BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

Whole School Supervision Policy

Document created by:	Created On:
Reviewed Sarah Hollis	January 2016
Reviewed Michael Doyle	July 2026

To be reviewed by:	Review date:
Head Teacher	September 2027

BUCKINGHAM PREPARATORY SCHOOL

SUPERVISION POLICY

Revised: July 2026 (to be reviewed in September 2027)
This policy applies to EYFS, Infants and Juniors.

BUCKINGHAM PREPARATORY SCHOOL

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- Safeguarding and the Welfare of Children Policy
- Equal Opportunities Policy
- Risk Assessment Policy
- First Aid Policy
- Staff Code of Conduct and Handbook
- Fire Policy
- Health and Safety Policy and all linked policies

INTRODUCTION

This Supervision Policy has been reviewed by the Head, SMT and thereafter reviewed and approved by the governors. This policy will be reviewed annually.

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. At BPS including Pre-School we provide a welcoming, safe, stimulating and challenging learning environment where children are able to enjoy learning, to grow in confidence, to fulfil their potential and meet their individual needs.

This policy, the ***Staff Handbook*** and linked policies focus on how all the staff ensure the welfare and safeguarding through good supervision procedures and practice.

PART 1: SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE

At BPS including Pre-School we ensure that :

- We take any necessary steps to safeguard and promote the welfare of the children including taking any necessary steps to promote the good health of the children and prevent the spread of infection, and take appropriate action when they are ill. Refer to the ***First Aid Policy***.

- All the pupils feel safe and are safe throughout the day. Refer to the ***Fire Risk Policy*** and ***Security of the School Site Policy.***

- Our good supervision practice is to continually risk assess the school environment and all aspects of school life. Risk assessments in the school are carried out regularly. Risk Assessment forms are available from the shared area. Refer to the ***Risk Assessments***, ***Health and Safety Policy and the Educational Visits Policy.***

- All the staff and volunteers report any concerns, evidence of bullying, identify the signs of possible abuse, and know the procedure for dealing with a disclosure. Refer to the ***Safeguarding and the Welfare of Children Policy (Safeguarding) Policy***, ***E-Safety Policy, Anti-bullying and Cyber Bullying Policy, Behaviour and Sanctions Policy*** *and* ***Whistle Blowing Policy***

- We promote a positive approach to good behaviour from the children and manage it effectively in a manner appropriate to their stage of development and their particular individual needs. All staff are required to be positive role models at all times. (Refer to the ***Staff Handbooks***, ***Whistle Blowing Policy, Intimate Care Policy***, ***Behaviour and Sanctions Policy***, and ***Complaints Policy,***

- There is guidance for staff, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil e.g. in 1-1 situations, sports coaching etc. Refer to the ***Staff Handbook*** *and* ***Staff Code Of Conduct***

Suitable people/Safe Recruitment

At BPS including Early Years we ensure that all adults looking after children, or having unsupervised access to them, are suitable to do so. This is achieved by ensuring that all staff, including supply staff, are DBS checked, have appropriate qualifications, training, skills and knowledge and are identity checked. (Refer to the ***Safer Recruitment Policy, Volunteers and Work Experience Policy.*** Staff arrangements are in place to ensure safety and to meet the needs of the children. All pupil staff ratios in the EYFS are as stated in the Early Years Statutory Framework 2024 and the **Educational Visits Policy.**

PART 2: Supervision

1. Supervision in the Early Years

- In Pre-School and Reception we follow the supervision and staffing requirements as stated in the Early Years Statutory Framework 2024.

- In Pre-school and Reception the children should be supervised at all times, with staffing arrangements in place to meet the individual needs of all children. All ratio guidelines are

complied to, both indoors and outdoors, as stated in the Early Years Statutory Framework 2024. In some circumstances a higher ratio may be required.

- Volunteers and students under the age of 17 cannot count towards the ratios and must be supervised at all times. Individuals aged 17 and above, who are on long-term placements may be included in the ratios if the Head Teacher and management team are satisfied that they are competent and responsible.
- When the Pre-school and Reception are integrated the teaching staff must use their discretion in establishing suitable ratios for these mixed groups based upon the EYFS welfare requirements. It may be appropriate to exceed the minimum requirements in order to meet the needs of individual children.
- In the EYFS a named member of staff will hold the position of the assigned 'key person' for each child. The 'key person' must meet the needs of each child within their care; respond sensitively to their feelings, ideas and behaviour. They must talk to parents to make sure that the child is being cared for appropriately for each family.
- In cases of staff absences or emergencies suitable arrangements are made in order to ensure staff/child ratios are compliant to legal requirements. When such disruptions occur there should continue to be a consistent experience for the child

Supervision of Playground (see Risk Assessment):

Any child not using the playground equipment appropriately is spoken to immediately and reminded of its safe use. Sanctions are used for inappropriate play. All injuries are entered in the Accident Folder. The children are assessed by the qualified First Aiders initially and given first aid as required or sent to the medical room under the supervision of the Pre-School staff.

Supervision at playtime

Staff need to be observant and must monitor play at all times including play equipment. A member of staff **must** accompany the children to the main school playground and climbing frame and remain with them at all times. When using the outside play equipment Pre-School staff will accompany their children and stay within the supervision guidelines set in the Early Years Statutory Framework 2024.

Lunchtime Supervision:

Pre-school and Reception will eat in the main hall with the rest of the school. Pre-school staff will assist the Pre-school children during this time and ensure they stay within ratios and guidelines set the Early Years Statutory Framework 2024.

Supervision after School:

Pre School

The school day in Pre-School finishes at different times and the children are handed to their parents or known adult by the practitioners.

Reception – Year 6

If a child is attending a club after the school day then the member of staff will escort them to the activity and parents will collect them from the side gate as on a normal school day (the front door in

bad weather). It is the staff member's responsibility at the end of the club to hand the children over to the parent or named adult or to take them to the After School Club
(Please refer to the Uncollected Child Procedure Policy.)

No child will ever be left unsupervised for any reason.

2. Supervision Key Stage 1 and Key Stage 2

Role of the 'Green Ties' – The 'Green Ties' play an important role in helping the staff and set a good role model for the younger pupils.

Staff pupil ratio on Educational Outings - please refer to the ***Educational Visits Policy***

Outdoor play equipment and Facilities - Pupils are allowed to play on the playground equipment when the member of staff on duty has given permission. Small play equipment is available for break time use and the member of staff on duty is responsible for ensuring that pupils have safely tidied away the equipment that has been used.

Thinking Bench and Quiet Area – a bench is provided in the school playground to allow pupils to think about their behaviour or if they need time alone to think about issues that have upset them.

Toilet 'accident' – if a pupil wets or soils their pants the supervisory staff have the duty to make sure the pupil is dealt with quickly and efficiently while ensuring that the pupil's privacy is respected. Please refer to the ***Intimate Care Policy*** for guidance.

Supervision Duties

Timetables of the current duties rota are located on the staffroom notice board and the 'week ahead' form is emailed to all staff weekly.

Morning Supervision

- The Breakfast Club runs from 7.30- 8.00 am. It is supervised by an adult.
- Pre School breakfast is supervised by the Pre School staff from 8am onwards.
- The children start to arrive at school from 8am and are supervised by duty staff in the designated area.
- Between 8.00 am and 8.30am children are supervised in the large playground.
- The supervisory staff will vet the arrival of everyone entering the premises, take messages, and deal with matters arising regarding After School Club and collection or any other welfare issues.
- At 8.15am Infant pupils are expected in their classrooms.

- At 8.30am Junior pupils are expected in their classrooms.

- Pre School and main school have an intercom link with the pupils' main gate entrance, all other areas of BPS are protected with a key pad security system. There is also CCTV at the Pre School gate and the school main door and the side of the school building.

Morning and Afternoon Break Supervision

- All playtimes are supervised by School staff both in the front and back playgrounds.

- Any accidents needing attention will be brought to the attention of the member of staff on duty. The teacher who witnessed/dealt with the accident will need to complete an accident form to be filed with the designated first aid member of staff. Any head injuries will result in a yellow card taken home to inform the parent.

- Should the weather prevent the children from playing outside the staff will follow the wet weather rota/ timetable; Junior school pupils will take their break in the classrooms under the supervision of the duty teacher/s. Infants will go to their classroom. There will be Pre School play in their own designated area. Reception will have the minimum members of staff to ensure their ratio for supervision is correct.

- Pupils are expected to remain in the outdoor play areas unless they ask permission to enter the school building for a particular reason such as to use the toilet.

- If pupils need to enter the building they must ask permission of the adult on duty and enter in pairs at all times.

- At the end of break, teachers collect their own class from the playground.

Lunch Time Supervision

- Lunchtime is split into two sittings.

- The ***first sitting*** will be Pre School to Year 2 and occasionally a small selection of Year 3 - 6.

- The ***second sitting*** will be the Juniors

- Both sittings are supervised supervised by the teacher on duty and they must encourage good manners and orderly behaviour, after which they go outside to the playground, weather permitting. Every effort is made to ensure that the children are encouraged to eat a balanced and healthy diet.

  Pupils are expected to:-

  1. *Remain quiet until their table is called up to collect lunch then line up quietly*
  2. *Sit on allocated tables*
  3. *Eat what they take for lunch unless they ask for permission to throw what they have not eaten.*
  4. *Have acceptable table manners.*

5. *Have tidied their plates/cups/cutlery away; go straight to the playground after putting on coats.*
6. *To be responsible for leaving the DH tidy including wiping their own tables.*

- Outside lunch time supervision is the responsibility of the Playground Supervisor and staff on duty. There is a clear school rota in place.

- Any accidents such as minor grazes or bumps can be reported to and dealt with by the staff on duty. See ***Accident Reporting policy*** and ***First Aid Policy*** More serious accidents are dealt with by First Aid trained members of staff. Pre-School have first aid trained members of staff.

End of Day Duty Supervision 3.30pm – 4.30pm

- All pupils are dismissed from the side gate and allowed under supervision to go outside to their parents. If there is a change to the regular going home arrangements the parents'/carers will inform the school.

- Class teachers are expected to stay with their class and dismiss the children.

- The staff member on duty in the infants is to be responsible for bringing the orange folder (which contains lists of eligible people who can collect the children) to the playground then handing it over the junior school staff member on duty.

- There are clear supervision rotas in place for staff after school. Both infant and Junior staff will supervise children until **3:50pm.**

- There will always be at least two members of staff on duty in the outside playground at the end of the day. One member of staff will open the gate and send children to parents and the other member of staff will supervise children in the playground.

- Any child not collected will be left with the member of staff on duty until the end of 'late gate', where they will be taken to the entrance hall until 4.00 pm. If they are not collected by this time they will be taken to the After School Club by the member of staff on duty.

- In the event of bad weather a member of staff will stand at the front entrance and children will be dismissed from the hall as their parents arrive to collect them. Children will be fully supervised in the hall by all the other staff on duty.

- After School Club runs from 4.00pm-6.00pm and is supervised by an adult in the school art room. Please see ***After School Club Policy***

After School Clubs supervision

Clubs run in school from 3.30pm – 4.30pm/4.45pm with the exception of Judo (Wednesdays) and After School Care (daily) which run until 6pm. (5pm Fridays).

Registers are taken at the start of each club.

School Staff are responsible for the children in their club and are responsible to supervise children to the side gate for dismissal. Children that are going to After School care must be handed over to the After School Club Supervisor. They cannot be sent unsupervised.

School Staff are responsible for their club until all the children have left or 5pm when at that time they may take them to After School Care.

There is always an SLT member on site until 6pm each day.

General School Supervision rules

Children must never be left unsupervised at any part of the school day in any room within the school.

Children going to and from lessons to other lessons or the playground must be supervised at all times by the teacher who is responsible for them.

If children are sent on a message they must go in pairs.

Children are never allowed in the IT room unsupervised.

Reception and Year 1 will go to the toilet either with and adult or in pairs.

Children can only be collected by their parents or a named adult with permission from the child's parents. Children will not be released to another adult without prior arrangement. All details will updated daily on the range dismissal folder for staff.

If a message regarding collection of a child comes into the school office via a phonecall or e mail it must be delivered personally to the Form Teacher and the teacher in charge of any after school activities. The message must also be displayed on the orange folder.

School Entrances

All gates will be locked when the children are playing outside at break times

Pupils will use the side entrance to be dismissed and also entering and exiting the building unless it is wet weather when the children will be dismissed from the hall and front entrance.

The glass gate at the main entrance must be kept closed at all times

The school front door must be kept on the latch at all times. It must never be left off the latch for any reason at all.

PART 3: Additional Information

Missing child

If you cannot locate a child you must follow the procedures set out in the ***Missing Child Policy***

Supervision on Educational Outings

Please refer to the ***Educational Visits Policy***

Supervision and induction of new staff

Induction training is provided for new staff to help them understand how BPS including Early Years operate and their role within it. (Refer to the ***Staff Induction Policy***)

Supervision and Inclusion

- At BPS including the EYFS our values embrace inclusion. We aim to ensure that we promote the inclusion of all members of the school including children, parents, staff, governors, and the local community.

- Our framework is based upon suitable learning challenges, responding to each pupil's diverse learning needs and overcoming potential barriers to learning so that all stakeholders in all areas of school life can participate as fully as possible. (Please refer to ***Learning Support*** **SEN Policy** , ***Equal Opportunities Policy,***

- We provide for equality of opportunity and anti-discriminatory practice ensuring that everyone in the setting is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. (this is not an exhaustive list)

Associated Policies

All policies referred to in this policy are located on the Staff Shared Area in the **Policies section.**