St Paul's CE Primary School

Supervision of Children Policy

Agreed by Governing Body on:	**September 2026**
Policy review date:	**September 2027**

AIMS

St Paul's CE Primary School is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) and learning environments for the children of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies and third-party organisations) and parents/carers are aware of the standards that are expected.

Supervisory Responsibilities

The headteacher will:

- Ensure adequate staff are available to meet the required supervision requirements for before the start of the school day, during break times and lunch times and at the end of the school day until all children have left the school grounds or are under parental/carer supervision
- Ensure that staff are aware of their supervisory responsibilities
- Continue to develop a culture of safety and safe environment for our children
- Ensure that this policy is communicated to parents/carers
- Review and evaluate the supervision procedures as required.

Supervising staff will:

- Support and assist in the implementation of this policy.
- Reinforce a 'safe play'/use of recreational time message.
- Adhere to and follow the safeguarding and child protection, health and safety, behaviour polices and the staff behaviour policy/code of conduct, plus the additional policies listed on page 5.
- Report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate.
- Understand their prime supervisory responsibility is to be with the class or group at all times. Children should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.

Parents/Carers will:

- Respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available
- Support the supervisory staff by also ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities;
- Report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

Before school:

Children, which includes pupils and their siblings, are not allowed to play ball games or use the playground equipment and must behave in a way that respects the adults and smaller children on the playground.

- The duty staff go outside at 08.40am to open the school gates. One duty staff stands at each gate (KS 1 and 2) to ensure no children leave the playground after they have arrived.
- Staff should be at their classroom doors by 08.40am in order to bring in children as promptly as possible.

Parent/carers should also note that staff will not be on duty before 08.40am and are therefore encouraged to remain with their children until the gates are opened. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

The gates will be opened at 08.40am for access to school and will remain open until 08.50am. Any late comers must report to the main school reception area.

Supervision Arrangements
During the school day, all visitors with business in the school will be admitted through the school office where they will sign in and receive a visitor's badge. Certain visitors to the school must be accompanied by a member of staff at all time.

Leaving the school site: Children should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

Errands: Children should not be sent off-site on a personal errand on behalf of a member of staff.

Illness: When children are taken ill during the school day, the school will contact the parents/carers, whether at home or at work. Information about contacts is kept in the school office.

Lesson Time: Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

Visitors: All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

Parents/carers are not allowed to approach children from other families to sort out disputes or arguments, staff or parents/carers should report any concerns about this to the school office.

Break Times
The headteacher/deputy will:
- Review break duty arrangements daily in the event of any staff sickness/absence thereby providing adequate supervision ratios
- Make the decision about whether it is a wet break time
- Provide supervision training for new members of staff to ensure children are safeguarded

Class/Subject teachers will:

- Supervise the children in their care at all times
- Dismiss their class to the playground and check that supervisory staff are present before leaving the area
- If it is deemed inadvisable for a child to be in the playground during break times because of their behaviour, the class teacher will make the decision on whether the child should remain inside under the supervision of a member of staff and where they will be supervised
- We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested areas

Members of Staff on Supervisory Duty: See appendix A

- Must be in the playground from before playtime starts and remain there until all the children are sent inside
- Be vigilant at all times
- Not indulge in protracted conversation with other members of staff
- Deal with any incidents of behaviour and report them to the class teacher
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- If a child requires first aid they will be escorted to a trained first aider

Lunchtimes

The headteacher/deputy will make the decision about whether it is a wet lunchtime and review arrangements daily in the event of any staff sickness/absence to ensure there are satisfactory levels of supervision throughout the lunch break. It is considered that these adults have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. The SENCO is responsible for the management, training and welfare of the supervisors in school, and reports to the headteacher. The playground will be supervised at lunchtime by staff in designated areas-see appendix photos of where staff should be located and identify any areas of where direct supervision should be provided if appropriate e.g. play equipment and other areas that out of bounds. Communication between the supervising members of staff and the school office is undertaken verbally. In the event of an incident or unexpected occurrence, the headteacher will ensure additional support will be provided to assist in the situation. The headteacher can be communicated with verbally.

The Role of the Staff on Duty at Lunchtime

Staff on duty at lunchtime are responsible for:

- Supervising children on the school site as required by the headteacher
- Dealing with minor incidents and accidents following the health and safety policy
- Organising activities for the children during wet lunch breaks-see wet play rotas-staff must not leave their designated areas
- Over-seeing children's care and welfare during the lunch break, especially in the playground
- Undertaking training as required

General organisation
Each member of staff on duty at lunchtime has a specific role to play within the general organisation and is given a specific schedule to follow. The tasks are timed and staff **must** keep to the schedule.

General duties
Each member of staff on duty at lunchtime is responsible for:

- Supervising children eating their lunch
- Managing the children's behaviour, including orderly queuing
- Monitoring the playground, cloakrooms and classrooms to make sure children are not in areas they should not be
- Making sure all children observe the behaviour policy
- Ensuring the dining hall is cleared up after use
- Assisting children with their meals as necessary
- Alerting First Aid trained staff to injuries

Guidelines

- Do not stay in one place for any length of time (within your designated area)
- Make sure you patrol all areas of the school building for which you are responsible
- Do not stand talking to other staff or spend a long time with one group of children
- Follow the behaviour policy
- Aggressive play, bullying or rudeness should be reported to the class teacher
- Record all accidents in the minor injuries record and seek help if the accident is a cause for concern
- Read the health and safety policy for advice
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere-be vigilant
- Do not let children spend all their time with you, as it can prevent them from mixing with other children
- Avoid playing games with the children after you have initiated them, encouraging play between them in order to maintain a high level of supervision
- Pass all lunchtime issues to appropriate staff e.g. class teacher/DSL
- Treat the children fairly, equally and with respect
- Be vigilant of groups of mixed age children with particular attention to EYFS/KS1 pupils
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs

After School
The doors for KS1 classes will open at 15.10pm The doors for KS2 classes will open at 15.15pm The class teachers will escort the children to their allocated section of the playgrounds and ensure that they are met and collected by an appropriate person unless they have permission to walk home in years 5 and 6 only.

Staff **MUST NOT** release children to persons that are not known to them and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.

Children, which includes pupils and their siblings, are not allowed to play ball games or use the play equipment and must behave in a way that respects the adults and smaller children on the playground.

Special Arrangements
Following after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, parents/carers are asked to collect their children from the main entrance. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone in years 5 and 6 only or be collected by another named person.

All Other Times
Parents/carers must be aware that the school will **not** provide supervision for children in the playground outside these times, including open days, parent's evenings and parent events. The children will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

Relationship to other policies:
Behaviour Policy
Anti-bullying Policy
Safeguarding and Child Protection Policy
Supporting Children with Medical Conditions Policy
Health and Safety Policy
Incident Reporting Policy and Guidance
Educational Visits Policy

Relationship to risk assessments
First aid
Security
Movement around school
Playground activities
Play equipment
Slips, trips and falls
Access and egress

Roles and supervisory responsibilities
This policy applies to:

- All staff and contractors, agency and other third-party organisations
- Children
- Parents/carers (at dropping off and picking up times)

Arrangements for monitoring and evaluation
The designated safeguarding lead will monitor the minor injuries recording forms/ behaviour logs and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.

Supervising staff will be placed in the KS 1 and KS 2 playgrounds as well as the back garden during small break and lunch time. The monkey bars can only be used with adult supervision.

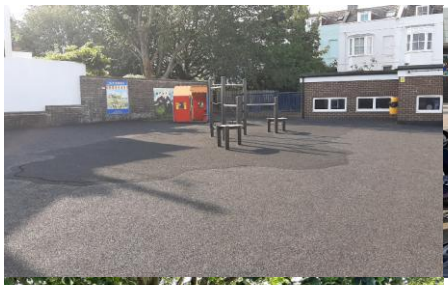
Signed:……(Headteacher). Date:…….

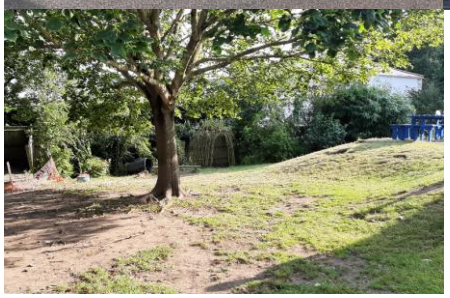
Signed:……(Chair of Governors). Date: ……

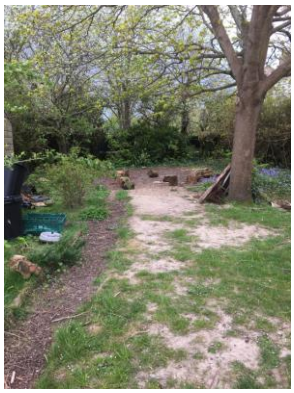
Appendix A

The position of staff when on duty outside plus other relevant information for each school.

Supervising staff will be placed at both KS playgrounds and the back garden area during small break (weather permitting).





Supervising staff will be placed at both KS playgrounds and the back garden area during lunch break (as above). If the children are eating outside, they must also have adult supervision.

The Wildlife Garden will be opened to Key Stage 1 children during lunch time and playtimes when the weather is deemed adequate providing enough staff are available to man the area.