



Safety in the Supervision of Pupils Policy

Reviewed by:	Chris Hancock – Deputy Head Pastoral	September 2025
Approved by:	Trish Watt -Headmistress	September 2025
Governor Approval:	Suzie Longstaff - Governor	September 2025
Next Review Date:	September 2026	

Pupil Arrival & Departure

Morning Clubs – Years 1 – 6 Only

Morning Clubs are open to children in Years 1 – 6 and are chargeable to parents. Children should arrive at 8:00am at no. 56, where the member of staff running the club will supervise them until the school opens at 8:30am. Children who arrive before 8:30am are not allowed in the building alone for safeguarding reasons and will need to be supervised until then. Pupils who are not signed up for a morning club will have to wait with parents outside, until doors open at 8:30am.

Under normal circumstances, pupils may arrive at school from 8.30am and are expected to go home by 3.30pm in Nursery and Reception, 3.45 pm in Years 1 and 2; 3:50 in Years 3 and 4; and 4:00 in Years 5 and 6 unless they are staying late for an afterschool club. Nursery pupils will go home at 12.30pm or 3:30pm. In Nursery and Reception, a [H8c. Nursery and Reception Teachers' Arrival and Dismissal Chart ESS.docx](#) is completed to ensure that all children are accounted for at the beginning and end of the day. In addition, all Early Years classes make note of the time of the children's arrival and departure. In Years 1-6, a [H8b. Teachers' Dismissal Chart ESS.docx](#) is completed to ensure that all children are accounted for at the end of the day.

Pupils are not allowed on site without supervision. At least one member of 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
- Park duty
- After-school clubs
- Juice

Arrangements are made to ensure pupils are supervised during play.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. 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. We will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us.



Absences

If a child is going to be absent from school parents should let the school know the reason as soon as they are able through My School Portal. If a child is absent for more than 3 days in a row due to illness, the school will need to be provided with a doctor's note for our records - prep.absences@eatonsquareschools.com If parents wish to take their child out of school for an appointment, they must make sure to check their timetable to find a suitable pick-up time, and notify the absence team and their class teacher, at the earliest opportunity. If parents wish to make a planned absence request, they should fill in an **Absence Request** on My School Portal, at least 2 weeks before the start date of absence. Parents should note that absences due to holidays during term time will not be authorised.

Medical Support

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in the staffroom and on the School Offices. We always make sure that a qualified pediatric first aider is on duty whilst our Nursery children are in school. First aid boxes are in all potentially high-risk areas, as well as in the School Office. The Bursar delegates the responsibility of regularly checking and replenishing the first aid boxes/kits to an appropriate staff member.

Supervision Whilst Travelling to and From School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses, but they are expected to behave responsibly. School staff will investigate complaints about poor behaviour on the school bus, if it is being run. Pupils in Years 1-6 may use the school bus; all EYFS pupils must travel to school with a parent or guardian.

Year 6 children, and Year 5 children from the Summer Term, may apply for a yellow badge to allow them to travel to and from school independently. Applications are submitted by parents to the Deputy Head Pastoral. All yellow badges are granted at the discretion of the school and may be removed at any time.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: Educational Visits.

Supervision During Travel Between Buildings & Regular Offsite Activities

Individual Risk Assessments are in place for all off-site activities. Good staff:pupil ratios are maintained.

Class teachers are responsible for allocating all children with a line partner at the beginning of each Term. Class teachers are also responsible for making sure the Register is completed on time each day, and that any irregular pupil movement is communicated to the School Secretary or Head's PA in suitable time.

Children must line up quietly with their line partners for headcounts when leaving the building and before returning from a venue. One member of staff must be allocated to take overall responsibility for each regular offsite trip. When applicable, this should be the most senior member of staff. The responsible staff member



must collect the paper register from the School Secretary along with first aid bags/fobs, etc. The paper registers are available every day. They must be taken along on the trips for use when conducting returning headcounts and must be returned to the front desk afterwards.

Before leaving the School, if the headcount differs from the paper register, the responsible staff member must identify the missing child either via a roll call or the corresponding line partner. Staff must then check with the School Secretary to find out the whereabouts of the missing child, and the School Secretary will conduct a check. This will identify any children who have peripatetic lessons or appointments. If the School Secretary cannot account for the child, the child must be found before leaving. Toilets must be checked. The relevant Class Teacher must be spoken to. If this does not identify the whereabouts of the child, please follow the Missing Child Policy found here: [Policies Information | Eaton Square Schools](#)

When returning from regular venues, before leaving the venue, the responsible teacher must conduct headcounts as above, ensuring they have the same number of pupils they left the School with. Staff are evenly spread amongst pupils and School Mobile Phones are taken on all activities. If headcounts do not match the previous count, please follow the Missing Child Policy.

Staff must never rely on pupils to share information on the whereabouts of others.

EYFS specific procedure

As well as the above, lead teacher to undertake constant head counts when out with the children, and to further mitigate the risk of missing a child, teachers to make sure that each teacher/TA is in charge of a specific set group of children from the whole group. The class teacher will still be responsible for the whole group, but this will ensure that a particular teacher can supervise a smaller group of children more closely.

Staff to pupil ratios

Group Ratio for trips		Ratio for regular school activities (incl. external break times)
Pre-Nursery	1:2	1:5
Nursery Classes:	1:6	1:8
Reception	1:6	1:10
Years 1 and 2	1:10	1:12
Years 3 and 4	1:12	1:15
Years 5 and 6	1:15	1:20

Unsupervised Access by Pupils

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment 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 do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the Science laboratory, the Art and Design Room, etc. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.



Supervision in EYFS

Statutory Framework for the Early Years Effective September 2025

3.48 For children aged two: • There must be at least one member of staff for every five children. • At least one member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status • At least half of all other staff must hold an approved level 2 qualification.

3.51 For children aged three and over in independent schools (including in nursery classes in free schools and academies) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor⁴⁰, or another suitably qualified overseas trained teacher, is working directly with children: • For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children⁴¹. • For all other classes there must be at least one other member of staff for every 13 children. • At least one other member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

3.52 For children aged three and over in independent schools (including in nursery classes in free schools and academies) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status no instructor, and no suitably qualified overseas trained teacher, working directly with children: • There must be at least one member of staff for every eight children. • At least one member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status. • At least half of all other staff must hold an approved level 2 qualification.

EYFS Pupil Supervision Policy

Staffing arrangements are made to meet the needs of all children and to ensure that their safety is paramount through supervision.

For children aged two and over:

- There are always at least two members of staff working with the children
- Children who are under three are supervised on a 1:5 ratio
- Children who are in Nursery are supervised on a 1:8 ratio.
- Children who are in Reception are supervised on a 1:10 ratio.
- In some circumstances, due to unforeseen events, the school may need to operate in line with the national staffing ratios as set out in the EYFS framework.

All children aged three – five are supervised on a different ratio when on a school trip (not including regular offsite activity.) Please see page 3 of this document or the educational visits policy.

- At least half of the members of the Early Years staff have QTS, EYTS, or another suitable Level 6 qualification
- All other Nursery teaching staff hold a Level 3 qualification.
- All Reception classes have a teacher with QTS.

Arrangements for the Supervision of EYFS Pupils:

On Arrival at School:

Children arrive at School from 8.30am when they go directly into their Nursery and Reception Classrooms. They



are supervised by two members of the teaching staff. They are then registered between 8.50am and 9.00am.

During the School Day:

In the Nursery classrooms, depending on the age of the children, they are supervised by a team on a 1:5 or 1:8 ratio. In Reception, the children are usually with a Class Teacher with QTS and a TA. Other teaching staff will be involved in leading some activities throughout the week including PE, French, Drama, Ballet, Swimming and Music.

Break times:

Children are always supervised at break and lunch times. There is a rota for staff supervision of the children in Reception, for their juice break and lunchtime. In the Nursery classrooms, staff are also on a rota at lunchtime and all staff go to the park during the morning session, with the children in their care.

School Clubs:

After School Clubs run between 3.30pm and 4pm. Parents sign up for these in advance. Children who are not attending a club, are picked up by their parents/carers at the appropriate time. All clubs are run by qualified staff and a register is taken. Any children who are not picked up by their parents/carers on time will wait with their teacher. Ratios are maintained in accordance to the ages of the children.

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.

Club leaders and temporary staff are inducted into the school's expectations of the appropriate levels of pupil supervision in addition to other essential safeguarding and health and safety information.