



Est 1885

# **Supervision of Pupils Policy**

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This policy applies to the whole school, including the EYFS.

## 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 room duty (8.00am - 8.30am)
- Break duty
- Lunch-time duty
- After-school (late room) duty (3.00pm – 5.00pm)
- Extended late room (5.00pm – 5.30pm)

A supervision duty 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.

Registers are completed electronically and are closed by 9am and 1.30pm.

## Ratio of Adults to Children

The following ratios will be adhered to wherever possible. Ratios may be adjusted depending on specific situations, tasks or children present, never below statutory requirements.

- Nursery 1:8 is the usual ratio achieved; in accordance with EYFS framework, this can be 1:13 when a teacher with QTS (or equivalent level 6) and level 3 member of are working directly with children
- Reception – Year 6 is 1:30 for a teacher or suitably qualified adult; usually 1:8 is achieved for Reception and 1:16 for Years 1-6
- The maximum class size in Nursery at NPS is 33.
- The maximum size of classes Reception – Year 6 at NPS is 20

For walking to the sports hall:

- EYFS 1:8
- Key Stage One 1:24 with one additional adult
- Key Stage Two 1:32 with one additional adult
- Common sense and discretion should be used when walking small groups of children between sites. One adult can supervise groups of less than 10 in the event of movement outside of curriculum lessons eg group work, clubs, peripatetic lessons.

Support in school:

- 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.
- Where there may be an element of risk in the lesson or activity, extra support is given to children eg. Science, Technology or Forest School.
- Children with SEND may, on occasions, require small group or individual support within the classroom.

Children are supervised at all times, including when moving between rooms.

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. A first aider will be on site.

If a member of staff is absent, the Assistant Heads must check the duty rota and arrange 'cover' if needed. If staff on duty do not have enough adults to ensure supervision ratios are met, they should contact the school office.

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 Assistant Head Teachers.

## **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 is on site 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. Staff who are qualified first aiders wear a green badge holder on their lanyard.

A qualified paediatric first aider is on duty whilst EYFS children are in school and will accompany EYFS children on trips.

First aid kits are in all potentially high risk areas, as well as in the first aid rooms. The staff members responsible for health and safety regularly check and replenish the first aid boxes. Smaller first aid kits are available and taken on trips out of school.

### **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, 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 EYFS Handbook and 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 January 2025