



SUPERVISION OF CHILDREN POLICY

SEPTEMBER 2025

Date of adoption of this policy	1st September 2025
Date of last review of this policy	1st September 2025
Date for next review of this policy	1st September 2026
Policy owner (SLT)	Headteacher, DSL, French and English Deputy Heads
Authorised by	Headteacher and Proprietor

POLICY STATEMENT

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits, that is available to, and understood by, all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. This policy also applies to EYFS pupils.

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

SUPERVISION AT SCHOOL

Supervision Before School

The front door is opened by the Administration Officer (or a member of school staff) at 8.25am and is manned by that member of staff to greet parents and pupils as they arrive on site each day. A second member of staff is situated at the school internal door and escorts arriving pupils to the dining hall where their respective teachers will escort them to their classroom. No pupils should be in a classroom before registration without supervision. The

door is closed at 8.40am. Registration is completed by 9.00am, after which time all late arrivals must register at the office.

Supervision during the day

When supervising pupils in their care staff:

- Follow the Health & Safety Policy and the First Aid Policy and procedures
- Have a high awareness of pupil well-being
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and anti-bullying
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head

Lesson Time

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason a teacher needs to leave the classroom for any length of time, another appropriate adult must be summoned to supervise the class first. Each class usually has a second adult present at all times (TA). Pupils from Year 2 upwards are allowed to exercise some personal responsibility delivering a message elsewhere, carrying out a survey or investigation, provided they are always in pair. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child. Pupils are not allowed to go to the bathroom unaccompanied.

Unwell Pupils

When a child is taken ill they should be taken to the Medical Room where they will be seen by a qualified first aider who will decide on the course of action to be taken (See Health & Safety Policy.) Should it be necessary, the first aider will telephone the parent and will instruct the form teacher and School office that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out.

Supervision at Break Times

The duty timetable covering playground for Nursery to Year 6 children is circulated to all staff at the beginning of each semester and displayed in the staff room, classrooms and stored on the drive. Part of the induction of new staff includes an explanation of supervisory responsibilities. All

staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. It is often at unstructured lesson breaks that pupils are most at risk, owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying.

Playground

Children are taken to Malden Road playground for breaks. Detailed procedures for outings to the park are included in the LPEBL Playground Risk Assessment, which is reviewed every year with all staff members during September inset days.

In the event of wet play, each teacher is stationed in her own classroom with her pupils for the afternoon.

Supervising Pupils' Mealtimes

In the Dining Room pupils from Nursery to Year 1 are served between 11.30 and 12. Children from Years 2 to Year 6 are served between 12.00pm – 12.45pm. Lunch is served by non teaching staff and supervised by a teacher/coordinator/administrator officer. P Staff on duty ensure that there is good behaviour in the dining room. Persistent poor eaters are monitored by staff and regular checks are made to ensure that they have eaten a reasonable amount. Staff report any concerns to the appropriate teacher and/or member of the SLT, who may decide to inform the parents. Once pupils have finished their meal, they scrape their plates and place cutlery and cup in the respective receptacles.

End of School Arrangements

At the end of the school day pupils are dismissed by their Teachers who escort them to the doors to their waiting adult who is known to them. If any changes to the person collecting a particular child are made, the office will notify the class teacher and or post the notification on the board. Any pupils left uncollected are taken to Garderie at 4.10pm. Pupils will be supervised in Garderie until they can be collected and parents will be charged the appropriate amount. Staff are responsible for pupils until they are handed over to parents/carers at the end of the day. Some children however, may attend extra-curricular Clubs, where they are registered on arrival and dismissed to the 'known' collecting adult at the end of the activity or at the expected pick up time.

Late Pick Up

If parents/carers are late for a child's designated pick up time, the child is taken to Garderie where the late pick up policy comes into force (Missing Child Policy).

After school Activities

Pupils staying beyond their official end of day time remain under supervision until they are collected. At the end of the activity, the Garderie staff is responsible for ensuring that pupils are dismissed and collected at the door by the appropriate person.

SUPERVISION ON OUTINGS

PROCEDURES

- ☐ Parents sign a general consent in the Back to School Questionnaire for their children to be taken out as a part of the daily activities of the setting.
- ☐ This general consent details the venues used for daily/weekly activities.
- ☐ There is a risk assessment for each venue carried out, which is reviewed regularly. Parents are always asked to sign specific consent forms before major outings in compliance with Local Authority guidance.
- ☐ A risk assessment is carried out before an outing takes place.
- ☐ A parent consent form is sent to parents before an outing takes place
- ☐ Our adult to child ratio for school trips is:
 - **Nursery:** 1:3
 - **Reception:** 1:5
 - **Years 1 to 2:** 1:8
 - **Years 3 to 6:** 1:10

However the risk of the venue and method of transport is risk assessed and the ratio of adults may be increased accordingly.

In addition, each school trip will have at least one paediatric first aider amongst the accompanying staff.

- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers (each first aid bag includes such a list).
- Staff take the missing child policy with them (a copy of the missing child policy is included in each first aid bag)
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- If parent helpers accompany the outing the expectations are communicated to them and they must accept that the lead teacher is in charge of all adults and children.

See our Educational Visits Policy for further information.

Date of adoption of this policy	2 September 2023
Date of last review of this policy	28 August 2023
Date for next review of this policy	28 August 2024
Policy owner (SLT)	Headteacher, Deputy Heads and DSL
Authorised by	Headteacher, DSL and Proprietor