



MOORFIELD
SCHOOL

SUPERVISION OF PUPILS POLICY

Whole School Policy including EYFS



SUPERVISION OF PUPILS AT MOORFIELD SCHOOL

This Policy should be read in conjunction with the Child Protection and Safeguarding Policy, the Behaviour Policy, Parents' Handbook and the Health & Safety Policies.

Pupils at Moorfield School ("School") are supervised throughout the day.

Breakfast Club

Breakfast Club is set up and supervised by a teaching assistant and EYFS practitioner supervises nursery children. Doors open at 7.45 am and breakfast is available until 8.15 am. Breakfasts are usually pre-booked in the office but sometimes children arrive unannounced.

Start of the School Day

All pupils from Form 1 to Senior 6 gather in the playground before school and are supervised by the senior leadership team from 8.30 am. Nursery and Reception children are supervised by their parents until Nursery is open at 8.30 am. Nursery and Reception children who have attended Breakfast Club are taken to the nursery classroom at 8.30 am. Older children who have attended Breakfast Club are escorted outside to wait with their class. Form teachers are all on the playground with their classes when the bell is rung at 8.40 am and children are taken into the building and supervised while they are using the cloakroom and during transition to classrooms.

All pupils are supervised as they move from one part of the School to another.

Nursery 1, 2 and 3 children play in the enclosed Early Years area during school playtimes (morning and lunchtime). They are supervised in the Early Years outdoor space and within the Nursery building by EYFS staff.

Playground duties are covered by school teaching staff on a rota basis. Two members of staff are on duty in the playground and when the pitch is used at lunchtime break. Staff supervising on the pitch must take the School Walkie Talkie and medical kit in the event assistance is needed on the pitch. Staff on playground duty must not leave the playground until every child has gone inside, although Nursery staff take Nursery children in first. Once all the children have come into the school building, the teacher on duty follows them in and closes the door. Prefects may remain indoors if they have duties to carry out but all other pupils must go outside. If it is raining at break time, Nursery and Reception children stay in the EYFS building, older pupils gather in the dining room or sports hall.

Nursery 1 and 2 children eat their lunch in the Nursery under close supervision of Nursery staff. Reception and Nursery 3 eat their lunch in the dining room, supervised dining room and EYFS staff. Form teachers help while the children queue for their lunch and kitchen and dining room staff serve the food. Duty staff on lunch duty will check on Forms 1, 2 and 3 in the cloakroom before they go out to play. Reception are escorted back to their classroom by the Reception prefects, where they get ready to go out to play. Forms 4, 5 and 6 eat lunch and are then escorted to the pitch by two members of staff. Prefects in Senior 6 may have prefect duties such as helping with Reception children or helping in the front office.

During wet lunch times, Forms 1, 2 and 3 will be supervised together while they do quiet activities or watch a film and Forms 4, 5 and 6 will be taken back up to classrooms after lunch and be supervised by two staff members.

Senior 6 pupils have the freedom and responsibility to fulfil their prefect duties at break times without supervision. However, if they do not have specific duties they should be out on the playground or pitch like everyone else.

Members of staff need to be aware that it is during these more unstructured moments or in the communal areas of school, when there are no adults in sight, children can choose to be unkind to one another. Bullying seldom takes place when an adult is present. Having a watchful eye or listening ear on these occasions is more likely provide evidence of misbehaviour and staff must be vigilant with regard to bullying at these times of the school day. Staff are expected to supervise their forms during all transition times.

SUPERVISION ON EDUCATIONAL VISITS AND AWAY SPORTING FIXTURES

Adequate supervision is a major consideration in the planning and running of all educational visits. Details of the School's requirements can be found in the *Trips and Visits Policy*.

The following minimum adult to pupil ratios are maintained for all age groups on trips :

Nursery/Reception	1:5
F1/2/3	1:6
F4/S5/S6	1:10

AFTER SCHOOL AND AFTER SCHOOL CARE

After School Care runs from 3.45pm to 6.15pm every day. Nursery and Reception children go into After School Care at 3.45pm and rest of school at 4pm. There are extra-curricular clubs after school held most nights. Children involved in a club are registered by the club leader and escorted to the club. If the club is in a classroom, children go straight there and are registered by whoever is running the club, younger children are escorted to clubs. All children will go straight to After School Care when a club finishes at 4.45pm.

After School Care is led by an Early Years Practitioner with an assistant if the ratio is more than 1:5 for 2 year and 3 year olds. Older children are supervised by an After School Care Assistant and if ratios are more than 1:6 (F1/2/3) or 1:10 (F4/5/6) then a member of staff assists.

At the end of the school day, form teachers escort children out onto the playground and will only dismiss individual children once the parent or carer is identified. Once classes have been dismissed, 'stranded' children gather with their teachers in the school dining hall to wait until their parents arrive to collect them.

If children in Reception, Form 1 and Form 2 are not collected by 3.45 pm, they are taken into after-school care. If children in Form 3, Form 4, Senior 5 and Senior 6 are not collected by 4 pm, they are taken into after-school care.

If parents are not there to collect children at the end of After School Clubs, they are sent straight into After School Care.

Holiday Club operates in the school dining room, playground and pitch during most of the school holidays for Moorfield children. Children are also taken out of school on local trips during Holiday Club. The Holiday Club leader observes the same adult to child ratios.

Policy Reviewed by:	The Head
Last Review Date:	September 2024
Next Review Date:	September 2026