



SUPERVISION OF PUPILS POLICY

This policy includes the Early Years Foundation Stage (EYFS)

Policy reviewed: 30th April 2025

Policy to be reviewed: 29th April 2027

Introduction

St Wystan's School takes seriously its responsibility to ensure pupils are always supervised properly, to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all children in all year groups, including those in the early years.

Staffing and ratios in classrooms

Reception	1 teacher 1 teaching assistant, depending on class size
Forms 1 – 2	1 teacher Teaching assistant support as required and depending on class size
Forms 3 – 6	1 teacher TAs supporting 1-1 and small group interventions across Prep both in and outside the classroom.

(Max class size is dependent upon room size.)

Supervision ratios outside of school e.g. trips, walking rota

The ratios below are recommended. However, we use our discretion depending on pupils participating.

Reception (4-5yrs)	1 adult to 5 children
Forms 1-2 (5-7yrs)	1 adult to 6 children
Forms 3-4 (7-9yrs)	1 adult to 8 children
Forms 5-6 (9-11yrs)	1 adult to 15 children

Before and after school care

The ratios for Breakfast and After School Care, with the inclusion of any EYFS pupils and pupils with additional needs, are carefully monitored as below. Before and After School Care are pre-booked by parents so ratios can be adhered to.

Activity	Times	Max Capacity	Supervision ratio
Before School Care	7.45-8.25am	15	Dependent upon pupils attending
After School Care	3.40-4.30pm	25	
	4.30-6.30pm	15	

The School Day

Pupils may arrive at school from 8am for pre-booked before school care and all pupils are expected to be off-site by 6.30pm when after school care ends. Children are checked into before-school care by the supervising staff.

The School day begins at 8.25am and ends at 3.40pm. Clubs run from 3.40-4.30pm.

Pupils are not allowed on site without supervision and should not be left unsupervised in the playground or the classroom.

Registration

The register is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The Operations Manager will contact the parent immediately after registration if a child fails to arrive at school with no reason given for the absence.

During the school day

All staff are responsible for supervising the pupils during the school day and at times beyond. They are expected to follow the guidelines of any particular duty they might undertake and should always be aware of the whereabouts of each child. Around the school, much supervision is informal between lessons and during breaks and it is an essential part of the staff's supervisory role to ensure that pupils adhere to the school rules to stay safe during transition times. Pupils are not allowed to go into a room without a member of staff or to come into school during breaks without permission. When children from the Early Years are present, there is always a Paediatric First Aider on site.

Duties

The main duty times are:

- Before School Care morning duty (8.00am – 8.25am)
- Break duty
- Lunch-time duty
- After School Care duty (3.45pm – 6.30pm)

During break

To ensure the most secure play environment for all pupils, adequate teacher and teaching assistant supervision of mid-morning and mid-afternoon breaks is vital. A supervision rota is displayed in the Staffroom and the School office.

Lunchtime arrangements

During lunch, the following arrangements are in place:

To ensure the most secure play environment for all pupils, adequate lunch time supervision of lunch time breaks is vital. Staff on duty are expected to supervise as children eat in the dining hall. A supervision rota is displayed in the Staffroom and the School office. Lunchtime supervisors and a sports coach supervise in the playground, with an additional member of the academic team.

Responsibilities of Staff on Duty

- To be present in the area for which they are responsible and only to leave that area when another adult arrives to take over;
- To observe pupils' activity to detect any behaviour that may cause concern;
- To enforce the school rules;
- To challenge individuals whose presence on school premises is not justified;
- In the event of an accident take appropriate action;
- Ensure that the appropriate signal (whistle) is given on time to indicate the end of break;
- Supervision of orderly lines at the end of breaktime.

Full guidance on supervision can be found in **Appendix A**

Number of Staff on Duty

Playgrounds

Outdoor playtimes take place on the upper and lower playground. There are always 2 members of staff on duty in each location.

Lunch hall

Lunchtime supervisors and kitchen staff are in assistance serving food, clearing plates, mopping spills etc. In addition, a member of the academic staff is on supervisory duty for the duration of lunchtime. Their role is to monitor eating, manners and behaviour.

Inclement Weather

- Whenever possible breaks must be outdoor, however there will be times when inclement weather will prevent that;
- The SLT will decide whether outside conditions merit a break being declared indoors. A message should be sent, in plenty of time, to other staff for activities to be prepared for the children;
- A staff supervision rota is in place for indoor breaktimes;
- Responsible pupils from the Y6 class may be used in classes to assist in supervision but they can never be regarded as having any charge of other pupils.

Responsibilities of staff at the end of breaks

- At the end of break staff will proceed to the playground without delay to escort the children into the classrooms.

End of School Day Arrangements

Pupils are expected to leave the premises by 3.40pm unless they are attending an after-school activity. No pupils may be in any other area of the school site unless under the direct supervision of an

authorised adult. Teachers must ensure there is a direct handover to parents and carers or to after school care.

Parents are asked to let the school know if an unfamiliar adult is collecting a child. If an unfamiliar adult is collecting a child without communication from the parents, the teacher should take the child to the School Office where a member of the SLT will call the parent to check arrangements. Any unfamiliar adults collecting a child are required to show a form of identity

Non-Collection Arrangements - End of School Day/Clubs/Sports Fixtures

If a pupil is not collected at the expected time they will be supervised in the School Office whilst a call is made to the parents. The pupil may be placed in after school care if the parent is further delayed and there is space for the pupil within supervision ratios.

After School Activities

When attending an after-school activity/club, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity/club. Pupils should not leave without the authorisation of the adult leading the activity/club. Staff must ensure there is a direct handover to parents and carers or to after school care.

Sporting Fixtures

PE staff supervise students when at fixtures. Parents are always informed of the finish times to allow them to arrange the pick-up of their child. Pupils should not leave without the authorisation of the adult leading the activity. Staff must ensure there is a direct handover to parents.

Leaving the Site during the School Day

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave with their parent or carer. Any pupil leaving the premises will be signed out and back in as necessary.

Supervision during PE Lessons, including Changing Arrangements

PE lessons are supervised by members of the teaching staff. When pupils are changing, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy.

Supervision in Remote Locations

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the stairs from the Reception classroom to the top floor of the building as well as the grounds, maintenance, catering and caretaking areas of the school. Staff should be vigilant that pupils do not enter these areas of the school and ensure that pupils are aware of these areas through discussions and appropriate signage.

Volunteers, visitors and speaker in school

A risk assessment is completed for any volunteer, visitor or speaker in school to ascertain the appropriate background checks required and the level of supervision required. The risk assessment is overseen by a member of the SLT. For speakers in School, the content of the talk/workshop is vetted in advance, by a member of the SLT, to ensure radicalising does not form part of the talk.

Staff Induction

All new members of the teaching staff, including temporary staff and volunteers receive induction training into the school's expectations of the appropriate levels of pupil supervision.

Appendix A

Break time supervision – guidance for all staff on duty

To ensure SWS pupils are safe at break times we need to ensure we have adequate supervision in place and that the supervision is effective.

Please read the scenario below:

A group of twelve children were playing on a school playground when a six-year-old girl fell from the structure and severely broke her arm. Two members of staff were supposed to be supervising the students, but sitting together and were in the middle of a conversation when the accident occurred. It turned out the girl was attempting the walk across the monkey bars, lost her balance, and fell. If the staff were supervising properly this injury not would have occurred.

Ineffective supervision can lead to safety risks for our pupils. As well as this, negative behaviour can be missed. By following the guidelines below, we can ensure our pupils are well-supervised and, as a result, are safe.

1. Constant Supervision

Maintaining supervision is the only way to keep children safe on a playground. Anytime you are supervising children distractions will arise. If, for whatever reason, your attention is required elsewhere, please ensure another colleague is there to continue supervising the children or get the other children off the playground equipment as quickly as possible. For example, if a child is injured on the playground you will need to take your eyes off the other children to address the situation. If this occurs, make sure another colleague is there to continue supervising.

2. Maintain Appropriate Surveillance Positions

Another important component in ensuring safe playgrounds is proper positioning of staff, ensuring as much of the playground is visible as possible. Obstructions such as walls, trees, groups of children etc will hinder the ability to observe the entire area at once, which is why it is so important to position yourself appropriately and to rotate around the area.

3. Monitor use of equipment

We want our pupils to have play choices. However, it is important that any equipment is being used as it should be and in a safe manner. Adults on duty should monitor the use of equipment and intervene immediately if it is being used inappropriately.

4. Interaction with other adults

People watching children at the playground often strike up conversations with one another. This situation hinders supervision since both adults are distracted, and certain areas will not be completely supervised due to inadequate positioning. Conversations should be kept to a minimum.

5. Mobile Phones

In accordance with the code of conduct at SWS, the use of mobile phones is not allowed by staff during the school day, including at breaktimes, unless related to their work.

6. Active Supervision

Active supervision is the intentional and focused observation of pupils at all times. Active playground supervision is essential to ensure children are safe during break and lunchtimes. Adults supervising the playground should scan the playground to observe and listen for potential issues. It is important to be alert and constantly monitoring the situation.

7. It's a shared responsibility

If you are on duty, you have 100% responsibility for the children in your care, and it is important that you respond and react to situations as they arise.

The dos

- Ensure constant and active supervision - observe, monitor, be alert, intervene immediately
- Have a good vantage point, scan the playground, rotate around the area and ensure more hidden areas are checked frequently
- Keep your attention on the pupils
- Monitor use of play equipment and intervene immediately as necessary
- Restrict conversations with staff, unless asking them to assist with an issue
- Be proactive
- Take full responsibility

The don'ts

- Spend break time talking to other adults
- Limit the areas you supervise, remain in one area
- Ignore behaviour, hoping it will resolve itself – it definitely won't
- Leave it for a class teacher to solve later – intervene at the point of the problem but do let the class teacher know after break
- Use your mobile phone

Thank you for supporting us to keep our pupils at SWS safe and creating a happy environment for all to play in.

Appendix B

Lunchtime / Breaktime Supervision for Pupils using the Toilets

- A pupil must ask a member of staff before leaving the playground to go to the toilet;
- Pupils are permitted to go into the toilets only and may not be given permission to return to classrooms or other parts of the building;
- A toilet pass must be given to pupils entering the building to go to the toilet;
- If the pupil is in Reception or Form 1, then an older pupil must accompany them.
- Only 1 pupil should go into toilet cubicles at a time;
- During break and lunch times, pupils may only use the toilet in the foyer;
- No child should be walking around the School for an extended length of time alone during a breaktime or lunch break.

POLICY DEVELOPMENT AND REVIEW

This policy document was produced in consultation with the entire school community, including school staff and Governors.

Reviewed by	Headteacher		
Date Reviewed	30 th April 2025		
Date of Next Review	29 th April 2027		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No