

Supervision of Pupils Policy

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds

Date reviewed: August 2025

Date of next review: August 2026

The 'duty of care' places a specific responsibility on the Head, as overall manager of the school, to ensure that full and appropriate supervision of all children occurs throughout the school day. The duty is an obligation applying to all staff. The welfare and security of children in our school is paramount and children are supervised at all times. This policy sets out our procedures for supervising children and is applicable to all pupils, including those in the EYFS.

Supervision before school

The school opens at 8am for Morning Clubs, each one supervised by a separate member of staff. Reception pupils do not attend Morning Clubs. Children enter the school by buzzing the front door. A member of staff in the office will allow access. The school doors open for all at 8.30am when children not attending clubs proceed to their classrooms. A member of staff monitors the door(s) through which children enter and closes it when he or she completes this duty.

Registration takes place at 8.50am in form rooms.

Registration

The responsibility to ensure that a child attends school regularly is that of the parents or carer. Requests for exceptional absence are made in writing to the Head. This will not normally be given for reasons of holiday or travel plans but is generally allowed for important family events.

Parents/carers are asked to contact the school office on the first day of unforeseen absence. When unexplained absences occur, the school office contacts the child's home. The school office keeps emergency contact telephone numbers.

Children are not allowed off site during school hours unless parents/carers notify the Front Office. Should a child be collected during school hours the office will notify the class teacher to send the child to the office for pick-up. If the child is in Pre-prep (Reception – Year 2) they will be accompanied by an adult to the office to wait for collection.

Illness

If children are taken ill during the course of the school day they are taken or sent to the medical room or the school office. The Office Manager, class teacher or teaching assistant will telephone contact numbers and arrange for collection of the child. The child remains with an adult until a parent/carer arrives.

Lesson time

No class should be left unsupervised for any reason during the school day. If a child is not taking part in a normal lesson, for example PE, the child will nevertheless accompany the class to the lesson and during it will work independently or watch the lesson.

Parent helpers/students/visitors sign in at the front office and must wear an identity badge. All staff are aware of the need to challenge unbadged strangers on the premises and to report immediately to the school office whenever there is concern.

During lesson time, classes are supervised by either a teacher or classroom assistant. In Reception classes the children are supervised by two members of staff, at least one of whom holds Qualified Teacher Status or Level 3 Diploma in Childcare.

It is the responsibility of the class teacher to establish classroom rules and provide guidance for their pupils. Parsons Green Prep values are displayed in each classroom. Class teachers remind the children of safe classroom practice on a regular basis.

Supervision at playtime

Break and lunchtime supervision duties demand a high standard of care. Teachers, teaching assistants and lunchtime supervisors on duty patrol the playground and are responsible for keeping good order and dealing with any issues as they arise. It is the responsibility of the Senior Leadership Team to explain to new teachers their supervisory responsibilities and this is part of the staff induction process.

If a child has an accident at playtime in the playground or patio, for example a wound that needs dressing, they will be seen to by a member of staff on duty. A child must ask permission to go to the toilet before leaving the playground and the toilets are within earshot of a designated member of staff from the duty rota.

Reception play times are supervised by at least two members of staff.

Wet play

If it is too wet to go outside, staff on duty supervise the children in their classroom. At no time are the children permitted to run around the classroom.

During wet play time, EYFS pupils are supervised by two members of staff, one of whom holds a Qualified Teacher Status or CYPW (Children and Young People's Workforce) Diploma Level 3.

Supervision after school

The school day finishes between 15:00 and 16:00. The children are taken to the front door or side door for dismissal. They are dismissed by their teachers into the care of parents/carers. There is a 'Sibling Club' from

15.30 to 16:00, where children in Reception to Year 2 may wait for parents/carers collecting older siblings. Children are dismissed from their clubs at the appropriate times by a member of PGP staff at the front door.

If a child is going home with another family, written, emailed or permission by phone must be received by the school office. Members of staff must never release children to other families or individuals unless this confirmation has been received.

Children in Year 6 are permitted to walk home but only if written permission has been received from their parents and the Head. We encourage Year 6 pupils who walk alone, to and from school, to carry a mobile phone. They text one of their parents when leaving school. Mobile phones are stored in the front office during the school day.

Any child left on the premises after the end of the school day will be supervised by the class teacher or teaching assistant while contact is made with their family.

Children moving around the building

All staff are responsible for ensuring that the children move around school buildings safely.