SUPERVISION OF PUPILS POLICY

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff.

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This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Behaviour Policy, Trips and Visits Policy, Health and Safety Policy and Parent Handbook.

Breakfast Club

Breakfast Club is set up and run by a Breakfast Club Supervisor who is a member of staff with a full Paediatric First Aid qualification. It runs from 7.30am to 8.15am. When parents arrive to drop children off they ring at the front door to gain entry. Breakfasts are usually booked in advance.

Start of the School Day

All pupils from Form 1 to Senior 6 gather in the playground before school and are supervised from 8.30am by a member of the Senior Leadership Team who monitors the front gate. Nursery and Reception children are supervised by their parents until the Early Years doors are opened at 8.30am and the EYFS staff welcome them inside. Nursery and Reception children who have attended Breakfast Club are taken to the Nursery classroom at 8.30am. Older children who have attended Breakfast Club are escorted outside to wait with their peers. Form teachers are expected to be on the playground with their classes when the bell is rung at 8.40am Pupils are taken into the building one class at a time and supervised while they go to the cloakrooms and during transition to classrooms.

School Day

EYFS are supervised in the Early Years outdoor space and main front playground during their free-flow playtime as well as the timetabled break and lunchtimes. The same staff:pupil ratios are adhered to in EYFS across the school day whether inside the school building or outside. Relevant PFA qualifications are invariably applied.

Pupils are escorted around the school building. Pupils who are sent on errands go in pairs.

Morning Playtime

Playground duties are covered by school teaching and nursery staff on a rota basis. Two members of staff are on duty when main school children are on the pitch at lunchtime and in the playground. Staff supervising on the pitch must take the school walkie-talkie and medical kit with them each time. One member of staff on duty must be the last off the pitch or playground to ensure no child is left outside. Once all children have come into the building, the teacher follows them in and closes the door. Prefects may remain indoors if they have duties to carry out but no other children are allowed to stay indoors unless a teacher is supervising them. In the event of rain, Early Years children stay in EYFS building. Main School children go to the school hall or are supervised in their classrooms by duty staff.

Lunch Time

Reception and Nursery children are served by catering staff and eat their lunch in the school Dining Hall supervised by EYFS staff. One PFA (Paediatric First Aider) must have children in sight at all times with EYFS children. They are escorted outside from the dining hall via the Nursery doors to playtime.

Teachers in Main School supervise the children while they queue for lunch to be served by catering staff. Two teachers also eat alongside children. There is also a dining hall supervisor in attendance who oversees the smooth running of the meal.

Lunch Playtime

Staff who are doing lunch time playground duties meet children at the end of lunch in the cloakroom and escort them to the playground or pitch.

Prefects in Senior 6 may have lunch time duties such as helping with Reception or helping in the front office. However, if they do not have any duties on a particular day they should be outside like everyone else.

If it is raining at lunch time duty staff supervise F1, 2, and 3 in a classroom where children might play quiet games or watch a film. Form 4, S5 and S6 gather in a classroom upstairs where they are supervised by two members of staff.

Unstructured Moments

Staff need to be aware that is in during the more unstructured moments or in the communal areas of school that pupils can sometimes choose to be unkind to one another. Bullying seldom takes place when an adult is present. Having a watchful eye or listening ear is more likely to provide evidence of misbehaviour and staff must be extra vigilant regarding bullying at these times of the school day. Staff are expected to supervise their forms at all transition times.

End of School Day and After School Care

Teachers hand the children in their care over to their parents or carers who wait in the playground at the end of the school day. Children who go to After School Care will be collected by parents or carers who come to the front door and ring the bell for Main School pupils or Nursery for children in EYFS. Unless specific consent is given beforehand, a child would not be allowed to leave the school premises with anyone else.

Form teachers escort pupils out onto the playground and will only dismiss individual pupils once the parent or carer is identified. Pupils are handed over to other adults only with written permission of parents to the School Office and Form Teacher in advance. Once classes have been dismissed stranded children gather with their teachers in EYFS or the dining hall to wait for their parents to arrive to collect them.

After School Care

After School Care runs on the lower floor of EYFS (EYFS pupils) and the dining hall (Main School pupils). There is an interconnecting door between the two. Staff ratios and PFA qualifications are adhered to at all times. The evening meal is served for all pupils in the dining hall.

If pupils in Lower School are not collected they will be taken to After School Care at 3.45pm. If pupils in Upper School are not collected they will be taken into After School Care at 4pm and a phone call will be made to parents. Should the child still not be collected, the Missing Child Policy is enacted.

Extra-Curricular Clubs

There are Extra Curricular Clubs held after school each day. Pupils are registered by the club leader and taken to the club if it is outside. If it is indoors the pupils go to the classroom where a register is taken by the club leader. Younger children are escorted to clubs. All children who are signed into After School Care will go straight there when the Club finishes at 4.45pm.

Holiday Club

Holiday Club is based in the EYFS with the use of the playground and school pitch. Pupils are sometimes taken out of school on local trips. Staff:pupil ratios are always adhered to and children are never left unsupervised.

Supervision on Educational Visits and Away Sporting Fixtures

Adequate supervision is a major consideration when planning and running all educational visits. The following minimum adult:pupil ratios are maintained for all age groups on trips:

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

Please refer to Trips and Visits Policy.

Policy reviewed: May 2026