

SUPERVISION OF PUPILS (Junior School)



Document Name	Supervision Policy (Junior School)
Version Number	AESEPT25
Date	Autumn 2025
Document Owner	Deputy Head Pastoral
Next Review Date	Autumn 2026
Statutory / Non-Statutory	Non-Statutory

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POLICY STATEMENT

The Grange School is committed to provide, as far as is reasonably practicable, a safe environment for the pupils (subsequently referred to as 'children') of the school. Part of creating that safe environment is the level of supervision that we provide during the school day.

This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected. This policy also seeks to clarify the School's position on the supervision of children outside the School day.

This policy is for all children at the Junior School including EYFS.

AIMS OF THE POLICY

The aims of this policy are:

- to set out what parents can expect from us in terms of supervision during and outside of school hours
- to set out what we expect from parents and children to help us to supervise children appropriately

OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following policies:

- First Aid and Medicines Policy
- Educational Visits Policy
- EYFS Educational Visits Policy
- Missing Child Policy

For staff there is additional information in the Staff Handbook.

REVIEW DATES AND APPROVAL

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes.

This policy is reviewed by the Resources Committee and then approved by the full board of Governors (including the Chair of Governors and the Heads of the Junior or Senior School).

Last reviewed: Autumn Term 2025

Next review: Autumn Term 2026

Person responsible for review: Deputy Head Pastoral (Junior School)

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Responsibilities

The Head of Junior School in conjunction with the General Manager, will:

- Ensure adequate staff are available to meet the supervision requirements.
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance:
- Continue to develop a safety culture throughout the school.
- Review and evaluate supervision procedures in line with relevant guidelines and local best practice.

Employees should:

- Support the implementation of this policy.
- Reinforce a “safe play” message across the Junior School community
- Report any supervision concerns to The Head of the Junior School.

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Inform the school of any changes to the arrangements for the collection of their child.
- All parents are supplied with an annual update to our supervision arrangements during our “Meet The Team” sessions just before or at the start of the academic year.

Supervision Arrangements

Before School:

Access to the School Site

- The school gates will be open from **7:00 a.m. to 9:00 a.m.** to allow students, staff, and parents to enter the premises.
- After 9:00 a.m., the gates will remain locked for security purposes. Visitors arriving after this time must use the **entry buzzer/intercom system** to request access and sign in at the school office.
- The gates will reopen at **2:45 p.m.** to facilitate afternoon dismissal.
- Gates will close again at **9:00 p.m.** each evening after out of hours activities.

Access to the school site between 7:30am and 8:30am will be for children entering Earlybirds (before school provision). Children are able to access Earlybirds via the entrance in Reception by ringing the external bell. Supervision at Earlybirds is based on a ratio of adults: children of U8 (1:8) and 8+ (1:13).

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The Sports Hall door, Year 1 door and Reception (KG) entrance will be open to all other children from 8:30am, when they are expected to come straight into school. The doors are manned by staff until 8:50am when they are closed. Access to the building after this time is via the School Office. All children arriving on buses are met by staff so that they can safely disembark.

Please note that there is no playground supervision before 8:30am and parents/carers are required to remain with their children should they arrive on site before this time. As there is no staff supervision, children must not be left unattended nor should they use the play facilities available.

Break Times:

- Children can only go onto the playground when those staff on the duty rota allows them to access it.
- If it is deemed inadvisable for a child to be on the playground because of their behaviour or a medical reason, the Form Teacher will make the decision that the child stays inside the school building for the duration of breaktime, under the appropriate supervision of a member of staff.
- During any informal afternoon breaks for KS1 or KS2 children, supervision will be in place from the (Form) Teacher and in case of KS1, the relevant Teaching and Learning Assistant (TLA).

Lunchtimes:

- The playground is supervised on a rota basis by teaching staff, TLAs and our team of Midday Assistants (employed between 11:45am and 1:45pm).
- Should additional support be required to assist with a particular incident or with a particular child, any member of staff may be required to send a child to the School Office for assistance.
- The School Nurses or First Aider, will also be contacted in any medical emergency (be this at lunchtime or any other time). There are a significant number of staff on site at any one time who hold either First Aid at Work or Paediatric First Aid qualifications.

Children will always be escorted by a member of staff to/from both break times and lunchtimes. During lunchtime, the playground and playing field areas will always be supervised by staff. Visitors to the site are always required to go to the School Office in line with our visitors' procedures.

Staffing Ratios during break times and lunchtimes:

- The staff/child supervision ratio of 1:13 applies at all times in the Early Years Foundation Stage (Reception).
- The staff/child supervision ratio of 1:30 applies at all times in Year 1 and 2 (KS1).
- The staff/child supervision ratio of 1:50 applies at all times in Year 3 to 6 (KS2).

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After School

Reception open their doors to release children directly to parents at 3:15pm. The doors for all other classes remain closed until 3:20pm for Year 1, 3:25pm for Year 2 and 3:30pm for Years 3 to 6, when the Form Teacher (or teaching member of staff if not the Form Teacher in the preceding lesson) escorts their class out of the building and checks that they have all been collected by an appropriate person. In Years 5 and 6, children are permitted to walk home alone provided the Deputy Head, Pastoral Care, has received written permission from the parents in which it is evidenced how the following criteria have been met:

- The child has practised walking the safest route to school, with an adult, and can demonstrate traffic-safety awareness;
- The child understands the importance of using the same route every day, avoiding shortcuts;
- The child is aware of the 'Stranger Danger' principle and how to deal with any unwarranted attention;
- The child can contact parents (or school) in the event of an emergency

Children will not be released to a person that they or the school does not know and parents/carers must make arrangements with the school if they wish their children to be collected by another person.

Any child who has not been collected will be taken to Sundowners after the dismissing member of staff has signed the 'Late List' at the School Office. This applies to the end of the school day and also after extra-curricular Enrichment activities.

Ball games must not be played on the playground at this time and parents should ensure that when the children are collected, the children remain with the parents. Children are not permitted to use the play facilities – including the Pirate Ship – as there is no staff supervision to enable this.

With regards to buses, all children are escorted onto the bus by a designated member of staff, where they will ensure that the children are loaded safely, their seatbelts are secured and the roll is cross-checked.

Special Occasions

Following After School Clubs, sporting occasions or trips returning to school after 3:15pm, movement will be restricted to ensure that the children are only released to a known, appropriate person unless they have permission to walk home alone or the school has been notified by the parent/carer of a change of arrangement. Supervision at Sundowners – as with Earlybirds - is based on a ratio of adults: children of U8 (1:8) and 8+ (1:13).

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All other times

Parents/Carers must be aware the school will not provide supervision for children on the playground outside of these times, including Open Morning, parent consultation evenings and GSPA events. The children will be the responsibility of their parent/carer at all other times other than those stated in this policy.

Supervision of Play Equipment (during breaks, lunch and outside of school)

Whilst we ensure a close level of supervision during breaks for play, adults may not always be positioned close to the equipment. That said, they will intervene in the children's play on any apparatus if they see any of the following:

- Children behaving in a way that puts them or another child at risk of harm
- Children pushing or pulling other children
- Children climbing equipment not designed for that purpose
- Children lifting other children in order to access that equipment
- Children causing damage to the equipment.
- When the equipment is particularly wet (and therefore slippery), we will inform the children that they are not able to access it,

Summary of Supervision Arrangements in EYFS

Time	Supervision
0830 to 0850	Children arrive into classrooms. Reception/KG staff welcome the children into school
0850 to 1015	Teacher and TLA in each class or assembly
1015 to 1045	Playtime - rota - ratio 1:13
1045 to 1200	Teacher and TLA in each class
1200 to 1230	Lunchtime Autumn 1 - Classroom -ratio 1:13 Lunchtime Autumn 2-Summer 2 - Dining Hall - ratio 1:13
1230 to 1300	Playtime - rota - ratio 1:13
1300 to 1515	Teacher and TLA in each class
1515 onwards	Children released individually to parent/carer/ bus/ Sundowners after school club