



*Supervision of Pupils' Policy including
Arrangement for EYFS*



2024-2025

Approved by: Headteacher

Date: August 2024

*Last reviewed
on: August 2024*

*Next review
due by: September 2025*

SUPERVISION OF PUPIL POLICY

This policy applies to all school community members, including those in the EYFS setting. The policy should be read in conjunction with the policy documents for First Aid, Risk Assessment, and Educational Visits.

The underlying principle is to ensure pupils are safe and appropriately supervised in and during school activities, including educational visits. It is paramount that the school maintains vigilance over pupils at all times and the staff are fully aware that procedures must be followed to ensure this. There is particular emphasis on maintaining staff ratios for supervision within government guidelines, and appropriate staff duty rotas are in place, demonstrating that staff supervision levels are satisfactory in numbers and staff competence.

Areas to cover:

1. Playtime/Lunchtime

At all times, there are two playground supervisors and a member of staff in the infant playground (when 3 classes are out). There are two playground supervisors in the junior playground.

The head, or deputy head, will always be immediately available at these times.

2. Offsite Games

There are always at least two members of staff accompanying groups of children to the playing fields.

All members of staff carry mobile phones in the event of an emergency.

3. Educational Visits and Trips

Refer to the specific policy on "Educational Visits". The recommended staff ratio of 1:8 is particularly important for children 5-7 years of age.

4. Leaving School

Reception Year 1 and Year 2 pupils will be 'handed over' to parent/guardian by their respective teachers.

All junior form teachers bring their classes outside onto the yard to hand each child over to their guardian/parent.

A senior member of staff, usually the head or deputy head, will stay at the school gate, ensuring that all the pupils leave safely. At 3.35 pm, pupils not picked up will be brought back into the school and supervised until parent/guardian arrives. If a parent/guardian is unusually late, they will be contacted by phone.

Occasionally in year 6, parents request for children to walk home alone. Where this happens, written permission will be requested. The child will have a mobile phone, which will be given to their form teacher at the beginning of the day. The form teacher will return the phone at the end of the day, for the child to walk home safely.

5. EYFS

The supervision ratios for EYFS are adhered to. The reception class of 34 children has 2 reception teachers and a teaching assistant. The class can be split into 2 or 3.

Security

The front gate remains locked until 8.30am. At this time, the children are able to enter the school grounds. From 8.30am a senior member of staff is always in the playground.

Once the children have entered the school and parents depart in the morning, the one school gate will be closed and can only be opened electronically. The gate is then closed to the public for the day.

At 3.15pm, the gate is opened and parents are invited into the playground. Class teachers take the children out to be collected by their parents/guardians.

CCTV covers all the playground areas and entrances.

There is an ongoing site security check by the site manager, ensuring particularly all railings and fences are in good order.