



## **Supervision of Pupils Policy**

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This policy applies to the whole school, including the EYFS. There is also a specific EYFS policy.

## **Children's arrival and departure**

Children may arrive at school from 8.00am, and are expected to go home by 5.30pm unless they are staying late for a function. 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, as well as late room and extended late room duties. A member of the Senior Leadership Team will be on site until all children have left the premises. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Early morning duty (8.00am - 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (3.00pm – 5.30pm)

A supervisor rota is displayed in the staffroom.

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 on both home and away matches.

## **Registration**

A register of pupils is taken 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.

For the children in the Early Years Foundation Stage, the school operates identical registration procedures; but in addition, the school 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 previously notified in writing.

## **Ratio of Adults to children**

- First Steps Nursery 1:8 is the minimum, most of the time 1:6 is achieved.
- Before and After School sessions in First Steps Nursery 1:8
- Reception 1:15
- Before and after School sessions for Reception 1:15
- Year One and Year Two classroom support is provided.
- Years Three to Six as well as Class Teachers, Specialist Teachers and classroom support are also available.
- For Computing and DT usually classes are divided so that extra attention and support can be given to children.
- General support is often available in Science and Art sessions.
- SEN children may, on occasions, require individual support within the classroom.
- The maximum class size in Nursery at NPS is 32.
- The maximum size of classes Reception – Year 6 at NPS is 22.

Children are supervised at all times.

It is the responsibility of the Class Teacher to ensure that children are supervised properly.

Teachers and support staff are expected to be present in the appropriate classroom before the start of every lesson.

When changing for PE, a member of staff must be present in the changing room.

Staff are present with the children at lunch to act as good role models and to make sure that children are supervised properly.

At any time during the school day, children are allowed to go to the toilet. Nursery children are always accompanied to the toilet by a member of the Nursery staff. Young children may require supervision. For older children the time out of the classroom must be monitored by the Class Teacher to make sure that children are safe.

At breaktimes a duty rota is organised so that adequate supervision is available. A member of staff will never be on his/her own with children in the playgrounds at school or at the Sports Hall.

If a member of staff is absent the Deputy Head Teacher must check the duty rota and arrange 'cover' if needed.

It is the responsibility of staff 'on duty' at breaktimes to monitor the behaviour and interaction of children very carefully.

The Buddy Squad assists in helping all children to play safely.

Before and after school, children are involved in activities appropriate to their age and are supervised at all times.

Any concerns about children's behaviour must be brought to the attention of the Head Teacher or the Deputy Head Teacher.

## **Medical Support**

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in the First Aid Policy and displayed on the First Aid Cupboard in the staffroom. A qualified paediatric first aider is on duty whilst EYFS children are in school and will accompany EYFS children on trips. First aid boxes are in all potentially high risk areas, as well as in the staffroom. The staff members responsible for health and safety regularly check and replenish 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 expected to behave responsibly when using public transport. Complaints about poor behaviour will be investigated.

## **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.

## **Unsupervised access by pupils**

Pupils are not allowed access to the sports hall or playground without a member of staff in charge, and 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 Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

## **EYFS Pupils**

The arrangements for the supervision of EYFS pupils in the Nursery and Reception are set out in the Welcome Booklet, the EYFS Handbook and the Supervision of EYFS Pupils policy.

## **Security and workplace safety**

Our Health and Safety Policy describes the arrangements for safety of the entire school.

### **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, including staff:pupil ratios and after school activities. 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.

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