



## **Supervision of Pupils Policy**

for the whole School including EYFS

Policy reviewed by	MWr
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# **SUPERVISION OF PUPILS POLICY**

## **Introduction**

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and during off site visits. EYFS pupils require additional supervision and protection, both on site and during visits.

This policy sets out the arrangements for the safe and effective supervision of pupils of all ages at Edge Grove. It should be read in conjunction with the Child Protection and Safeguarding Policy, as supervision is a key element of the School's safeguarding culture.

## **Related Policies**

- Health & Safety Policy
- Security Procedures
- Missing Pupil Policy
- Admissions Policy
- Attendance Policy
- Staff Handbook
- EYFS Policy
- Risky Areas Policy

## **Pupils' Arrival and Departure**

Pupils may arrive at school from 8.00am and are expected to go home by 6.00pm unless they are staying late for a function. There is the option of a supervised breakfast club that runs from 7.30am to 8.00am. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. Pupils are able to call on a member of staff at any time during the School day if necessary.

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 staff supervise pupils on both home and away matches.

## **Registration**

We take a register of pupils at the start of the morning session and in the lunch queue. 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. We also maintain a signing out/in procedure for pupils leaving school with permission.

In Early Years, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance.

## **Medical Support**

There is a qualified nurse on duty in the Surgery every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Many members of the teaching staff, along with several non-teaching colleagues, are trained and qualified as First Aiders and are able to provide emergency first aid when needed. We ensure that a qualified paediatric first aider is on duty whilst our Early Years children are in school and that one accompanies all pre-Prep off-site trips. First aid boxes are in all potentially high risk areas including all school minibuses as well as in the Surgery. The School Nurse regularly checks and replenishes the first aid boxes.

## **Supervision Whilst Travelling To and From School**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of teaching staff when travelling on the school minibuses but are expected to behave responsibly. We will always investigate complaints about poor behaviour. A member of staff is on duty when the school minibuses arrive in the mornings.

## **Breaktime Supervision**

There is a staff rota for supervision at break times during the morning and afternoon. Members of staff on duty will ensure they are in their assigned locations promptly for the beginning of each breaktime. Staff on duty position themselves in those allocated areas to ensure all areas are visible. The safety of our children is paramount at all times. Supervision of EYFS pupils is in line with the statutory ratio requirements.

During morning and afternoon breaktimes a combination of teachers and breaktime supervisors are on duty, both inside and outside the school building.

## **Wet Break Supervision**

Wet breaks are supervised by a member of staff, in each of the key areas. During wet breaktimes, Nursery pupils will remain in their classroom; Junior Department (Rec to Year 2) children will go to the Junior Department hall (Junior Department), Apthorp (Year 3 and 4), Jubilee (Year 5 upstairs, Year 6 downstairs and Year 7 / 8 in their form room) be supervised by the allocated member of staff on duty. If it should begin to rain whilst the children are on the playground, a member of the leadership team will decide whether to send the children inside.

## **Supervision during Educational Visits**

The arrangements for the supervision of pupils of all ages during educational visits and trips out of schools are described in the Health & Safety policy and also the Staff Handbook.

## **Collection of Pupils**

Parents are expected to collect their children at agreed times although the School recognises that a number of factors may necessitate changes to the accepted routines. Parents needing a change in arrangements must advise the School (preferably in writing - email is sufficient). Core procedures are detailed in the Parent Handbooks; agreed arrangements will vary depending upon the age of the pupil and any after school activities that may be chosen by the parents. Variations may comprise location and time of pickup but the following procedures will not vary under any circumstances:

1. In EYFS and the Junior Department, pupils may only be collected from the class teacher or central point by an adult who will be known to the Class teacher and, if not the parent, where we have received formal permission for the pupil to be collected by that person. Child-minders/nannies will be viewed as acting in loco-parentis where they are known to staff.

2. In the Lower and Upper Middle Department, pupils must be collected from Duty Staff in the designated areas before leaving the site. Where pupils leave site without informing a staff member, duty staff must phone the parent to confirm the pupil's location and remind them of School procedures. Where a pupil's location cannot be confirmed, staff should make enquiries with other staff as appropriate. If still not located, the Head and DSL should be alerted and the Missing Pupils Policy & procedures followed.
3. In the Seniors, pupils are collected from the Sports Hall Car Park where a member of staff will be on duty.

### **Non-Collection of a Child**

If a child is not collected 15 minutes after the end of their school day or activities session the following action should be taken;

1. If it is the end of the school day, Year 3 to 8 are taken to prep and the school office informed of their whereabouts. In the Junior Department, the Assistant Head Junior is informed and will contact the child's parents.
2. If it is after their activities session, the appropriate member of SLT on duty should be informed – in EYFS ensure the EYFS Coordinator is informed as well as the Assistant Head Junior.
3. SLT or EYFS Coordinator will ensure that either they or a member of staff will use all available phone numbers from the child's emergency contact details on SchoolBase to make contact with the parents, relatives or authorised carers of the child.
4. After 5:30pm, the child will remain with a member of staff, in a safe, supervised space (such as the School Office, Junior Department Hall or Surgery), until collected.
5. If the parents or carers cannot be contacted, the Head or Designated Safeguarding Lead will then be alerted and they will decide whether the police or social services should be called.

### **Supervision of Pupils by Other Pupils - Years 7 and 8**

Year 7 and 8 pupils are not permitted to supervise younger pupils unless under the direct supervision of a member of staff. Leadership roles provide an important opportunity for older pupils to develop their own levels of responsibility and experience but it is recognised that pupils can never take the place of supervisory staff.

### **Unsupervised Access by Pupils**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they 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.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the lake and surrounding areas, swimming pool, the science laboratories, the art room, the kiln room, etc. Gates / 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 do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

Pupils should not enter a classroom without a member of staff supervising them, such as their class teacher or an on duty member of staff. If pupils arrive early to their lesson, they should line up outside the classroom and await a member of staff.

### **Security, Access Control and Workplace Safety**

Arrangements for safety of the entire school are detailed in the Security Procedures.

### **Staff Induction**

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 buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

Expectations regarding supervision are also reinforced through ongoing staff training, briefings and updates as required.