



THE ROWANS SCHOOL

## **SUPERVISION OF PUPILS POLICY**

This policy applies to all children in the school including EYFS.

### **Pupil's arrival and departure**

Pupils may arrive at school between 8.00am and 8.45am. Classroom doors open from 8.30am. Pupils in Kindergarten leave at 12.30pm. Pupils from Kindergarten staying for the afternoon session leave at 3.15pm. The school day for pupils from Reception to Year 2 finishes at 3.15pm. Pupils doing after school clubs go home at 4.15pm. Orchard Childcare provide after-school care until 6pm.

Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.

The main duty times are:

- Break duty
- Lunch-time duty

There are at least four staff on duty at all outdoor playtimes (see attached Timetable of duties). Members of staff supervise specified areas of the playground to ensure the safety and well-being of all children. Staff administer minor first aid when necessary.

Two members of staff supervise lunch duty in the hall (two year groups), three supervise when lunch is held in the marquee (three year groups), and two supervise Kindergarten lunch, with additional staff available for all lunchtimes including EYFS.

When children eat lunch in their class, this is supervised by the class teacher/teaching assistant, or duty staff. Staff monitor children's eating and assist where necessary.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals. Members of the staff supervise pupils on both home and away sports fixtures.

### **Registration**

Registration of pupils takes place at the start of the morning at 8.45 am, and directly after lunch at 1.30pm. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

### **Pupils going home**

Pupils, including EYFS pupils, will only be released at the end of the school day into the care of a parent or other individual whose name has been notified to us in writing in advance. This can be via e-mail. Last-minute emergency changes will be accepted via telephone.

### **Pupil supervision during the school day**

All pupils, including EYFS pupils, are supervised throughout the school day and never left without a member of the staff in charge of them. They are taken to lunch each day where they are supervised by the members of staff on duty. After lunch the pupils are allowed out into the playground once the teacher has seen that the member of staff on duty is present.

Staff remain on site throughout the school day and are always available to pupils.

### **Medical support**

There is a qualified first aider in the school office who is able to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The majority of the teaching staff and non-teaching staff, are trained and qualified as First Aiders and able to give emergency first aid. There are always at least 2 qualified paediatric first aiders in the school to look after the Early Years pupils in case of an emergency. First aid bags are within each classroom and are taken outside during playtimes with staff. There is a defibrillator in school and staff have been trained in the use of this.

### **Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school.

### **Supervision of pupils at Games**

All pupils will be supervised at all times during Games/PE sessions. The Sports teacher has overall responsibility for the class with the assistance of at least one teaching assistant during Games lessons. As PE lessons are taken in smaller groups, the Sports teacher may take the group on their own. The Sports teacher will ensure a first aid kit is taken and adequate staffing is available for the number of children attending the session. The Sports teacher must ensure that the correct ratios are met at all times.

### **Supervision during educational visits**

All pupils will be supervised at all times during Educational Visits.

Refer to: Educational Visits Policy.

### **Unsupervised access by pupils**

Pupils are not allowed to use gymnastic equipment/ climbing frames without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils are always supervised in potentially dangerous areas, such as the hall and outside areas including play equipment.

### **Staff induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

<b>This policy will be reviewed annually</b>
Policy Owner: TR Head, DH
Approved: TR Head
Date of last review: July 2025
Next review: July 2026

**Appendix**  
**Timetable of Duties – example Autumn Term 2023**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8.00am – 8.45am Drax Gate	Cara & Lizzie	Cara/Sally & Lizzie	Cara/Sally & Lizzie	Cara/Sally & Lizzie	Cara & Lizzie
8.00-8.30 Grass	Clodagh & Chloe	Hazel & Chloe	Deborah & Chloe	Vickie & Chloe	Nicky & Chloe
8.30-8.45 Copse Hill	Chloe	Chloe	Chloe	Chloe	Chloe
10.55am – 11.15am Court Corner Logs to Stage Grass Roamer	Vickie Hazel Kate Chloe Tabby	Clodagh Kate Chloe Tabby Lorraine	Hazel Marie Kate Chloe Vickie	Lorraine Kate Sarah Chloe Deborah	Sarah Kate Chloe Clodagh Vickie
<i>Table set up</i> 12.30pm – 1.00pm Marquee	Facilities	Facilities	Facilities	Facilities	Facilities
Lunch KG	Nicky Chris & Kate Lorraine & Deborah	Millie Wendy & Vickie Kate & Tracey W	Sarah Alex & Kate Tabby & Clodagh	Kate Chris & Nicky Hazel & Tabby	Kate Polly & Wendy Lorraine & Penny
12.30pm – 1.00pm Office cover	Facilities	Facilities	Facilities	Facilities	Facilities
1.00pm – 1.30pm Court Corner Logs to stage Grass Roamer	Sarah Kate Tracey W Chloe Tracey H	Sam Kate Sarah Chloe Deborah	Lorraine Nicky Polly Chloe Tracey H	Drew Clodagh Kate Chloe Rose	Hazel Kate Millie Chloe Tabby
12.40pm – 1.30pm First Aid	Outside staff/Cara	Outside staff/Cara	Outside staff/Cara	Outside staff/Cara	Outside staff/Cara
3.15pm – 3.30pm Drax Gate  Copse Hill	Cara/ Lizzie/Rose Chloe	Cara/ Lizzie Chloe	Cara/ Lizzie Chloe	Cara/ Lizzie Chloe	Cara/ Lizzie Chloe