



Sidcot  
Live Adventurously

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**Policy Name: Supervision of Children – Junior School  
(incorporating Guidance to Staff for Supervision of  
Children formerly Policy 2.13)**

**Policy Number: 2.10a**

**Date: 07 October 2017**

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## 1 Introduction

1.1 The Governing Body and Senior Leadership and Management Teams of Sidcot School recognise their responsibilities for safeguarding. Safeguarding is at the forefront of all of the School's operations. Being aware of children's whereabouts at all times is an essential element of safeguarding and child protection.

## 2 Scope

2.1 This policy applies to the Junior School, including the EYFS. A separate policy applies to the Senior School, including boarding.

2.2 This policy is available on the staff portal (Firefly).

2.3 All teaching staff and those with pastoral responsibilities, are expected to be familiar with its terms and implement the policy accordingly.

## 3 Arrangements

3.1 All children (including those attending events organised by the Junior School in term time) are deemed to be in the care of Sidcot School from the time they arrive on site until they leave, or are collected.

3.2 In this policy, a reference to Authorised Adult, means someone who is agreed by the parent(s) to collect the child, and who can state the Code Word provided to the School by parents. All parents of Junior School children are required to provide this information upon admission.

3.3 Junior School children are supervised by the following staff during the day as follows:

TIMES	SUPERVISION
Breakfast club (7.45am–8.30 am)	Only pre-booked children may attend Breakfast Club. This is supervised by a minimum of 2 members of staff with appropriate qualifications.  Any EYFS (Early Years Foundation Stage) children will be escorted to their classroom by a member of the Breakfast club staff.
Pre-Registration (8.30am – 8.40am)	Parents or carers of EYFS children will take their children to their classroom via the EYFS entrance. Parents may deliver their children to the Refectory at 8.20am if they need to drop them off before 8.30am.  Children will be supervised by their class teacher or classroom assistant  KS1 (Key Stage 1) and KS2 (Key Stage 2), sign themselves in, using age appropriate class self-register systems (supervised as appropriate).
9am – Checking of registers by Junior School Secretary	The Junior School Secretary will review the registers and telephone parents of absentee children, if no prior indication of an absence has been received.
Lesson times	The class teacher will remain with his/her class throughout each lesson – the children will not be left unsupervised at any time. A class register will be kept.  The exception is J6 children. If parental agreement has been received; the children are permitted to move around campus, to agreed venues, in pairs and groups.

Break and lunch times	<p>Children will not be left in classrooms or elsewhere in the School unsupervised. The exception is during a 'Wet Play', when the duty member of staff will 'float' between the KS1 and KS2. KS1 and KS2 will be supervised outside by two members of duty staff.</p> <p>EYFS children will be supervised outside by 3 members of staff. The exception is for visits to the toilets. EYFS children needing the toilet during lunch break will be supervised by one member of staff.</p> <p>All children are fully supervised by teaching staff and assistants during mealtimes in the Refectory as well as during playtimes.</p> <p>Children will not be left unattended in the Refectory while eating or drinking.</p>
<p>End of School</p> <p>EYFS &amp; KS1 – 3.30pm</p> <p>KS2 – 3.40pm</p>	<p>EYFS children must be handed over to their parents / Authorised Adults via the EYFS entrance, by a member of the teaching staff. Please refer to paragraph 3.3 for definition of Authorised Adult.</p> <p>All other children must be handed over to parents or Authorised Adults, or directed to an after-school activity.</p> <p>Children attending After School Care will be escorted to the After-School care room where they are signed in by the Staff on duty there.</p> <p>After the end of the School Day, children must either leave or be booked into After School Care, an activity or prep.</p>
<p>After School Care</p> <p>(3.30pm – 5.30pm)</p>	<p>Nursery, Reception and KS1 children who are going to After School Care, will be taken internally by staff to the After-School Care room and booked in.</p> <p>KS2 children may make their own way to the After-School Care room. A register will be kept of all children attending the session, and parental signature (or that of an Authorised Adult as per paragraph 3.3), is required before the child is released.</p> <p>Children will be supervised by a minimum of 2 members of staff with appropriate qualifications.</p> <p>A staffing ratio of 1 adult to 8 children will be maintained at all times for under 8s.</p>
<p>Prep 3.40pm-4.30pm</p> <p>(Early prep J3-J6)</p> <p>4.30pm–5.20pm</p> <p>(Late prep J5 – J6)</p>	<p>Prep is optional and is supervised by members of the KS2 team.</p>
<p>Tea time</p> <p>5.30pm-6pm</p>	<p>A minimum of 2 staff from After School Care will supervise the children during Tea.</p>
<p>After School Activities time</p> <p>(Times as per activity schedule)</p>	<p>Children may participate in a wide range of supervised activities. A register is kept of attendees. Any EYFS children attending an after-school activity will be escorted by a member of staff to the appropriate venue. It is the responsibility of the person running the activity to hand</p>

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	<p>over children to their parent or other Authorised Adult, or take them to After School care.</p> <p>All children must leave activities via the designated door (often the door where the activity is taking place). No child should be allowed to leave without a parent, or other Authorised Adult (as per paragraph 3.3).</p>
Holiday Club	<p>All children must be signed in and out of the Holiday Club by a parent, or Authorised Adult. The building must be entered and exited by parents and Authorised Adults through the main school door only.</p> <p>Supervision requirements and ratios are as per After-School care.</p>
Special Events	<p>For events during the year taking place in alternative venues on campus (for example in the Meeting House / Sports Hall / on the Sports Field), changes to the dropping off/ picking up procedures for children will be provided to parents and to staff prior to the event.</p>

#### **4 How does the School ensure appropriate levels of supervision?**

4.1 The School must ensure that sufficient staff are on duty to comply with licensing requirements with regard to qualifications of staff and staff/ child ratios.

4.2 Staff will set up their room environments with consideration to the practicalities of supervising all children and areas for example; visibility, accessibility, potential hazards.

4.3 Staff will position themselves in the indoor and outdoor environments with consideration for the activities being offered, the mix of children and staff and to allow the greatest vision of the whole area. Staff must position themselves to see the children (never sitting with their backs to the children).

4.4 Staff will ensure that children will be within their sight or hearing at all times during the day, indoors and outdoors.

4.5 Staff will focus on active interactions with the children, and refrain from congregating together to hold personal conversations, marking books or other distractions. The primary responsibility of staff is to ensure the safety of the children in their care. Staff will discuss best position points of supervision to avoid clustering.

4.6 When planning the outdoor environment, supervision positions for staff will be included.

4.7 Staff must remain in their designated areas. When multiple areas are available to children at the same time, (indoor/ outdoor activities) all areas must be supervised.

4.8 Staff will undertake regular head counts on children in their care (especially on entering or departing areas – i.e. playground or when closing their classroom for the day. Staff will be aware of the whereabouts of every child at all times.

4.9 Staff will encourage children to let them know when they are leaving an area to use the toilet in the junior school

4.10 Staff will communicate effectively by informing other staff if they are leaving an area for any reason to allow cover.

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## **5 Off Site Activities**

5.1 When taking children off site for any curricular or extra-curricular excursions; staff must refer to the Educational Trips and Visits Policy 2.9. The correct procedures in terms of notification of parents, risk assessment, safeguarding of children, staffing ratios and financing must be followed.

## **6 Child Protection and Safeguarding**

6.1 If a child is noted to be missing from the School site, the Missing Children Procedures (policy 1.2a) be followed. A child going missing from education is a potential indicator of abuse or neglect. Children who go missing may be at potential risk of abuse including child sexual exploitation, radicalisation, travel to conflict zones, female genital mutilation and forced marriage.

6.2 If there are any such concerns, the child protection procedures will be invoked as per policy 2.1. All staff should be alive to this, noting the issue on “Flag it” where appropriate or liaising direct with the Junior School Head who is a Deputy DSL, or social care where appropriate. Under usual circumstances, there will be liaison with the Junior School Head (Deputy DSL) in the first instance.

6.3 In the event that a child is missing or uncollected, the relevant policies will be followed, and staff are expected to familiarise themselves with these.

## **7 Evaluation and Review**

7.1 This policy will be reviewed annually by the Junior Head, and governors as part of the Annual Safeguarding Review, or sooner if change to practice, legislation or incident dictates. The practical arrangements adopted under this policy will be reviewed as the number of children in the Nursery changes. This ensures that we comply with the ratio of adults to children in this age group.

7.2 The Junior Head will support staff through regularly providing opportunities for staff to evaluate and provide feedback on supervisory practices through staff meetings, staff room discussions and informal chats as required.

7.3 Plans will be developed and reviewed for improving facilities and correcting problems if effective supervision is difficult due to design or change in grounds or buildings.

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## 8 Document Change History

Date of change	Detail significant changes and any new legislation/guidance taken into account
03.12.2016	Adopted by Board. Reformatted in new template. Policy 2.13 incorporated (guidance to staff for supervision of children) Inclusion of paragraphs for Introduction, Scope and Distribution, Off site Activities and Child Protection / Safeguarding, Evaluation and Review, and references. Paragraph 3.2 - Clarification of the definition of Authorised Adult and that all children must be collected either by a parent or Authorised Adult Paragraph 3.3 - Insertion of times for various activities Obligations of parent's section removed and inserted in the Blue Book. Minor changes made to reflect new practices around 'After School Checklists. Reference to Educational Trips and Visits Policy 2.9 (previously Health and Safety of Pupils on Activities Outside School).
07.10.2017	Reviewed and adopted by Board as part of Annual Safeguarding Review

## 9 References

- The Independent Schools Inspectorate Regulations (2014)
- The Regulatory Handbook for Schools (a Commentary) (September 2017)
- The National Minimum Standards for Boarding Schools (effective from April 2015)
- Statutory Framework for the Early Years Foundation Stage 2017
- 'Keeping Children Safe in Education', DfE, September 2016
- 'Working together to Safeguard Children', DfE, 2015
- 'What to do if you're worried a child is being abused', DfE, 2015
- Counter – Terrorism and Security Act 2015 (sections 26 and 29)
- The Prevent Duty Guidance for England and Wales (March 2015) and the Prevent Duty Guidance departmental advice for schools and childminders (June 2015).
- The use of social media for on-line radicalisation (July 2015).

## 10 Related Policies

- 1.1 Critical Incident Management Policy and Procedures
- 1.2a Missing Child Procedures
- 1.4 Uncollected Child Policy and Procedure
- 2.1 Child Protection and Safeguarding
- 2.10 Supervision of Pupils – Senior School
- 2.11 Equal Opportunities (Children)
- 5.1a. Behaviour-Junior School

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