



Est 1885

# **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. 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 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 – 5.00pm)
- Extended Late Room (5.00pm – 5.30pm)

A supervisor rota is displayed in the staffroom.

## 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.

All registers are completed electronically via Engage by 9.00am.

## Ratio of Adults to Children

The following ratios will be adhered to if possible.

- 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 classes are usually 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 33.
- The maximum size of classes Reception – Year 6 at NPS is 20.

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 area for their year group. 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.

Before and after core school hours, 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.

## **After School Care**

Children are supervised in their classroom after the teaching day and in late rooms from 4-5pm. These are held in classrooms with staff who children are familiar with and offer a range of activities which are suitable for the age of the pupils. During this time, some pupils may also be attending extra-curricular clubs.

At 5pm, extended late room begins for any pupils who are not collected or scheduled to be collected between 5pm and 5.30pm. This takes place in the library for all pupils with two members of staff. A member of Senior Leadership/Senior Management supervises the door and telephone during this time and assumes responsibility if a child is not collected by 5.30pm.

After 5.30pm, if a child has not been collected, parents or contacts for the child are telephoned by Senior Leadership/Management. The child is reassured that they will be cared for and offered age-appropriate activities while they wait. See Failure to Collect a Child Policy.

## **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 cupboards in the first aid rooms and in the staff room. Photographs of first aiders are displayed prominently at the front of school and in the sports hall. 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.

Reviewed September 2022