



# Pupil Supervision Policy including EYFS

## 1. Aim / Objective / Statement of Intent

- 1.1. All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. The staffing required to provide proper supervision is assessed by the Senior Leadership Team (SLT) and is dependent on the cohort and activities undertaken. This policy provides a summary of the process by which this obligation is fulfilled. This policy also covers EYFS. Further details are available to staff in the Staff Handbook, Early Years Policy, Missing Child Policy and the Procedure for when a child is not collected on time, and the Health & Safety Policy.
- 1.2. Staff are expected to carry out duties during the school day – this includes before, during and after school. A duty rota is sent to all staff by the Director of Studies at the beginning of each term. In general, when the children are at school there will be one or more staff assigned to supervise them when not in classes. Where a member of staff finds themselves unable to cover their duty, they must contact the Director of Studies as soon as possible so that cover can be arranged.
- 1.3. Untrained staff will not supervise children alone. Instead, they will be paired with an experienced staff member whilst they complete suitable training or gain experience.
- 1.4. Where staff are supervising pupils further away from School buildings, such as when playing sports, during break times or in Forest School, they will carry a “walkie talkie” or mobile phone with them in order to be able to call for assistance in the event of a medical or other emergency. When remote from the School site, they will also carry a first aid kit.

## 2. Pupils' arrival and departure

- 2.1. Pupils in Little Court and Upper Court may arrive at School from 7.30am (for Breakfast Club) and are expected to go home by 6.00pm at the latest when after School care finishes – unless they are staying late for a function.
- 2.2. Nursery: Children may arrive at 7.30am to attend breakfast club or at 8.00am and go straight to their setting. Afternoon sessions begin at 12.30pm and children go

straight to their setting. Parents/guardians should collect their children from the Nursery at the end of their session.

2.3. Pupils are not allowed on site without supervision. At least one member of staff and one member of SLT is always present on duty in order to supervise pupils whenever they are in the School outside normal School hours. (This does not apply where pupils attend clubs or activities run by third parties at the School outside of normal term-times.)

2.4. All members of staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties when required.

2.5. The main duty times are:

- Breakfast Club (7.30am – 8.00am)
- Early morning duty
- Break duty
- Lunch-time duty
- After-school duty

### 3. Little Court (including Nursery)

3.1. Whenever a class or group moves around the School, careful attention will be given to counting children to ensure no child is left behind, for example in a toilet. When moving around the School site, children must be safely accompanied by an adult and where the number or age determines that one adult cannot safely supervise a group, two adults will escort them, one at the front and one at the back.

| Time                                                  | Pupil Activity                                 | Responsibility          |
|-------------------------------------------------------|------------------------------------------------|-------------------------|
| 7:30 – 8:00                                           | Breakfast Club                                 | Breakfast club staff    |
| 8:00 – 8:30                                           | Early Morning Gate Duty & welcome to classroom | Little Court Staff      |
| Registration in class                                 |                                                |                         |
| 8:30 – 10:30                                          | Classroom lessons                              | Little Court Staff      |
| 10:30 – 11:00                                         | Break time – LC or Nursery playground          | Little Court Staff      |
| 11:00 – 12:00                                         | Classroom lessons                              | Little Court Staff      |
| 12:00 – 12:30                                         | Lunch in the dining hall                       | Little Court Staff      |
| 12:30 – 1:00                                          | Break time – LC or Nursery playground          | Little Court Staff      |
| Registration in class                                 |                                                |                         |
| 1:00 – 3:30                                           | Classroom lessons                              | Little Court Staff      |
| Dismissal from classroom doors                        |                                                |                         |
| 3:30 – 4:00                                           | 4 o'clock club                                 | Little Court Staff      |
| Dismissal at the Little Court main door               |                                                |                         |
| 3:30 – 4:10                                           | External after school clubs                    | External club providers |
| Handover to parents by club providers                 |                                                |                         |
| 3:30 – 6:00                                           | Apres School                                   | Apres School Staff      |
| Signed out by parent/carers at the end of the session |                                                |                         |

### **3.2. Dining Room**

3.2.1. One member of staff is allocated to supervise the dining hall for Little Court and is supported by the kitchen staff. All other Little Court staff are on hand whilst eating their lunch. Two members of Nursery staff supervise Nursery lunch ensuring they adhere to statutory EYFS ratio requirements. All pupils are brought to the dining hall by a staff member and settled at their tables. Two members of staff return Nursery pupils to the setting.

### **3.3. Break Time**

3.3.1. Two members of staff are assigned to each break time duty on the playground. A yearly risk assessment is conducted of the playground area and in conjunction with the number of pupils it has been deemed that two members of staff is most appropriate. All other Little Court staff are on call to assist if needed.

3.3.2. Staff on duty must ensure that they are a visible and vigilant presence at all times, covering all areas of the outdoor space at break (playground area and field space directly behind). Children are either escorted to Little Court staff room for medical attention or to the Medical Room in the Main House. Staff carry a walkie talkie during breaks and at Forest School in order to radio for support or as notification of a child being sent in. Nursery children are supervised in their outside area follow statutory EYFS ratio requirements.

### **3.4. Wet Break**

3.4.1. Little Court pupils meet in the large corridor area and are supervised by both staff members on duty if wet, cold or if windy weather is excessive or dangerous. In most cases, pupils will be encouraged to dress appropriately and go out in all weathers.

### **3.5. Forest School**

3.5.1. When attending Forest School, pupils are supervised in line with the area risk assessment. Where a child needs to use a toilet, they come back to Little Court and are either accompanied by an adult from Forest School or are met at the top of the field by the dining room with a hand signal pass over between staff. In Year 2, staff in Little Court are made aware of pupils returning; pupils are given the independence to return to and from Forest School with permission.

#### 4. Upper Court:

| Time                                                  | Pupil Activity                                 | Responsibility                               |
|-------------------------------------------------------|------------------------------------------------|----------------------------------------------|
| 7:30 – 8:00                                           | Breakfast Club                                 | Breakfast club staff                         |
| 8:00 – 8:30                                           | Early Morning Gate Duty & welcome to classroom | Headmaster/Member of staff                   |
| Registration in class                                 |                                                |                                              |
| 8:30 – 10:45                                          | Classroom lessons                              | Upper Court Staff                            |
| 10:45 – 11:10                                         | Morning Break time                             | Upper Court Staff                            |
| 11:10 – 12:55                                         | Classroom lessons                              | Upper Court Staff                            |
| 12:55 – 1:55                                          | Lunch in the dining hall                       | Upper Court Staff                            |
| Registration in class                                 |                                                |                                              |
| 2:05 – 4:00                                           | Classroom lessons                              | Upper Court Staff                            |
| Dismissal at the carpark gate                         |                                                |                                              |
| 4:00 – 5:00                                           | Prep Club                                      | Upper Court Staff                            |
| 5:00 – 6:00                                           | Apres School/<br>External after school clubs   | Apres School Staff / External club providers |
| Signed out by parent/carers at the end of the session |                                                |                                              |

- 4.1. 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.
- 4.2. Once handed over to parents/guardians, the parents/guardians then have full responsibility for the supervision of their children. Parents must leave the school site by 6.00pm unless attending a school event.
- 4.3. Parents/guardians picking up after pick up time must collect their children from prep in the dining room or from after school care in Little Court. Parents/guardians are asked not to let their children come unsupervised to the School gates or to the front of the School at other times.
- 4.4. If there are any pupils that have not been picked up by 6.00pm and are not already in Apres School, the pupil will be taken to Apres School and SLT informed. The Apres School staff will follow their 'Uncollected Child Policy'.. Apres School Staff will endeavour to reach parents/guardians. Further details are available in the Missing Child Policy, Children Absent from Education & Procedure when a Child is not collected on Time as well as the Apres School 'Uncollected Child Policy'.
- 4.5. If parents/guardians find that they are going to arrive after 6.00pm, a call to Apres School should be made. They can be called direct on 01483 226256....
- 4.6. Similarly, if parents/guardians find that they are unable to arrive at the expected time, the School will send children to Apres School. If this is unusual and parents/guardians fear their child may be upset, if parents/guardians call, the School will endeavour to pass on the message of their delay.

- 4.7. Apres School will always attempt to contact parents/guardians if it has not heard from them. If no-one collects a child after 30 minutes and there is no-one who can be contacted to collect the child, Apres School may need to contact the local authority children's social services care team, after letting the Designated Safeguarding Lead/Headmaster know. Further details can be found in the Apres School Uncollected Child Policy.

#### **4.8. Wet Break**

- 4.8.1. In the event of Wet Break time, Little Court pupils remain in Little Court, Year 3 & 4 pupils go to Barrington and Year 5 & 6 pupils go to Orchard. One member of staff will supervise pupils in each block moving between classrooms.

### **5. Registration**

- 5.1. Children arriving for Breakfast Club (7.30am – 8.00am) must go straight to the Dining Hall and sign in immediately, or be signed in by their parents/guardians.
- 5.2. Children arriving between (8.00am – 8.30am):

**Little Court:** Pupils go straight to their classroom and are supervised by their class teacher/ teaching assistant

**Upper Court:** A register of pupils is taken at the start of the morning and during the afternoon sessions.

- 5.3. Parents/guardians are responsible for notifying the School if their child is absent for any reason. The school will always contact the parent/guardian if a child fails to arrive at school without an explanation.
- 5.4. Little Court: Identical registration procedures are operated but, in addition, staff will only release a child at the end of their session into the care of a parent/guardian or other individual whose name has been notified to the School in writing in advance.
- 5.5. Nursery: Children are registered upon arrival and for the afternoon session.
- 5.6. Further information is available in the Attendance and Absence Policy.

### **6. After School Clubs and Activities**

- 6.1. Children attending staff run after school clubs, are signed in and out by the staff member in charge. Upper Court Children attending after school clubs run by external club providers/Apres School but held on the School premises, will be sent to these sessions by School staff and registered by the external club provider/Apres School running the session. Should any pupil fail to arrive at the club/session, the person running the club/session is responsible for ascertaining the whereabouts of the pupil. At the end of the club/session, parents/guardians must collect their child from the

person running the club/session. Children must not be allowed to leave the club/session without a parent/guardian.

- 6.2. Nursery: Eligible children for 4 o'clock club will join Little Court in the designated 4 o'clock club room. They are then dismissed to their parents/guardians at the Little Court door. Children attending Apres School are taken across by Little Court staff and registered by Apres School staff and signed out by the collecting parent/guardian.
- 6.3. Little Court: Depending on the club, children attending are either collected by the person in charge or are taken over by school staff. Pupils attending Apres School are taken over by school staff. Club providers/Apres School staff are responsible for registering pupils.
- 6.4. Children are dismissed to the parents/guardians by the person in charge from the designated room. Eligible children for 4 o'clock club remain in Little Court; the staff member on duty supervises and dismisses at the Little Court main door. At the end of 4 o'clock club, children are either signed out and collected by parents/guardians or are taken by staff over to Apres School where they are registered by Apres School staff.

## **7. Medical Support**

- 7.1. There is always a qualified First Aider available on site to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill, during School hours. 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.
- 7.2. The names of the First Aiders are available from the School Office and are posted in various locations around School. We always make sure that a qualified Paediatric First Aider is on duty whilst EYFS children are in school.
- 7.3. First aid boxes are in all potentially high-risk areas, as well as in the School Office. The Reception staff, who are trained Paediatric First Aiders, regularly check and replenish the first aid boxes.
- 7.4. Medicines required by the children throughout the School day are stored in the Medical Room or in Little Court, and are dispensed under the supervision of a First Aider who has completed appropriate training in the Administration of Medication to pupils.
- 7.5. Apres School staff are Paediatric First Aid trained. All members of SLT Duty Staff are also Paediatric First Aid trained and remain on site until 6pm or until the last pupil has been collected.
- 7.6. Further details are available in our First Aid and Administration of Medicines Policy.

## **8. Supervision whilst travelling to and from School**

- 8.1. Parents/guardians are responsible for ensuring that their children travel safely to and from School.
- 8.2. Pupils are supervised by the member of staff driving the minibuss when travelling on the School minibuss, and are expected to behave responsibly and follow the instructions of the driver. The School's Behaviour policy applies to the travelling period.
- 8.3. Parents/guardians are responsible for bringing their children to the designated pick-up points and waiting with them until they are safely on board the bus. Parents/guardians are expected to be present to collect their children from the designated drop-off points. Where there is a delay to the service, the School will attempt to make prompt contact with all parents/guardians.
- 8.4. The School will always investigate complaints about poor behaviour.
- 8.5. If parents/guardians would like their child to walk or cycle to school unaccompanied, please request this and the School will consider this in the context of its responsibilities.

## **9. Supervision during Educational Visits**

- 9.1. The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our External Visits Policy.

## **10. Unsupervised access by pupils**

- 10.1. Pupils (and parents/guardians) are not allowed into the Little Court or Nursery Outdoor classrooms, swimming pool or Forest School 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.
- 10.2. Parents/guardians may supervise their children in the Little Court playground at the end of the day, but pupils are not allowed on any play equipment unless accompanied by a parent/guardian, or before School in the morning. The Outdoor Classroom area near Little Court is for School time-tabled learning only.
- 10.3. All non-staff must have left the School site by 6pm, or earlier if the last pupil in Apres School has been collected, unless attending a School event.
- 10.4. The School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool and the science laboratories. Doors to these areas are kept locked when not in use. All flammables are kept securely locked in appropriate storage facilities.

- 10.5. Pupils do not have unsupervised access to the Grounds, Maintenance, Catering or Caretaking areas of the school.

## 11. Staff Induction

- 11.1. All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision and behaviour. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

|                                                 |                                       |
|-------------------------------------------------|---------------------------------------|
| Compiled by: Headmaster                         | Revision Number: 8 (Summer Term 2026) |
| Approved by: Education & Pastoral Sub-Committee | Next Revision date: Summer Term 2027  |

### Revision History Table

| Revision Number | Section/Paragraph number | Amendments                                                                     |
|-----------------|--------------------------|--------------------------------------------------------------------------------|
| 8 – Summer 2026 | 3.1, 4 & 10.3            | Remove reference to Court Jesters and replace with Apres School                |
|                 | 4.4 – 4.7                | Updated to reflect the use of Apres School                                     |
|                 | 6.1 – 6.4                | Updated to reflect the use of Apres School                                     |
|                 | 7.5                      | New                                                                            |
|                 | 10.1                     | Add reference to Little Court or Nursery Outdoor Classrooms and Forest School. |
|                 | 10.2                     | Updated to clarify spaces which can be used after school hours.                |
|                 | 11.1                     | Add 'and behaviour' to end of first sentence.                                  |
|                 |                          |                                                                                |