



## 1.30 Policy for the Supervision of Children (EYFS & KS1-3)

Reviewer responsible:	Head	Date of last review:	01/26
Reviewed by:	MS	Date of next review:	01/27

## **Introduction**

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.

## **Pupils' Arrival and Departure**

Pupils may arrive in school from 8.10am if they are in a club which runs before school, and are expected to leave school between 3.15pm and 4:00pm, depending on their allocated year group pick-up time. Children may stay at school until their club pick-up time, if taking part in an after-school club. At least one member of the teaching staff and at least one member of SLT is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Duties are shared by members of senior management, teaching staff, support staff, teaching assistants and gap year students. The main duty times are:

- Early morning door, gate or road crossing duty
- Break-time duty
- Lunch-time duty
- Home-time or after-school duty

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils during both home and away matches and during before and after-school training sessions which run for an extended period.

## **Registration**

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

Reception Class teachers operate identical registration procedures to Years 1 - 8 and, along with the rest of the school, teachers will only release a pupil at the end of a session into the care of a parent or other individual whose name has been notified to us in writing in advance.

## **Medical Support**

There is a qualified School Nurse, along with qualified first aiders in all three buildings throughout the day, and they are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. All Reception teachers and teaching assistants are paediatric first aid trained and there is always a qualified paediatric first aider on duty when the Reception pupils are in school. First aid boxes are in all classrooms and additional first aid supplies are kept in all three building reception areas. (The school nurse regularly checks and replenishes the first aid boxes). Children who require additional medical equipment, such as epi-pens and inhalers, have individual orange 'bumbags' to store this equipment, which is managed by the School Nurse. For detailed information on our First Aid procedures, see First Aid Policy.

## **Supervision whilst travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from school and children should be accompanied by a responsible adult at all times. Pupils in Years 6-8 may walk to and from school unaccompanied as part of their preparation for transfer to senior schools. Parents notify the school in advance if they wish to do this and a list is held on the school management system. Relevant teachers are also notified.

## **Supervision during educational visits**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy.

We are always aware of staff to pupil ratios and we always have a significant number of adults accompanying all trips, including Reception classes.

## **Unsupervised access by pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratory, the art/DT room etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have access to the maintenance, catering and caretaking areas of the school. Clear signs are displayed. All potentially hazardous art, cleaning and medical equipment is kept in locked storage cupboards and/or above child height.

## **Reception Pupils**

In the Reception classes, all classes are led by a teacher holding at least a Level 6 Early Years qualification, as per the ratio guidance for the EYFS. Alongside the class teacher, there is a Teaching Assistant allocated to each class. All pupils are allocated a key worker who is their class teacher.

The Head of Early Years leads regular meetings with all members of Reception staff. EYFS monitoring of the children is a formal and recorded process. This acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development. It also enables all EYFS staff to examine and reflect on the quality of their practice and to facilitate discussion. These meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

For more information on the Early Years, see EYFS Policy.

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the building that should be regularly checked when on duty outside normal lesson times. See Staff Induction Policy for more information.

### **Health and Safety**

Our H & S policy describes the arrangements for safety of the entire school.

## **APPENDIX 1: GUIDANCE FOR PLAYGROUND SUPERVISION**

The playground is an essential space for social interaction and free play, supporting learning and self-expression. It should be safe, enjoyable, and structured within clear boundaries. Staff must model patience, respect, and encouragement, addressing unacceptable behaviour calmly and consistently. Sanctions should be paired with reflection to help children understand the impact of their actions. A unified approach ensures playtime remains positive and educational.

### **Safety and Good Management Guidelines**

- Inspect playground equipment regularly; report issues promptly.
- Check area for hazards before play.
- Be aware of the location of first aid kits; refer head injuries to School Nurse and inform parents.
- Keep emergency contact devices ready (walkie talkie and mobile phone); no personal use during duty.
- Divide zones for multiple activities to prevent collisions.
- Monitor entry/exit points; pupils must not leave unsupervised.
- Give 5-minute warning before end of break.
- Follow road-crossing and transition safety procedures.
- Report maintenance issues and attend weekly safety meetings.

### **Action Plan for Intruder in Playground**

- Challenge intruder verbally; keep distance and position yourself between pupils and intruder.
- Other staff: blow whistle twice, move pupils to safety, alert office or call 999 if needed.
- Maintain visual contact with colleague handling intruder.

### **Behaviour Management Key Principles (Further information in Behaviour Policy)**

- Use restorative questions and Thinking Hats to encourage reflection.
- Engage with pupils, promote inclusion, and monitor social dynamics.
- Stop rough play and unsafe equipment use immediately.
- Apply time-outs for inappropriate behaviour; escalate persistent issues to Form Teacher, then Head of Section, then Deputy Head (Pastoral).
- Avoid mass time-outs; address individuals involved.

### **Playground-Specific Procedures**

#### **OB (Reception–Y2)**

- Hand over pupils at start/end of break; never leave unsupervised.
- Minimum two staff per playground; soft balls only; staff retrieve balls.
- Check toilets and monitor visitors.

#### **Newton Centre**

- Two staff minimum; follow road-crossing policy; lock gates.
- Supervise equipment use; respond to injuries per emergency protocol.

### **Woodland Areas**

- Max 20 pupils; check for hazards; supervise climbing equipment.
- Close area if unsafe; ensure footwear change and headcount before locking.

### **JCB & PGB (Y3–Y8)**

- Allocate areas by year group or free-flow with supervision.
- Follow crossing procedures; escort pupils back after break.
- Lower/Upper playground: no ball games except table tennis/table football.

### **Wet Break**

- Pupils supervised indoors; board games only – no laptops or iPads.

### **First Aid & Emergency Contacts**

- First aid kits located in playgrounds areas; these are checked regularly by playground team and school nurse.
- For serious injuries: call 999, alert School Nurse, and keep casualty supervised.

### **Lunchtime Supervision and Family Service**

During Family Service lunch sittings, pupils in Reception to Year 3 are supervised closely by staff who sit and eat with the children. This enables staff to actively supervise pupils throughout the meal, support appropriate eating behaviours, monitor allergies and dietary needs, and respond immediately to any concerns. Staff maintain an approximate supervision ratio of 1 adult to 8 pupils, with a maximum ratio of 1:10. All Early Years staff hold current paediatric first aid qualifications, and a significant number of additional staff supervising lunch sittings are also first aid trained, ensuring prompt and effective response in the event of an incident.

For children in Year 4 to Year 8, lunch sittings are supervised by a rota of staff. Staff circulate to encourage good manners and dining hall etiquette, balanced meals and support with dietary and allergy needs.