ALDENHAM
PREP SCHOOL

Supervision Policy (including EYFS)

Managed by:	Updated:	Review Date:
S M Galpin	August 2025	August 2026

Head's Authorisation:	Date:
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Mrs S M Galpin	

INFORMATION

This is a copy controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Scope

Appropriate supervision of all pupils at all times is an essential component of the School's responsibility to promote the welfare of pupils. The level of supervision will vary depending on the activity taking place and if necessary, a risk assessment is carried out to ascertain what level of supervision is necessary. The safety and security of pupils is the key to this.

This policy and the following procedures advise on how staff are deployed to ensure the proper supervision of pupils on and off site.

There will inevitably be times during the day where older individual pupils will not be subject to the close supervision that they are used to in lessons. This is one reason why a high standard of behaviour, self-discipline and common sense are expected at all times.

Teachers and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.

Staff Induction

Teacher induction includes ensuring that new members of staff are aware of the Supervision Policy. Each new member of staff has a mentor and this awareness is facilitated by them.

Security of the site

Although our site is rural, we are mindful of the risks to safety and security. Pupils are taught about their own safety during PSHE lessons.

All staff access the school through maglock protected doors and gates. They carry an ID badge on their person at all times which also opens these locks.

Staff are reminded to close all windows at the end of the day.

All staff who need to have padlock keys for the gates in the external fence have them.

All keys are registered to the member of staff when they are issued and have to be handed back to HR when the member of staff leaves employment.

Visitors to the site sign in electronically and carry their ID photo sticker in a highly visible lanyard while on the premises.

Supervision whilst travelling to and from School

Most parents bring their children to school by car and are therefore responsible for ensuring they do so safely. During the 'Drop and Go' period in the morning, a member of school staff helps children to get out of their car and into school safely.

A small number (usually 5-10 pupils) travel by School coaches. These are not supervised by staff, but all pupils (aged 7-18) agree to be bound by the Bus Rules and Code of Conduct.

Each Prep pupil is given a travel buddy. Children are supervised by Senior Staff across the zebra crossing after they have alighted. They walk down to Prep unescorted, but through the School grounds. Children are escorted to the coach park at the end of the day and are waited with until the coach leaves.

Registration

The children are registered as they enter the building for Breakfast Club or at their various year group entrances by a member of school staff. They are then met in the classroom by class teachers. This register is secured in the office (Years 1-6), and Nursery office (Nursery and Year R) until the registers are taken electronically. The School will contact the parents if a child fails to arrive at school without explanation. Each class has a fire register that is kept in the class medical bag, which moves around the school with them.

Medical Support

Medical Support is available from all first aid trained staff including pediatric first aid trained staff. The names of such staff are displayed in the first aid areas.

The qualified Nurse in the Health Centre can be called upon. See First Aid and Medical Policies.

Transition to Less Supervision

While the children's safety is of paramount importance, alongside it comes a need to foster independence and an ability to calculate and manage risk as the children become older. Therefore, in Year 6 children transition during the year to travelling around the site at times unaccompanied. This is facilitated by Eco-Warriors attending to recycling; movement between fixtures on various parts of the site; attending rehearsals in the theatre during the Summer term etc.

Duties

Duty schedules are compiled by the Key Stage Leads. These duty rotas are compiled in accordance with current adult: child ratios advised by national education authorities for specific age groups.

These schedules are updated each term at least, are clearly displayed in staff work areas and are circulated freely amongst all staff members. Each member of staff is individually responsible for ascertaining what and where their duties are at any given time of the school year.

It is the shared responsibility of all members of staff to ensure that the system functions efficiently and smoothly by:

- Arriving on time for duties;
- Taking care to note that the pupils are behaving in a sensible manner;
- Checking that pupils are not in areas that are out of bounds; and,
- Completing the duty at the stated time and encouraging the pupils to go to their next appointment punctually and in good order.

The specifics of all duties, together with how to respond to any perceived risk, accident or any other kind of emergency, are made clear together with these schedules and in the Aldenham Prep School Staff Handbook.

Playground Code for Staff on Duty (including EYFS)

- Always make sure that the boundaries to the play area are secure on entry and that the gates have been closed correctly after children enter the playground;
- Headcount on entry to, and exit from, the playground in EYFS;
- Be in possession of walkie-talkies and outdoor keys if necessary;
- Carry a First Aid kit;
- Ensure all classes have their medical bags.
- Ensure the correct number of staff are on duty with you; if not, alert staff to ensure pupil: staff ratios can be correctly maintained;
- Be aware of the specific rules of that department's playground;
- Ensure the correct and sensible use of school equipment;
- Walk around the playground and watch and or integrate with the children all the time; do not stand and talk to each other.
- Staff on duty should encourage appropriate play behaviour and initiate a variety of new and inclusive games;
- Blow the whistle to stop play immediately if behaviour is inappropriate;
- Have time out for children who misbehave (See Behaviour and Discipline Policy);
- If a serious incident happens in the playground, use the school mobile phone or walkie-talkie to get a message to staff inside school for assistance. Do not leave the injured child. When the child has been dealt with, write up notes of the accident (with advice from senior member of staff) – this may be needed in case of any negligence claims;
- If a child receives a minor injury in the Prep School or playground the child should receive the appropriate medical attention (see First Aid Policy).
- All accidents should be recorded on an accident report form, signed and handed to the Head, after which it will be filed in the office (see First Aid Policy). Parents are informed.
- All head injuries must be recorded and reported to a qualified first aider (usually the class teacher). Across the Prep School a red 'head bump' letter must be sent home even if it is only a minor bump and a phone call is made to parents. Vagueness and sickness indicate possible concussion and prompt medical attention should be sought;
- If a child has been sick remove them to a quiet place - they will then be sent home (when possible, arrange for the area to be cleaned);
- The end of playtime should be signaled by an initial ring of the bell/ blow on the whistle, on which the children should stop and stand still. This should be followed by a second ring of bell/ blow on the whistle on which the children line up in their classes; and,
- At the end of playtime in Prep, each class should be brought in by the Class Teacher. In Pre-Prep or Foundation Stage by the staff who have been on duty.

Before School Care

Foundation Stage (Nursery and Reception) Breakfast Bears takes place in Nursery from 8.00am to 8.55am and places must be pre-booked. Children attending Breakfast Bears are taken to their classroom at 8.50 by FS staff. **Nursery** children not attending Breakfast Bears are brought to the Nursery main entrance by their parents at 9.00. **Reception** children not attending Breakfast Bears are brought to the Reception entrance by their parents at 9.00.

Early Birds for Y1-6 is provided for children arriving on the buses or for those parents who would like to drop off their children earlier than normal school hours.

The **Prep School** opens at 8.00am in the morning for Early Birds and Breakfast Club. No pupil may enter the Prep School until the school is officially open and ready to care for pupils on the premises. The signal that the Prep School is open each morning is made when the morning

duty staff member takes up their station at the door at 8.00am. Staff members whose children attend the Prep School may also have their children with them prior to the school opening. Staff children are the responsibility of their parents until the school is open and the parent hands over the child to the member of staff on duty.

Breakfast Club for Y1 – 6 runs from 8.00am until 8.30am and must be booked in advance and parents will be billed at the end of term. At 8.30am Years 3-6 are released to go to their classrooms. Years 1 and 2 are supervised until 8.45am and then taken to their classrooms. At 8.45am the registers are taken electronically.

All external doors and gates are secured shut before the member of staff on duty leaves their post.

Lunchtime

EYFS The children are supervised throughout the lunch period according to ratios published in the EYFS statutory framework.
When moving between rooms, before going out to the playground and before returning to the classroom a headcount is taken.

Children are encouraged to behave in a quiet and orderly manner throughout.

Pre Prep At approximately 11.50am Y1 and 2 visit the toilet and wash their hands before lining up in their classrooms with teacher and TA. A headcount is taken and staff on duty take the children to the Dining room. The children are supervised through the servery and in the dining room and go out to the playground when they are released. Children are encouraged to behave in a quiet and orderly manner throughout.

Prep Y3 and 4 are dismissed from their classrooms at 11.55am. Y5 and 6 are dismissed at 12 noon. The children go straight out to the playground (school field in warmer weather) for their lunchtime play under supervision of Midday Supervisors and a teacher / Teaching Assistant. At approximately 12.20pm the children are supervised to and through the servery and in the dining room and go out again to the playground (school field in warmer weather) when they are released. The last member of staff to leave the dining room checks the whole area to make sure that no children remain. Children are encouraged to behave in a quiet and orderly manner throughout.

Lunchtime Clubs / Individual Lessons

Some children attend lunchtime clubs according the list held by a member of staff on duty.

After School and Out of School Hours Activities

(cross ref to EYFS Missing Child Policy and Arrangements When a Child is not Collected and Uncollected Child Policy)

Members of staff who hold ‘after school’ or ‘out of school hours’ clubs or activities of any description are responsible for dismissing those pupils into the care of the person who collects them from school or for seeing them safely off the premises if the pupil walks home.

Pupils who are not collected on time after school

If a pupil is not collected after school by 3.40pm, the member of staff releasing the child contacts the parents and the child is booked into Late Club until the parent arrives. We will follow our EYFS Missing Child Policy and Arrangements When a Child is not Collected and Uncollected Child Policy.

Pupils who are regularly collected later than the advertised time

Should members of staff become aware that a pupil is collected beyond advertised time regularly; they should report this fact to a member of the SLT. The Head will contact such parents to clarify picking up arrangements and the associated timings.

Collection Information

Across Prep from Nursery to Y6 a note is made on a class specific clipboard each morning about changes to routine collection as necessary e.g. 'John (Y4) is going home with Xinyi's Mum (Y5) tonight.' The clipboard is checked by staff at the end of the day before pupils are released to whoever is collecting them. Should an adult arrive to collect a child other than the usual adult, a phone call is made to the child's parents to verify the arrangement. If verification cannot be confirmed, the child must not be released to the adult.

The member of staff releasing the children records the collection of each child at the end of the school day. This record is then handed into the school office.

'Out of Bounds'

The following areas are to be considered 'Out of Bounds' for all school activities. The list is not exhaustive and members of staff should use discretion at all times in allowing pupils access to any part of the school.

- Any classroom unless a teacher is present in the room. During wet-breaks classrooms must be regularly patrolled and visited.
- Plant room
- Wheelie Bin storage area
- Woodland across Button Field unless accompanied by staff as part of a lesson or club.
- Button Field unless accompanied by staff.
- Any internal driveways, public or private road, parking areas.
- Laundry
- Staff Room (including staff pupils before and after school).
- Any garages and sheds in the vicinity of the Prep school and surrounding areas.
- Any staff housing or accommodation (unless specific permission is agreed by Head of Prep).

Transport - Minibuses

Minibuses are used in the Prep School for transporting Years 5 and 6 to swimming, sporting fixtures and short trips for only one year group. Children are always counted on and off the minibuses.

On short journeys, one member of staff may operate a minibus without escort. In the event that permission is granted for a minibus to be used for a longer journey, it is essential that there is a second adult travelling in the vehicle.

There must be no more than 14 children travelling in the rear of the minibus. All must wear seatbelts. No Prep School pupils may sit in the front of the minibuses, unless with explicit permission from their parent.

It is the responsibility of the driver to ensure that any baggage, such as games clothes, bags, etc. should be stowed in such a way that no exits are impeded. Before departure, all doors must be shut by the authorised driver. Exits must be unlocked and operable from both sides.

On short journeys, when the driver is unescorted by another adult, if children need to be reprimanded, this should be done when the vehicle is stationary and legally parked.

The children should be given appropriate instruction and, if necessary, practice in being able to evacuate the minibuses quickly in an emergency.

Transport - Coaches

Coaches are used in the Prep school for transporting Years Reception to Year 4 to and from swimming and for longer distance school trips. Nursery travel in coaches for their school trips.

Children are always counted on and off the coach. Pupil to adult ratios for trips are stated in the Educational Visits Policy.

All coaches used by the Prep School are fitted with seatbelts. Children are to remain seated throughout the journey with their seatbelts fastened. Adults are dispersed throughout the bus to supervise behaviour. It is also the adults' responsibility to make sure all baggage is safely stowed.

Off-site Visits and Learning Outside the Classroom

EYFS supervision ratios are adhered to during educational and off-site visits. For older children, the necessary ratio is judged on the trip itself. See the Educational Visits Policy.

Supervision Policy

Document History

Date:	Pages:	Amendments:	Reason:	Name:
27/11/19		Policy Re written		V Gocher
14/10/20	1 2 3 4	Drop and Go Registration Inclusion of medical bags Breakfast Clubs Prep supervision from 8.30am	Update in procedures	RMcTavish, S Galpin, V Gocher
11/8.21	various	various	To update move of school to new building	V Gocher
8.8.22	4	Lunchtime arrangements updated for Years 3-6	Update in arrangements	S Galpin
8.8.22	Front cover	Change of position and name change; new crest	Update on change of role and position and updated crest	S Galpin
8.8.23	Front cover	Removal of Acting from Head	Permanent role appointed	S Galpin
8.8.23	3	Removal of Deputy Head and replacement with Key Stage Leads	Management structure in process of being reviewed	S Galpin
8.8.23	4	Removal of (for Years 3-6) and Deputy Head (for Nursery to	Management structure in process of being reviewed - Head now signing off all	S Galpin
8.8.23	6	Removal of Deputy Head and replacement with Key Stage Leads	Management structure in process of being reviewed	S Galpin
8.8.24	2	Removal of 8.30am in 'Registration'	Change of procedure	S Galpin
8.8.24	3	Removal of 'ring the bell'	Only whistles now used	S Galpin
8.8.24	5	Change in procedure of what happens when a child is not collected after school	Update and clarification in procedures	S Galpin

8.8.24	5	Inclusion of staff / recording when a child has been released to parent / agreed adult at end of the school day.	Clarification and update of procedures	S Galpin