



Supervision Policy

This policy applies to Steephill School, including the EYFS setting.

Last updated: January 2025

Next update: January 2026

Policy statement

Steephill School is committed to ensuring pupils are safe in school and on school activities or visits. To this end the school ensures the following:

- That decisions about supervision of pupils take into account the age, maturity and number of pupils, the type of activities in which they are engaged and their location, and any special needs of pupils.
- That staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises.
- That supervision of pupils in remote locations is safe.
- That activities are overseen by a member of staff.
- That mandatory staffing ratios for EYFS provision are enforced.

This policy should be read in conjunction with the following documents:

- First Aid Policy
- Educational Visits and Risk Assessment Policy
- Safeguarding Policy
- Positive Behaviour Policy
- Anti-bullying policy
- Health & Safety Policy

Before School Care

Children attending 'Before School and After School Care' are under the supervision of School staff from 7.00am until collected by a parent or carer. Before School Care is open from 7.00am and parents are asked to sign children in. The supervision of this care is by a member of staff or designated adult and any supervisor will have completed full recruitment checks.

The School gate opens at 8.30am at which time responsibility for the supervision of all pupils commences. All staff have a responsibility towards pupils whether on duty or not and will have a regard for their welfare and safety at all times.

Supervision during the School Day

Class Times - teacher responsible for class

Teachers should not leave their class unattended but where unavoidable ensure that the nearest Class Teacher is available to the pupils. If a teacher needs to leave for more than a couple of minutes, assistance must be called from the Head or the School office.

Teachers should not send a child out of a class as a sanction. If a child is disruptive and needs to be removed then assistance should be sought as above.

EYFS

Pre-School is supervised by a Level 3 member of staff and the Teaching Assistant; ratio is 1:8 for children aged 3 and above.

Reception class of up to 18 pupils is supervised by the Reception class teacher and the Teaching Assistant.

Forest School

The supervision of children in Pre-School and Reception is covered by the EYFS requirements at all times. When tools are being used, there is an additional adult to supervise the tools.

- Pre-School - Ratio is 1:6. One EYFS Level 3 adult and 50% of other staff EYFS Level 2.
- Reception - Ratio is 1:6. Level 6 teacher and Level 3 assistant.
- Year 1 - Ratio is 1:10, with minimum of 3 staff.

Breaktimes - Duty Teachers

During the 2 breaks each day there are two duty teachers per break. Teachers should be prompt. Should help be needed one teacher should go for help and the other stay out on duty.

Lunchtime - Supervisors

There are normally 7 lunchtime supervisors who are assigned to the Upper School, Lower School and Early Years. They stay with the children in the lunch hall and outside at play. In case of indoor play, the supervisors number enough to supervise classes.

Changing clothing/into sports kit

Where possible children come into school on PE days in their PE kits and remain in them for the duration of the day. When required, children are supervised when changing. Older children change in separate boys/girls areas, and members of staff always announce before entering these areas.

After School Care

Sibling care is provided in classrooms for the younger siblings whose older siblings have a later end of School time.

From 3.30pm the 'After School Care' is held in the Oatley building. Any children not collected at the end of the School day will also wait here for collection.

Lost Children

There are many possibilities when the whereabouts of a child may cause concern:

Event	Circumstance	Action	By whom
Failure to attend school	If a child is not in school, the Office rings home by 9.30am to ensure they are not expected to be in School and/or to find out the reason why they are absent.	Ring home by 9.30am. If no answer refer to Head	Office Head
Parent unable to find child at end of School day	Children who are collected by alternative adult must notify the school prior to the end of the day. If there is reason to believe that a child may have gone home with another person (usually another parent) then parents will be phoned until the child is traced. If the child is not located then the police will be informed as soon as possible.	Office staff to inform class teachers if an alternative adult is collecting at the end of the day. Search School Ring parents Ring Police	Teacher Office Head
Child missing during the day	Children should not be able to exit the School site unseen but a determined child might.	Look in fields Ring parents Ring police	Teacher Office Head
Child not turning up to a lunchtime club or After School Care when expected	Often children's arrangements are changed. The School tries to ensure all late messages are forwarded to the appropriate people.	Check register Ring parents Ring police	Club teacher Office Head

	Checking the register if they are absent should be the first action.		
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Procedure For Child Safety At Close Of School

Children are either collected by parents, or a nominee of parents; attend a school club; or go to sibling care or , or After School Care at the end of the school day.

Pre-School

Children are collected from the Pre School door by a parent, other family member or friend of the family that has been introduced to the Pre School teacher (a nominee). No other person may collect unless this has been arranged with the Pre School teacher. Any children who are staying in sibling care are kept in the Pre-School area and are collected from there by a parent.

Sibling care supervision is until 3.30pm and After School Care is available until 5.30pm.

After School Care

In the case that a parent does not collect when expected, the After-School Care member of staff will inform the Office or member of SMT on late duty immediately and the parent will be contacted for an update in arrangements. The Office holds all contact details and mobile/emergency numbers (at least 2 for each child).

Reception – Class 6

Children are escorted to the front of school and released when the class teacher has seen the parent arrive in the car park. If a nominee is sent this must be with prior arrangement with the class teacher and/or Office. The nominee must be known to the child and whenever possible be introduced to the class teacher.

The class teacher remains until all children are collected. Any children who are not collected or are staying for a club or After School Care are then escorted to the club/care and accompanied until the adult in charge arrives.

Class 4-6 pupils may walk unsupervised to the church car park if:

- parents sign and return the slip at the foot of the letter detailing the arrangements, stating that they give permission for their child to walk unsupervised from the school site to the church car park at 3.45pm
- for later pick-ups, including after-school clubs, sports matches and trips, parents of ALL Classes must walk onto the school site to collect their child.

Any child welfare concerns arising out of such incidents will be dealt with in accordance with the school's Safeguarding procedures. Instances of the same child repeatedly not being collected on time may result in a referral to social services.

Guidance for occasions when parent does not collect child at expected time

When	Action	By whom
5-10 minutes after pick up time	Children taken to After School Care	Class teacher or Teaching Assistant
Lower School - 4pm	Phone call home; if no answer, other contacts will be called	School office
Upper School - 4.15pm	Further phone calls; if no answer, other contacts will be called	School office
90 minutes after pick up time	Social services and the police will be contacted, and provision will be made for the child to be looked after until contact can be made with the parents/carers.	Head/DSL – Helen Millward; or Deputy Head/DSL Claire; or EYFS Leader/DSL Sarah Spender

School minibus drop-off

If a parent or other nominated adult fails to meet a pupil who is being returned in the school minibus, the driver and chaperone will return the pupil back to school. Parents must then make alternative arrangements for the pupil to be collected. For the procedure for pupils who are not collected, see table above – starting with phone call home.

Procedure For Child Missing Away From The Setting (School Trips Etc)

Prior to departure or on arrival at venue:

- When possible, children to be easily identifiable, e.g. school uniform worn;
- Group leaders have group lists and timed plan for the day;
- Pupils must always be supervised by an adult;
- Pupils should be given a clear rendezvous location in the event of them being separated from the group;
- Risk assessments for educational visits and off-site activities should take supervision into account.

If a child is thought to be missing, carry out the following actions (see Risk Assessment Flow-chart overview):

- An immediate head count to ensure that all the other children are present;
- The Trip Leader will be informed and then ensure all other adults are informed;

- An adult would search the immediate vicinity;
- If appropriate, staff at the venue will be informed and a description of the child given. The venue manager would coordinate a wider search of the site using venue staff;
- The remaining children would be taken to a suitable area of the site where supervision is practical and secure, or back to school. The lead adult will remain on site as the search continues and to liaise with the Police and meet the parents if they have to come to the site;
- Inform the Head by mobile phone;
- Only the Head/Deputy Head will ring the child's parents and explain what has happened, and what steps have been set in motion. They will ask them to come to the school at once;
- Contact the Police;
- The DSL/Head may consider it appropriate to inform the Local Children Safeguarding Board;
- The incident will be recorded in writing and the Chair of Governors informed along with the School's insurers.

At whichever point the pupil is found, he/she must be reassured and all adults involved in his/her care must be convinced of his/her wellbeing and safety. In the event of any concerns, the child protection liaison officer or social services must be informed. It is important that the pupil understands the impact of his/her going missing – staff time, possibly police time, parental anxieties.

In all cases where a child has gone missing, the full incident report would be reviewed by the Head and SMT and, if appropriate, procedures would be adjusted.

In the case of an incident involving a pupil from our EYFS setting going missing, ISI must be informed within 14 days.