to Year 4 are collected in person by parents/carers. Any pupils not collected are escorted by the provider or member of staff to Teatime Club or Late Stay for registration.

Pupils in Years 5 to 8 make their own way to clubs and activities at the appropriate time. Members of staff running the club or activity take a register of those attending.

Registers are taken at the start of all clubs and pupils are accounted for throughout the session.

Teatime Club (After School Care Little Lochies to Year 2 - 3.30-6pm)
The Teatime Staff collect pupils staying beyond 3.30pm from the Pre Prep and escort them to the Atrium, adjacent to the Library and Dining Hall. Pupils are registered at the outset of the Extended Care provision and parents sign them out on collection. All pupils are collected by 6pm. Staffing ratios meet the requirements of the September 2025 Statutory Framework for the Early Years Foundation Stage.

Teatime Club/Late Stay (After School Care Year 3 - 8 - 3.35-6pm)
Teachers escort pupils in Year 3 and 4 to Late Stay which is based in the Library. Pupils in Year 5–8 make their own way to Late Stay. Pupils are registered on arrival and parents sign them out on collection. All pupils are collected by 6pm.

A member of the Senior Leadership Team remains on the School premises until all pupils have been collected. Our Pupil Collection Procedure is followed and detailed within this policy. Any discrepancies in attendance are immediately investigated.

Supervision during School visits
Arrangements for pupils on extra-curricular visits in the UK and abroad follow the procedures as stated in the Educational Visits Policy. The level of supervision reflects the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs.

Registers and headcounts are undertaken regularly to ensure all pupils are accounted for.

Collection

Procedures to follow for the collection of pupils in EYFS, Pre Prep, and pupils in Year 3-8:

- Parents must inform the School of the names of any additional adults that may collect their child from School.
- If there is a change to the normal collection then EYFS and Pre Prep parents must inform the School in writing, for example, in the Home School Communication book, by email or letter. If an older sibling or other relative is asked to collect a pupil, they must be aged 16 or older. If this adult is not known to the school, parents must provide a photograph or a password as a means of identification.
- In the Senior School staff are on duty to monitor pupils leaving the premises.
- If a parent is more than 10 mins late, they must be called unless they have already informed the School of a delay. If they are unavailable then the person authorised will be contacted.

Pre Prep Collection
A member of Pre Prep staff hands over pupils to their parents, or a known adult, at 3.15pm, or takes them to an assigned after school activity. Those pupils not collected by 3.30pm are taken to Teatime.

Collection Year 3 and 4
A member of Year 3 and 4 staff hand over pupils to their parents, or a known/authorised adult, at 3.35pm. Those pupils not collected are taken Late Stay.

Collection Year 5 - 8
A member of staff supervises the playground from 3.35–3.45pm for those pupils leaving at this time and a member of staff supervises pupil collection on the playground from 4.45–5.05pm for those leaving later. Any pupils not collected at the end of the duty are taken to Late Stay. Pupils in Year 5-6 will not be permitted to leave the school site unaccompanied, unless written permission is given by parents in advance.

Safeguarding Responsibilities
These procedures apply in circumstances where there are safeguarding or welfare concerns, including but not limited to situations where:

- A pupil is collected more than 15 mins late at the end of the school day.
- A pupil is not collected and remains on site after the expected collection time.
- It is assessed that it is not safe for a pupil to return home unaccompanied.
- There are concerns regarding a pupil's supervision before or after school, for example:
    - childcare arrangements involving a sibling, or
    - a pupil walking to or from school alone where this may place them at risk.
- There are concerns about a parent/carer's capacity to provide safe and appropriate care, including where they appear to be under the influence of alcohol or drugs, or where there are concerns relating to their mental health or emotional wellbeing.

Safeguarding and promoting the welfare of children is everyone's responsibility. All staff must be alert to potential safeguarding concerns and take appropriate action.
Any concerns relating to the safety or welfare of a pupil must be recorded promptly on CPOMS and/or reported without delay to a member of the safeguarding team.
Where there is reason to believe a pupil is at immediate risk of harm, staff must:

- Ensure the pupil remains in the care of the school and is appropriately supervised.
- Report the concern immediately to the Designated Safeguarding Lead (DSL) or, in their absence, the Headteacher or a member of the senior leadership team.

All actions taken will be in line with the school's safeguarding and child protection policy and the statutory guidance set out in *Keeping Children Safe in Education September 2025*.

Collection during school hours

If pupils must be collected within the school day the following procedures apply:

- Parents must give prior notice and given details of the reason for collection. Parents should seek permission from the headteacher if the reason is other than a medical or academic appointment
- The school nurse may request a pupil to be collected due to ill health or accident
- Parents enter the school via the Main reception.
- For collection of pupils up to and including year 4 a designated member of staff will accompany the child to the main reception for collection
- For collection of pupils year 5-8 and in good health, teaching staff will be informed of collection via telephone and pupils will make their own way to the main reception
- All pupils leaving the site during school hours will be signed out at the main reception

Missing Child Procedures

The safety of our pupils is our priority whilst they are in our care at School. Every precaution is taken to ensure that all pupils are always accounted for when they are in our care and this policy sets out our procedures for dealing with the unlikely event of a pupil going missing. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times.

The aim of these procedures is to:

- provide a clear procedure which is understood and effectively implemented by all staff
- enable the missing pupil to be located as quickly as possible, given the appropriate level of safety and security in line with the pupil's age and emotional/behavioural maturity.

Staff need to be mindful that a child can go missing at any time of the day.

Responsibilities

- Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly.
- Registers must be completed twice a day; by 8.40am and by 1.55pm (Years 3-8) and 1pm (EYFS and Pre Prep).
- Peripatetic staff must take a register and inform the School Office of any absences.
- If a member of staff takes a pupil, group or class out of School they are responsible for informing parents and School staff. There is an Educational Visits policy which should be referred to before any trip is organised.
- Extended Hours Care: all pupils are signed into Morning, Teatime and Late Stay Clubs. Pupils are signed out of Teatime and Late Stay Clubs.
- Younger pupils in Little Lochies (Nursery) and Reception must be collected from their classrooms by parents/carers or a person authorised by the pupil's parents. They will be handed over to their parents/carers by teachers/TAs. Pupils in Years 1 and 2 are handed over to parents/carers, or a person authorised by the pupil's parents, by their teachers/TAs from outside the Salter /Pre Prep Block.
- Pupils in Years 3 and 4 are handed over to parents/carers by teachers/TAs from outside the Armitage block.
- Pupils in Year 3 and 4 are accompanied outside the Year 4 building by their teachers and are handed over to their parents or taken to Late Stay.
- Older pupils may make their way independently to their parents. Staff are on duty outside the School to supervise pupils as they leave.

- It is the responsibility of parents to ensure they provide correct and updated contact information and know the procedures for handover of their child at the beginning and end of sessions.
- If a parent takes a pupil out of School during the day, the parents must ensure they sign their child out at the School Office and back in on their return. Pupils in Years 7 and 8 are permitted, with parental approval, to sign themselves in and out.

Procedures Aimed at Reducing Risk of a missing pupil

- The School ensures parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa. Information is given as their child moves into a new year group; further information is available in the Parents' Handbook and in the Terms and Conditions.
- External gates to the School site are closed once pupils have arrived in the morning until they are due to go home.
- If pupils leave the classroom to work in other parts of the School, the class teacher must ensure that adequate supervision is maintained in line with the pupil's age and emotional/behavioural maturity.

During playtime

- Adequate staff are on duty in line with the pupil's age and emotional/behavioural maturity.
- Staffing supervisory ratios, as laid out in the September 2025 EYFS Framework are met.
- External gates remain closed.
- Staff patrol all areas in the playground throughout the session.

Educational visits

- Risk assessments are in place with adequate staff / pupil ratios.
- Permission from parents is obtained generically at the beginning of their time at the School and this covers all trips, except for travel outside of the UK and residential trips when individual permission is sought.
- The School provides staff with mobile telephones to be taken on visits.

After School Clubs

- Where necessary, risk assessments are in place.
- A register of pupils is taken.
- In the event of late collection, the activity leader or another member of staff must accompany any pupils from Little Lochies to Year 4 to either the Teatime or Late Stay clubs where they are signed in. Pupils in Years 5 to 8 who also attend after School clubs make their own way to Late Stay where they are signed in by the club manager. The member of staff on duty in the playground ensures all pupils, if expected, make their way promptly to Late Stay.

Procedures In the Event of a Pupil Going Missing

- In the event of a Pre Prep pupil being unaccounted for, a teaching assistant should inform the School Office immediately. In the Senior Department, the teacher should ask the pupils in the class if they are aware of where the missing pupil is. If there is any doubt, a pupil's explanation may need to be verified with the School Office. Staff should use this to contact the School Office and the Head or a member of the Senior Leadership Team (SLT) in their absence will be informed.
- The following lists held in the School Office will be checked:
    - Attendance Registers
    - Offsite record
    - Music lesson lists
- SLT members and any teaching assistants/teachers as requested will carry out a thorough search of the building and grounds.

- A thorough check of all exits will be made, to ensure all gates and doors are closed and to look for possible ways in which a pupil could have left the School site. Any discoveries need to be drawn to the attention of the SLT immediately.
- In exceptional circumstances and under the direction of the Head, the fire bell will be rung and, following fire drill procedures, pupils and staff will assemble on the Astroturf so all pupils can be accounted for. A thorough search of the School will continue.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Head or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents/carers, staff will ask them to bring with them a recent photograph of their child and the school may also provide one.
- Staff will be asked to write a description of what the pupil was wearing and any distinguishing features.
- If the missing pupil has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies following permission from the parents.
- When the missing pupil is found, the Head or a member of SLT will contact the child's parents or police as appropriate.
- All incidents must be recorded in writing and reviewed by SLT to identify improvements.

In the event of a missing pupil while off school premises

- The group leader must ensure the safety of remaining pupils with appropriate staffing levels.
- Adults should immediately start searching for the pupil and notify the organisation or centre they are visiting.
- The group leader should contact school and speak with the Head and in his absence a member of SLT.
- If the pupil is not found within 5 minutes, the group leader must contact the police. The group leader should alert school that the police have been contacted so arrangements can be made to notify parents.

Investigations

When a missing pupil has been located and safely returned to school, the pupil's family or the police, the Head will conduct an investigation into the circumstances of the pupil going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the pupil going missing.

This policy and its procedures will be reviewed and updated by the Education Committee of the Governing Body on biennial basis.

Reviewed By	Assistant Head Co-Curricular
Approval Body/ Committee	Education
Last Review	Summer 2026
Next Review	Summer 2028
Policy Linked To	Anti-Bullying Strategy, Behaviour Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Data Protection Policy, Educational Visits Policy, Fire Risk (Prevention) Policy, First Aid Policy, Health and Safety Policy, Intimate Care Policy, School Journeys Policy, Privacy Notice, Security Access Control and Workplace Safety Policy, SEND Policy.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

Appendix: EYFS SUPERVISION

	Ratios	Arrangements
School Buses	EYFS pupils are handed over to the driver and chaperone by their parent/carer. The November 2024 Statutory Framework for the Early Years Foundation Stage, enables the School to determine how many staff are needed to ensure the safety and welfare of children. Each minibus is staffed with a driver and chaperone. Each driver holds the Full Paediatric First Aid certificate. A chaperone supervises pupils on the minibus. Depending upon the arrival time at School, EYFS pupils are either signed into Morning Club or escorted to their classroom by the minibus chaperone, where class teachers assume responsibility. Parents are made aware of the staffing arrangements on the minibus.	
Morning Club 7.30-8.25am	• Morning Club Manager, Reception, Level 3 – 1:13 • Morning Club Manager, Little Lochies (Nursery), Level 3 – 1:8 • Morning Club Assistant, Reception, Level 3 – 1:13 • Morning Club Assistant, Little Lochies (Nursery), Level 3 – 1:8 • Additional Adults, 1:8 in presence of Level 3	EYFS pupils attending Morning Club are signed in by their parent/carer, or for those arriving on the School bus, by the chaperone. The Morning Club Manager holds a Level 3 qualification, as well as the Full Paediatric First Aid certificate and a certificate in the Administration of Medicines. The Morning Club Manager is assisted by a team of staff. Staffing ratios adhere to requirements laid out in clause 3.51 of the November 2024 Statutory Framework for the Early Years Foundation Stage, for before and after school provision. In the absence of the Morning Club Manager, cover is provided by a member of staff with a Level 3 qualification or higher. The School ensures a member of staff the Full Paediatric First Aid certificate is on site from 7.45am. EYFS pupils are escorted to their class at 8.25am, where the Class Teacher assumes responsibility.

Lessons	• Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • EYFS Instructor Status: Reception – 1:30 • EYFS Instructor Status: Little Lochies (Nursery) – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery) Teaching Assistants: Level 3 – 1:8	In Reception for all curriculum subjects, with the exception of computing for the autumn term, 1 teacher and 1 teaching assistant work with up to 22 pupils. For computing, in the autumn term only, pupils are taught in classes of 11, accompanied by a teaching assistant. In Little Lochies (Nursery) for all curriculum subjects, 1 teacher and 1 teaching assistant work with up to 20 pupils. Some PE lessons in both Little Lochies (Nursery) and Reception are taught by a member of staff holding EYFS Instructor status. There is always a member of staff working with the EYFS children, holding the Full Paediatric First Aid certificate. A list of staff holding the Full Paediatric First Aid certificate is laid out in the School's First Aid Policy and is posted in the Pre Prep foyer and in the Reception and Little Lochies classrooms.
Assemblies	• Senior Leadership Team: Reception, Level 6 -1:30 • Senior Leadership Team: Little Lochies (Nursery), Level 6 -1:30 • Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery) Teaching Assistants: Level 3 – 1:8	Assemblies are generally led by a member of the Senior Leadership Team. EYFS pupils are accompanied by their class teacher and classroom teaching assistant. Ratios significantly exceed the requirements laid out in the November 2024 Statutory Framework for the Early Years Foundation Stage. At least one member of staff supervising or leading the assembly will hold the Full Paediatric First Aid certificate. A list of staff holding the Full Paediatric First Aid certificate is laid out in the School's First Aid Policy and is posted in the Pre Prep foyer and in the Reception and Little Lochies classrooms.
Outdoor Breaks	• Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery)Teaching Assistants: Level 3 – 1:8 • Supervisory Assistants, Reception, Level 3 – 1:13 • Supervisory Assistants, Little Lochies (Nursery), Level 3 – 1:8	As a minimum, a Level 6 teacher, a Level 3 teaching assistant/supervisory assistant are on duty, with responsibility for up to 44 Reception pupils. As a minimum, two Level 6 teachers and two Level 3 teaching assistants/supervisory assistants are on duty, with responsibility for up to 40 Little Lochies (Nursery) pupils. At least one member of staff holds the Full Paediatric First Aid certificate. A list of staff holding the Full Paediatric First Aid certificate is laid out in the School's First Aid Policy.

Lunchtime	• Teachers: Reception, Level 6 – 1:30 • Teachers: Little Lochies (Nursery), Level 6 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery)Teaching Assistants: Level 3 – 1:8 • Supervisory Assistants, Reception, Level 3 – 1:13 • Supervisory Assistants, Little Lochies (Nursery), Level 3 – 1:8	As a minimum a teacher and Level 3 teaching assistant eat with and supervise up to 22 Reception pupils during lunch. As a minimum a teacher and Level 3 teaching assistant eat with and supervise up to 20 Little Lochies (Nursery) pupils during lunch.
End of School day 3.15pm		Pupils are collected by their designated carer, following School procedures for collection.
Clubs	• Teacher: Reception, Level 6 – 1:30 • Teacher: Little Lochies (Nursery), Level 6 – 1:13 • External Providers – Contracts signed directly with parents	EYFS pupils are taken to their allocated clubs by their class teacher or teaching assistant. A register is taken and EYFS pupils are supervised by the teacher/external provider responsible for the club. The teachers leading clubs for EYFS children, work with up to 12 pupils. Whilst clubs take place, there is always a member of staff on site with a Full Paediatric First Aid certificate. At the end of all clubs, pupils are collected by their designated carer, following School procedures for collection, or are escorted to Tea Time club by the teacher/external provider leading the activity.
Teatime Club 3.15-6pm	• Teatime Club Manager, Reception, Level 3 – 1:13 • Teatime Club Manager, Little Lochies (Nursery), Level 3 – 1:13 • Reception Teaching Assistants: Level 3 – 1:13 • Little Lochies (Nursery)Teaching Assistants: Level 3 – 1:8 • Supervisory Assistants, Reception, Level 3 – 1:13 • Supervisory Assistants, Little Lochies (Nursery), Level 3 – 1:8	EYFS pupils attending Teatime Club are signed in by their class teacher or teaching assistant. The Teatime Club Manager holds a Level 3 qualification, as well as the Full Paediatric First Aid certificate. Further qualified staff and additional adults support the core team on a scheduled evening rota. Staffing ratios exceed requirements laid out in the November 2024 Statutory Framework for the Early Years Foundation Stage. In the absence of the Teatime Club Manager, cover is provided by a member of staff with a Level 3 qualification or higher. On collection the carer/parent must sign the pupil out following School procedures for collection. A member of SLT (Level 6) is on the premises until all pupils have gone home.