

SUPERVISION OF PUPILS POLICY

Excludes EYFS

Version	5	6	7		
Policy reviewed on	September 2024	May 2025*	September 2025		
Policy written by	Mrs Boulton	Mrs Boulton	Mrs Boulton		
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*amended mid-year

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

1.0 Introduction

This Branwood Preparatory School policy relates to the main school and all activities, including residential trips and all care arrangements. EYFS have a separate policy (EYFS Pupil Supervision Policy)

This policy explains the supervision procedures in place in Branwood Preparatory School for pupils during the day as well as indicating where more detailed information can be found.

2.0 Legal Requirements

The Governing Body (The Board) are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy). Regulatory staffing guidelines are followed.

3.0 Duty of Care

All staff have a duty of care to all pupils in the school. It is the head teacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the head teacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

4.0 Supervision during the school day

Morning Club Arrival – (8.00 am - 8.30 am) -The designated staff are responsible for the pupils in the classroom from the time the pupils arrive until the start of the normal school day. Parents must accompany their child to the appropriate door and see them safely into the school, where they will be signed in. Form One and Form Two enter their classrooms directly from the playground. Forms Three to Six enter the school through the door which is accessible from the playground. Class teachers are in their classroom with the pupils.

Lesson times - Designated teachers are responsible for the supervision of the pupils as directed on their timetables. No class should be left unsupervised for any reason. In cases of emergency a teacher from an adjacent classroom can be called to supervise both classes whilst the difficulty is dealt with.

Break in dining hall – Form 2 – 6 are supervised by three members of teaching staff with 4 lunch staff available to support if required. This takes place in the dining room from 10:30 – 10:40

Play times - Staff teaching the pupils before playtime are responsible for dismissing them to the cloakroom and/or the playground and/or dining hall and must ensure that the designated duty staff member/ members are in the area before leaving the children. The designated duty staff are then responsible for the children at the end of break when children are lined up and sent inside (with the help of prefects). One member of staff is responsible for first aid during playtime, and they have first aid training and follow the accident procedures as detailed in the staff handbook. Two other members of staff are on either the playground or astro turfs.

Lunch time - Staff teaching the pupils before lunch are responsible for accompanying them to the dining room and must ensure that the designated duty staff member/ members are in the area before leaving the class. The designated duty staff are then responsible for the children at the end of break when children are lined up and sent inside. Duty staff have first aid training and follow the

accident procedures as detailed in the staff handbook. There are five lunch time assistants supervising the children during this time plus two teaching assistants.

Outside play at lunch time -

Form 1 – one member of staff

Form 2 – one member of staff

Form 3 – one member of staff (lower school in class)

Form 4 – one member of staff (lower school in class)

Form 5 – one member of staff (lower school in class)

Form 6 – one member of staff (lower school in class)

Wet play- Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside, then pupils are supervised as follows:

Forms 1 -6 are to enter the building through the back doors put their wet things away and go into the school hall. They will be supervised by the staff on 1st aid, upper, & lower playground duty. The staff member on 1st aid will check cloakrooms are empty on their way to the hall.

Wet lunch times –

12.30 – 1.00 pm (Form 1 and 2)

- Forms 1-2 will be supervised in the school hall

1.00 – 1.30 pm (Forms 3 -6)

- Pupils will be supervised in the school hall and dining room by the staff on duty.

End of the day

Children should be collected no later than the times stated below (the end of the normal school day).

Form 3 are dismissed from KG2 classroom at 3:15pm

Form 4 are dismissed from Form 1 classroom at 3:20pm

Form 5 are dismissed from Form 2 classroom at 3:25pm

Form 6 are dismissed from the door which is accessible from the playground at 3:30 pm

After this point 'late collection fees' / 'late collection protocols' will be activated unless alternative arrangements have been agreed with the school. See 'child not collected policy.'

Parents are to contact the school office if a child is to be picked up by someone different than usual. Parents are asked to always supervise their children when picking up. Parents are asked to be extra vigilant when they are using the playground as a car park and that they are to be aware of others when they are driving.

Staff do not hand over a child without the correct password if the adult is not the known adult picking up a child.

Activities - (3.15 pm/3.30 pm - 4.15/4.30 pm)

All staff taking activities will have completed a risk assessment for their activity and they will be aware of the Health and Safety policies and procedures in place. Staff register their children. If a child is not collected at the end of the session, they will be automatically taken to after school care. (see child not collected policy)

Parents should ensure they collect their children promptly at the end of an extra-curricular activity from the main entrance of school. They are asked to promptly leave the school premises in line with Health & Safety requirements as the front of school is a car park and vehicular access continues throughout this period.

Staff do not hand over a child without the correct password if the adult is not the known adult picking up a child.

After School Care (3.40 pm - 6.00 pm)

Designated staff are responsible for the pupils. Pupils are registered on arrival.

Parents are asked to collect their child from the dining room entrance of school. If children are not in the dining room, there is an after-school care telephone number which can be called to speak to a member of staff. They are asked to promptly leave the school premises in line with Health & Safety requirements as the front of school is a car park and vehicular access continues throughout this period. There are three members of after school staff until 5pm and then two members of staff for the remainder of the session. Staff do not hand over a child without the correct password if the adult is not the known adult picking up a child.

If a child is not collected at the end of the After School Care session see 'child not collected policy.'

Supervision of pupils on trips

For detailed information refer to School Trips policy

Staff absence cover supervision

Staff will be informed if they are to cover for absent colleagues as early as is practicable.