



Pupil Supervision Policy and Procedure

Executive Summary

This document sets out the school policy and procedures with regard to pupil supervision.

Relevant Policies: Preventing Radicalisation Policy and Risk Assessment, Safer Recruitment, Managing Allegations against Staff and Whistleblowing, Staff Code of Conduct, Fire, Health and Safety, Registers and Attendance and Child Missing from Education, Educational Visits, Visiting Speakers

Relevant Risk Assessments: Supervision, Lunch in Dining Hall, Playground, Teaching Spaces, Educational Trips, Visiting Speakers, Early Years

Relevant Procedures: Early Years Supervision timetable, Duty timetable, External Clubs

It sets out the expectations for supervision of pupils at Kensington Wade where we are committed to safeguarding and promoting the welfare of pupils in our care. The Head is responsible for ensuring that appropriate levels of supervision are in place.

We are required to ensure that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for both pupils and staff. All members of staff at Kensington Wade have a duty of care for all pupils and this includes ensuring that pupils behave in an appropriate and acceptable way throughout the school day.

Aims

The aim of this policy is to:

- clearly outline the strategies and routines adopted by the school to ensure that full and appropriate supervision of all pupils occurs throughout the school day in order to 1) minimise the risk to children; 2) maintain full awareness of the risks to our pupils and to always act accordingly; 3) ensure that pupils are suitably monitored throughout the day;
- clarify for all staff their own responsibilities and roles with regard to the supervision of pupils;
- provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

All staff are responsible for:

- discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere;

- reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.

We intend to limit the risk to children by:

- adherence to appropriate staff/pupil ratios
- regular review and maintenance of risk assessments, duty rotas and timetables
- review of supervision policy and practice at termly H&S meetings
- teaching the children the rules of safe practice

A comprehensive duty rota for break time, lunch, clubs, the Early Years and school trips helps ensure that sufficient and appropriate staff are always available to pupils.

Pupil Arrival

Pupils are not allowed on the school site without supervision.

Pupils may arrive at school from **08:00** and are expected to leave the site promptly at the end of their school day.

As pupils arrive in the morning, they go straight into the classroom (unless in EYFS, see below), where they are supervised by their class teacher or teaching assistant.

Registration

Registration takes place at **08.30** for all pupils at Kensington Wade. The register is also taken at the start of the afternoon session at **13.40**. These are taken electronically. Paper registers are also taken at the gate when pupils arrive from 08:00 to 08:15. Parents are responsible for notifying the school by telephone or email, if their child is absent for any reason. **The school will always contact the parent if their child fails to arrive at school without an explanation.**

Illness

When a pupil is taken ill during the day, school office staff will make every effort to contact parents, using the telephone numbers provided and filed in the office. **Parents are reminded regularly to update home information, change of work address etc.**

Pupil Dismissal at the end of the day

We will only hand a child over at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance.

- Pupils not attending clubs are dismissed by their class teacher at 15:30 each day
- Pupils attending clubs are dismissed by their club teacher (16:00 for Kensington Wade clubs, 16:30 for external providers)

A timetable of club start and finish times is provided to parents as well as specific arrangements for pick-up.

Staff Duties

A duty timetable is in place for morning break, lunch time and lunch play. These are sent to staff in advance of the new academic year and are displayed in the School Office and available on the server. A member of the leadership team is on duty at the main entrance of the school from **08:00** each morning.

Morning Break

Members of staff are timetabled in supervision at morning break. A duty timetable is prepared each term by the Deputy Headteacher. During a duty, staff will oversee playtimes, respond to any play which may be getting out of control, interact with pupils and identify children who appear to be alone and assist with any disputes that may occur. Expectations and details of duties are shared with staff at the start of the school year.

Pupils should not be left in a classroom at break times. Children should not be allowed to be inside during playtimes unless supervised.

Lunch

Pupils are supervised by class teachers or teaching assistants whilst they eat their lunch. Members of staff are timetabled to supervise lunch time breaks.

The duty timetable ensures that all pupils are adequately supervised at all times.

Lesson Time

Pupils should never be unattended in any classroom at any time, except in an emergency situation, where no other option is available. Early Years children will always be supervised.

In the case of pupils who are excused from sporting lessons from Key Stage 1 upwards:

- PE/Games – the pupil will watch the lesson unless the class teacher is available to keep the pupil with them; the child may go home if the parents choose.
- Swimming – the pupil will sit with a member of staff, at the poolside.

Clubs

Pupils remaining for after school clubs are supervised at all times by the member of staff who runs the activity. All Early Years pupils are supervised according to statutory ratio requirements. Staff take a register at the start and end of clubs. Specialist clubs in Early Years are supervised by a member of Kensington Wade staff in addition to the club teacher.

Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time.

Medical Support

The school has also provided paediatric training for teachers and teaching assistants enabling them to administer first aid. The names of all staff able to administer first aid are displayed in all classrooms and the school office. First aid kits are located in the in all the classrooms.

General Safety

Do not leave the class unsupervised except in an emergency and if necessary make arrangements with other staff. Early Years children will always be supervised at all times.

Electrical equipment should never be left plugged in when a teacher is not in the classroom with the exception of the computer.

- Please report any potential or actual hazard (floor etc.) to a member of SLT immediately.
- Report any loss or damage of equipment so that action may be taken to get it repaired or replaced.
- If equipment is dangerous (e.g. P.E. apparatus) take it out of use immediately and inform a member of SLT at the first opportunity.

In law it is required that you care for the children's safety as a responsible parent would. **The Health and Safety Committee** will meet throughout the year to monitor all aspects of safety around the school.

Supervision during Educational Visits

The arrangements for the supervision of pupils, including EYFS, during educational visits outside school is described in our Educational Visits Policy.

Early Years

For children aged rising-three and over (Nursery and Reception)

- There are always at least two members of staff working with the children
- At least one member of the Early Years staff has a Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification
- At least half of the other teaching staff hold a Qualified Teacher Status, Early Years Professional Status or another suitable level 3 qualification

Arrangements for the Supervision of EYFS Pupils:

On Arrival at School:

Children arrive at School from 08.00 and go to the Nursery or their classroom. They are supervised in their area and registered as they arrive and again at 8.30am

During the School Day:

Children are usually with a Class Teacher and TA. Other teaching staff will be involved in leading some activities throughout the week including PE and Music.

Break times:

Children are always supervised at break times.

Two members of staff are on duty in the playground during morning break and during lunchtime. During lunchtime, at least two teaching staff will be with the children while eating their lunch.

After School Clubs:

Clubs run between 15:30 –16.00 and 15:30 and 16:30. Parents sign up for these in advance.

Children not in clubs are picked up by their parents/carers. All EYFS clubs are run by two staff and a register is taken. Any children who are not picked up by their parents/carers on time will wait in the school office with two staff.

Failure to collect a child

If a parent fails to collect a child, the school will call all emergency contact numbers for the child. This is done repeatedly for 45mins. If, after 45mins, no contact can be made the Head will be notified and the police may be called. The DSL could also contact the referral team of the Local Social Services Office to inform them of a possible problem. Names, addresses and contacts will be shared with the local Children's Social Care Team and the Police will pass any useful information back to assist the school to locate Parents/ Carers. The Children's Social Care Team in liaison with School staff will try to identify a placement with a person known to the child. If no placement can be identified, then the Social Worker and school staff member will place the child in a foster placement as they have technically been abandoned. Notice of actions will then be left at the family home by the Social Worker / School staff member. Police and emergency duty team to be advised of the outcome.

After 24 hours a record of actions should be made by all agencies. The School records should be passed to the DSL and social care staff will seek to see the parents.

This policy should be read in conjunction with the Safeguarding Policy.

Ratios are maintained in accordance to the ages of the children.

Visitors to School

Parents or visitors are allowed in school but will be supervised at all times.

Educational Visits

For visits off site we will ensure the children are properly supervised according to the ratios below:

3-4 year olds will have an adult:pupil ratio of 1:4

5 year olds will have an adult:pupil ratio of 1:5

Responsibilities**Head**

The Head is responsible for the review and maintenance of all information, policy and procedures relating to the supervision of pupils.

Staff understand that it is everyone's responsibility to keep pupils safe.

School Staff will:

- follow school policy on safe practice

- report any concerns to the Head

Review Period

This policy shall be reviewed as new advice become available.

HM September 2025

Next Review September 2026