Pupil Supervision Policy
(including children in the EYFS)

Introduction
We recognise that during their day at school, it is our responsibility to keep our children as safe as possible. This guidance for all staff regarding the proper supervision of pupils in School, and on outings and trips. We also recognise that our EYFS pupils require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of all pupils, including those in our EYFS setting.

Supervision Whilst Travelling to and from School
Parents are responsible for ensuring that their children travel safely to and from School.

Procedures
Arrival Prior to 08:40 (Before School Care)
The school opens for Before School Care at 8.00am. Pupils are registered and supervised in the Before School setting until 08:30. At 8.30am the Before School Care pupils are taken outside to play (weather permitting, otherwise they stay in the Before School Care setting until registration time) by the Before School Carer.

Arrival at 08:35am
The school gates open at 8.35am by the designated teacher. The teacher greets the pupils and parents and closes and locks the gate at 8.45am.

At 8,35am the Duty Teacher goes out to the playground. The pupils make their way onto the playground.

If the weather prevents children arriving at school, from coming onto the playground, they go to their classrooms, where they will be supervised by their class teachers. It is the responsibility of the duty teacher to decide if the children go directly to their classrooms due to bad weather. It is also the responsibility of the Duty Teacher to communicate this decision to the teaching staff.

Pupils wait in the playground until the Duty Teacher rings the bell promptly at 8.45am. All The class teachers are responsible for collecting their class from the playground.

At 08:45 parents leave the school premises and the external gates are locked.

Registration
Registration is taken in all classes at the start of the day (08:55) and again during the afternoon registration. Parents are responsible for notifying the school by email or phone call if their child is absent of any reason. The school office will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this 09:30. Pupils who are late are asked to register in the school office. (See our Admission and Attendance Registers and Children Missing Education Policy and Procedures.)

Break and Lunch Times

Playground duty demands a high standard of care and in particular requires that the teachers and Teaching Assistants patrol the playgrounds at all times.

It is the responsibility of the Head Teacher to explain to new teachers their supervisory responsibilities.

The Duty Teacher and Teaching Assistants/Lunch time Staff must be on the playground by 10.30am, at the beginning of playtime, ready to receive the children.

At lunchtime, the designated Duty Teacher and Lunch Time Staff needs to be in the playground ready to receive the children from 12.00pm onwards.

Teaching Assistants and Duty Teachers will have a 15 minute break before their Break Duty.

Children are not allowed on to the playground without an adult responsible for supervision present.

If a child is not allowed to go out at playtime due to illness or behaviour issues they are to be taken to the office by the Class Teacher or Teaching Assistant.

The designated Duty Teacher and Teaching Assistants/Lunch Time Assistants can reinforce playground rules when appropriate as do class teachers during Circle Times.

If a child has an accident at playtime which requires attention from staff in the Staff Room, they will go to the Staff Room accompanied by another pupil.

If a child is seriously hurt, the designated Duty Teacher will send an emergency red card to staff in the Staff Room, notifying that they require immediate assistance.

If a child needs to use the toilet during playtime they must ask permission from a member of staff on duty.

All external doors and gates to the school are locked during the day and the only access to and from the school is gained through the front door which is manned by the School.

Children are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors.

The school day ends at 3.20pm for Reception, 3.25pm for Infants and 3.30pm for the Juniors. Each class is taken to the main entrance to be handed to their parent/carer.

Pupils who attend After School Clubs or After Care during the week are also collected at the main entrance.

Pupils who attend After School Clubs or After Care wait in neat lines in Reception to be registered by the designated Duty Teacher at 3.30pm and supervised by the After Care Staff.

Supervision to and from the Dining Room

All Infants pupils will be taken by their Teacher or Teaching Assistant to the Dining Room at 12.00pm prompt and will be escorted back to the playground a 12.30pm.

All Junior pupils will line up outside the Dining Room at 12.30pm and will be escorted back to the playground by 1.00pm.

Playground Zoning

Duty Teachers/Teaching Assistants/Lunch Time Staff must ensure they are in the designated areas to ensure all areas of the playground are supervised accordingly.

Roles and responsibilities of the Duty Teacher

- Ring the bell to signal the end of Break Times.
- Ensure all classes are lined up ready and waiting for their teacher to collect them.
- Say Good Morning/Good Afternoon to pupils when they line up to go in.
- Adhere to the Behaviour Policy when dealing with pupils.
- Adhere to the First Aid Policy.
- Interact with the pupils and provide inspiration for games if required.
- Pay full attention to the pupils.
- Ensure no personal belongings are taken to the playground.

Roles and responsibilities of the Teaching Assistants/Lunch Time Staff

- Ensure all the pupils have heard the bell and usher them to line up.
- Help the House that is tidying up and ensure the equipment is being put away correctly.
- Check the equipment and remove any broken items and make a list of what needs to be replaced and report to SLT.
- Adhere to the Behaviour Policy. (See Behaviour Policy File)
- Adhere to the First Aid Policy. (See First Aid Policy File)
- Adhere to the Playground Rules. (See Playground Guidance)
- Interact with the pupils and provide inspiration for games if required.
- Pay full attention to the pupils.
- Ensure no personal belongings are taken to the playground.

Leaving School Early

Pupils who have appointments in school time are collected from the school entrance hall by their parents.

Collection at the End of the School Day

Children are dismissed formally one-by-one as the parent or designated adult collects them from the school front door. Those who attend After School Care or Clubs are collected by the member of staff running the club from the After School Care room.

Staff will only release a child at the end of his or her school day into the care of a parent or other individual whose name has been notified to us in writing in advance. It is useful to provide us with a photograph and/or a secure code word if the individual is not known to the staff.

Parents are asked to provide a list of individuals with whom they are happy to allow their child to leave the premises if they intend to make ad hoc arrangements. This information is circulated to the relevant teacher(s), club leader(s) and kept on file in the School Office. At times, staff are

informed verbally on a daily basis if a pupil is to be collected by an adult who is known to the School and this information is logged in the 'Pick-up Arrangements' log, located in the After Care register file.

If a parent is late collecting, two members of staff will remain with the child at all times. At least one member of staff will have the appropriate level of First Aid Training. If the child is in the EYFS, a Paediatric First Aider will stay with the child at all times.

See **Late Collection Policy and Procedures**.

End of the School Day Timings

Pupils are dismissed from the front door of the main school building at the following times to ensure safe collection, safe parking and time to talk if needed:

Table 1 – End of school pupil collection times

Year	Time
Reception	15:15
Year 1	15:20
Year 2	15:25
Junior Children (Years 3 – 6	15:30

After School Care

An After School Care session is provided for all children (EYFS to Year 6), from 15:15 until 18:00. There are a limited number of places available which must be booked in advance through the school office where possible, in order that we ensure we comply with statutory requirements at all times. A register is kept for every session and the school office has a list of pupils who attend After School Care on each day. All bookings should be made no later than 24 hours in advance where possible.

Collection after Clubs/Activities

Registers are kept at every session for each club. The School Office has a list of all pupils attending clubs.

Staff who run clubs or activities after School until 16:30 must escort all pupils to either the main school front door for dismissal to their parent/carer, or to After School Care, where the child will be registered into this setting.

Late collection

If a pupil was due to be collected at the appropriate time (see table 1 above) and parents have not arrived, they will remain in After School Care if there is space available and parents will be charged for the next session.

Parents are contacted if the child is not collected within ten minutes into the next session to ensure that there is not a problem. If there is not space, the pupil will be looked after by the teacher and parents contacted as soon as possible.

If the pupil attended an after-school activity club and parents have not collected, the club provider will take them to After School Care to see if there is space for them to be supervised there. If not, they will be looked after by a teacher until the parent arrives.

Parents are asked to call the School Office to notify staff if they are going to be late collecting. In the event that a parent does not arrive within 10 minutes of the end of the care session and there has been no phone call to explain the delay, the School Office or member of staff running the session will contact the parents

Medical Support

All Teaching and Teaching Support staff are paediatric first aid trained. There is always at least one qualified paediatric first aider on site whilst are EYFS children are in school. First Aid boxes are located in every school building (a list is available in our First Aid Policy). Staff always take a First Aid kit when children are being taught PE. A first Aid Kit is always taken on a school trip. First Aid boxes are checked by Kate Foster each term and are replenished when necessary.

Supervision On-Site Outside of School Hours

At least one member of the teaching staff is on duty to supervise pupils whenever they are in School outside normal School hours. For example, during holiday periods when Holiday Club takes place. Pupils who arrive back from PE Fixtures after normal School hours are supervised by a member staff until parents arrive to collect. The member of staff responsible for the team, keep a register of pupils who are under their supervision during the time that they are in their care.

Levels of Cover

In the case of staff sickness/absences, then the SLT ensures that there is sufficient supervisory cover on the playground for break and lunch time periods.

Feedback

Lunchtime supervisors meet regularly with Senior Management to discuss their roles, responsibilities, issues and ideas that may have arisen during break and lunchtimes.

Missing Pupils

Please see our Missing Child Policy

Supervision of pupils outside of school

Please see our School Trips, Outings, and Outward Bound Policy

Supervision at Forest School

Ratios follow the EYFS and School Ratios for being outside safely. There wil always be a Paediatric First Aider with the group and the Teacher in charge of the group will take their mobile phone to keep in contact with school if necessary.

Policy Administration

Linked Policies

This policy also needs to be in line with other school polices and therefore should be read in conjunction with the following school policies:

- EYFS Pupil Supervision Policy
- EYFS Staff Supervision Policy
- First Aid Policy
- Late Collection Policy and Procedures
- Playground Policy
- Safeguarding Policy
- School Trips, Outings and Outward Bound Policy

Review Schedule

This policy is subject to yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
C Neal	Jan 2019	Updated references to other school policies. Head Teacher's Review
J Lawson	Jan 2019	Proprietor's Review
C Neal	Jan 2020	Reviewed
A Lawson	April 2021	Formatting and Updating Links
N Williams	Sep 2021	Review - Covid
A Lawson	April 2022	Removed references to Covid
J Lawson	Sep 2022	Reviewed
J Lawson	March 2025	Reviewed