



# **SUPERVISION OF CHILDREN POLICY**

**Consistent with Keeping Children Safe in Education**

**Applies to:**

- the whole School, including the Early Years, along with all activities provided by the school, inclusive of those outside of the normal school hours
- all members of staff in our school, including all permanent, temporary and support staff, Proprietor, Advisory Board members, volunteers, contractors and external service or activity providers.

**Legislation Framework**

This policy has due regard to all relevant legislation and statutory guidance, including but not limited to:

Independent School Standards Regulations 2014 (ISSR);

Childcare Act 2006;

Employment Rights Act 1996;

DfE (2024) 'Statutory framework for the early years foundation stage'

DfE (2023) 'Working Together to Safeguard Children'

DfE (2023) 'Keeping children safe in education'

DfE (2019) 'Reducing teacher workload'

**Availability:**

This policy is available on the School website.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. The key priorities from the review are incorporated into the School Development Plan on an annual basis.

**Reviewed by:**



**Michelle Jenkin (Headmistress)**

**Date: 1<sup>st</sup> September 2025**



**Kane Andrews (Proprietor)**

**Date: 1<sup>st</sup> September 2025**

**Related Documents:**

- Safeguarding Policies
- Missing Child Policy & Procedures
- Behaviour Policy
- Anti-Bullying Policy
- Health and Safety Policy

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## **INTRODUCTION**

This policy sets out the provision and procedures for the supervision of children at the start of the school day, during break/lunch times and at the end of the school day. Procedures for dealing with personal accidents are also given.

## **SUPERVISION DUTIES FOR STAFF**

There is a list of supervision duties issued, regularly reviewed and displayed in the Staffroom. All staff are responsible for checking and noting their own duties. Any changes must be agreed and marked on the rota on the staffroom notice board. The outline arrangements for playground supervision are the same at morning break and at lunchtime.

## **START OF DAY**

### **Before the start of School**

Children are not the responsibility of the School until they have been dropped off at the designated place at, or after 8.00am. In exceptional circumstances, if a parent needs to drop a child off before this time, they must make arrangements with the Headmistress. Children may be dropped off at the school gates from 8.00am until 8.25am. Members of staff are present at the gates each morning and supervise the children and site security until the gate is securely locked at 8.25am.

All children in the Prep School must keep their belongings on the playground, in the bag stores provided, until the bell is rung at 8.30am, when children are then supervised to enter the school premises.

Any late arrivals should enter through the front door. The pupil will be escorted to their classroom by a member of staff.

### **Registration**

- Each class is registered at 8:30am and registers close at 8.45am.
- Afternoon registers are taken at the start of the afternoon session (1.30pm).

Any absence which is unaccounted for will be queried by contacting the parents/carers of the child.

## **DURING THE SCHOOL DAY**

### **Collection and return to school**

Where a pupil arrives late or requiring to be collected early (for example, for medical appointments or in the event of the child going home unwell), the member of staff supervising the arrival / collection will record the arrival or departure on Compass, providing both the time and reason.

### **Collection of a child to a private lesson during the school day**

Peripatetic teachers will provide class teachers with a rotating timetable so that the same lesson is not missed each week. All peripatetic teachers will accompany the child from their classroom and return them to their correct class after the lesson.

### **MEALTIMES**

Teaching staff and other adult staff members supervise the children at lunchtime. There are two lunch sittings;

- the first sitting is for children in the Early Years, who are supervised by qualified Early Years staff; and
- the second sitting is for the Prep school children, who are supervised by teachers and adult staff members.

The children are served food by appropriate trained members of staff.

### **CHANGING**

When changing in an out of uniform, for example for Games or Swimming, children are supervised according to need and age:

- Children in Early Years through to Year 3 are supervised by an adult in the changing area.
- Children in Years 4 to 6 change in the designated area with or without adult supervision in the room. When a member of staff is not present in the room, the door will remain ajar, and a member of staff will be present outside of the door. In the event of an emergency or urgent need, the member of staff will enter the room to attend to the matter.

### **PLAYGROUND/OUTDOOR SUPERVISION**

#### **Prep School**

The designated play area for the Prep School is the main playground, which will be used in fine weather. 'Wet Play' refers to a playtime that is not deemed to be safe on the playground, and supervised play will then be moved indoors. This may be due to meteorological conditions or any unforeseen condition.

Teachers and other adult staff members supervise pupils at all break times. Codes of behaviour and practice are established by the children and staff in PSHE lessons. Older children take seriously the responsibility of caring for younger children at break times and see this as part of their daily role at St Johns Priory.

#### **Little Prep and Reception**

Children in our Early Years setting have access to "the garden", a secure, enclosed lawn and outdoor play areas within the Early Years setting. The children are appropriately supervised by qualified staff at all times when using the outdoor area.

**Lunchtime play follows the playground supervisions as detailed above.**

## **GENERAL GUIDANCE FOR PLAYTIME SUPERVISION**

Supervision is undertaken by circulating amongst children and observing all areas of the outdoor area. During episodes of wet play, the supervising staff members will similarly circulate amongst the children in the designated area.

### **Medical incidents and first aid**

There will be at least one trained First Aider present for each break duty. The first aider will attend to minor accidents and send for additional support if necessary. The staff member attending a medical incident must complete a Medical Incident Form on Compass as soon as possible. The form should be completed with as much detail as possible. Where a head bump has been sustained, the Head Bump Medical Incident Form should be used.

### **Playground rules**

Children are expected to follow the playground rules, which are displayed in classrooms and in communal areas around the School. In the event of an incident taking place on the playground, the supervising staff member must complete an Incident Form on Compass as soon as possible. The form should be completed with as much detail as possible.

No child may leave the playground without first notifying the staff member on duty. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission from the staff member on duty and must report to the same adult upon their return. In the event of an emergency, the children will be accompanied by a staff member.

Playground Monitors and Prefects are responsible for encouraging positive play, supporting younger pupils in resolving disputes and overseeing the safe and correct storage of playground equipment at the end of break times.

Children are expected to respond to the bell; stopping play when it is rung and listening for instruction.

At the end of play, children are expected to line up in an orderly fashion.

### **Equipment**

Equipment from the store may be used by any year group. The staff member on duty will determine whether particular equipment is appropriate and safe, taking into account weather conditions. Equipment must be used in the appropriate manner and put away when finished with.

## **END OF THE SCHOOL DAY**

### **Little Prep and Reception**

The school day ends at 3.20pm and parents/carers enter the School grounds via the main gates and make their way via the steps to the Early Years main entrance, where their children will be dismissed by staff members.

After school clubs and activities run until 4.30pm, when children may be collected from the main playground.

Our Afterschool provision runs until 5.30pm. Parents/carers collecting children from Afterschool after 4.35pm will need to press the intercom buzzer at the main door. Once verified, the parent/carer will be “buzzed” in and, after checking that the door is securely closed behind them, should make their way to the Afterschool room, where a member of staff will dismiss their child to them

### **Prep School**

School ends at 3.30pm and parents/carers enter the School grounds by the main gates and make their way to the main playground, where their children will be dismissed by staff members,

Prep is offered to pupils in Years 3-6 until 4.30pm, when children may be collected from the main playground.

After school clubs and activities run until 4.30pm, when children may be collected from the main playground.

Our Afterschool provision runs until 5.30pm. Parents/carers collecting children from Afterschool after 4.35pm will need to press the intercom buzzer at the main door. Once verified, the parent/carer will be “buzzed” in and, after checking that the door is securely closed behind them, should make their way to the Afterschool room, where a member of staff will dismiss their child to them

**In the event of a child not collected from school, the procedures detailed in the Missing Child procedures will be followed.**

### **SUPERVISION RATIOS**

Our School has determined minimum levels of supervision, as follows:

#### **Little Prep and Reception**

Ratios are observed in line with regulatory guidance in place at the time (specifically, the DfE (2024) ‘Statutory framework for the early years foundation stage’).

#### **Prep School**

Playtimes - 1 teacher to 30 pupils

### Day Visits

For day visits there must be at least one teacher in charge of any party, however, adults other than teachers may accompany visits to provide appropriate levels of supervision.

The following adult pupil ratios are recommended for pupils of different ages, but all individual trips must be risk assessed, and the visit leader must decide on the appropriate ratios based on information about the pupils:

Little Prep	Age 3-4	1 appropriate adult to 3 pupils
Reception	Age 4-5	1 appropriate adult to 6 pupils
Lower Prep	Age 5-7	1 appropriate adult to 8 pupils
Upper prep	Age 7-11	1 appropriate adult to 10 pupils

### Other Activities

For residential visits, supervision levels are to be in the ratio of at least one adult to fifteen students and normally at least two suitably qualified, experienced teachers will accompany the party. Hazardous activities require higher ratios of adults to children, and these are determined in consultation with the Headmistress.