

Widford Lodge  
PREPARATORY SCHOOL



**14a and 14c**

## **Supervision of Pupils Policy**

**This policy applies to all pupils at Widford Lodge School including those in the EYFS**

Reviewed and approved by the Proprietor: November 2023  
Review Date: November 2024

## Aim

Widford Lodge Preparatory School is committed to ensuring that pupils are safe and appropriately supervised both in school and during school activities or educational visits offsite. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

## Introduction

This document should be read in conjunction with the school's policies on Safeguarding, Anti-Bullying, Missing/Not Collected Children and the Promotion of Good Behaviour. The Proprietor and Headteacher are required to ensure, as far as possible, that adequate supervision for pupils takes place throughout the school day. The school is therefore committed to ensuring that:

- Pupil supervision and security always forms part of the risk assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs, and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within regulatory guidelines at all times, including the mandatory staffing ratios for EYFS provision
- Appropriate staff duty rotas are in place that demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence for the pupils and activity involved.

Widford Lodge Preparatory School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010.

## Procedures

To ensure pupils' personal safety, all employed staff have been checked using an enhanced disclosure from the DBS and adults without such a check have no unsupervised access to pupils. Whenever pupils are on the premises at least two adults are present, at least one of whom is appropriately trained in First Aid.

Systems are in place to prevent unauthorised access to our premises, with all visitors and volunteers being required to sign in and out via the school office. The site has been made secure for the safe arrival and departure of pupils.

## Staffing Ratios

Class sizes are a maximum of 20 pupils.

In EYFS Reception, where children are 4 and 5, there are two members of full time staff in each class, one of whom is a qualified teacher with Level 6 status and the other is a Level 3 qualified Learning Support Assistant.

In EYFS Pre-School, where the children are 2 ½ - 4, there are 4 full time members of staff and 1 part time. All staff hold Level 3 status. Ratios of 1:5 are maintained for under 3 year olds and 1:8 for 3 and 4 year olds.

### **Supervision throughout the School Day**

Time	Procedure for Supervision
Before 8am	No children on premises, gates and front door locked
8am	Black entrance gate opened and staffed by a Learning Support Assistant and Preschool member of staff
8am – 8.30am	<p>EYFS Pre-School children and parents enter either via black gate or through camera phone on front door. Once inside the Pre-School, children remain with the EYFS Pre-School staff until they are collected to go home.</p> <p>EYFS Reception children go to Early Birds facility in the Pre School, where a register is taken.</p> <p>Forms 1-5 drop their belongings in their classroom and go out to play. The playground has a Learning Support Assistant circulating on duty from 8am, with additional teachers available as necessary. An additional two Learning Support Assistants come out on duty from 8.15am-8.40am.</p> <p>Form 6 have the option to stay in their form room at the discretion of their form teacher.</p>
8.30am – 8.40am	<p>EYFS Reception children go to their form rooms, where they are supervised by their teacher.</p> <p>Forms 1-6 continue to arrive and play as above.</p>
8.40am	Black entrance gate is locked.
8.40am to break time	Assembly/lessons.
10.30am – 11.10am EYFS Pre School	EYFS Pre School staff supervise children in the EYFS garden (at least 4 members of staff with no more than 20 children)
EYFS Reception and Pre Prep break (normally 10.25am – 10.45am)	Learning Support Assistant supervises own class in playground. Level 3 Pre School member of staff supervises Reception children along with Reception teacher. They can call upon additional staff in the office and staffroom if needed.
Prep break 11.15am – 11.30am	At least two Learning Support Assistants supervise children in playground, rotating around premises. They can call upon additional staff in the office and staffroom if needed.
11.50am – 12 noon	EYFS Pre School staff supervise children who are going home at midday (2 members of staff with no more than 5 children).

EYFS Pre-School, EYFS Reception and Pre Prep lunch (starts at 11.50am)	Pre-School staff (3 members of staff with no more than 16 children), teachers and Learning Support Assistants supervise the children eating lunch in the Hall. Children return to Pre-School and continue their day or to their classrooms until 12.40pm, supervised by teachers and Learning Support Assistants.
12.40pm – 1.10pm EYFS Reception and Pre Prep lunch break	EYFS Reception and Pre Prep supervised outside by their Learning Support Assistants and one teacher who cover all zones of the playground. There is one nominated Learning Support Assistant who stays in the same zone and is informed if any others have had to go inside to help a child.
12.30pm – 2pm Prep lunch break (one hour break for each class, on rolling timetable)	Prep children go into playground until they are called into lunch, starting at 12.30 and continuing on a rolling basis. A Learning Support Assistant supervises the children waiting to enter the Hall for lunch, at the side door to the Hall and registers to check that all children have lunch. Children are supervised by members of staff in the Hall while they eat their lunch and then return outside to play. There is always a teacher on duty in the Hall throughout the lunch period and the last teacher on duty stays until all children have left the Hall.
1.10pm – 2pm	A Learning Support Assistant and a teacher (the duty is split between three teachers so each does 20 minutes) supervise lunchtime break, circulating and periodically checking the changing rooms. A member of Games staff is also on duty to check the changing rooms.
2pm EYFS Pre School	EYFS Pre School staff supervise children in the EYFS garden (2 members of staff with no more than 16 children, all aged 3 or 4)
3.05pm	EYFS Pre School parents wait at the black gate, which is opened at 3.05pm and their children are handed over to them. Any children not collected are taken back to the Pre School and parents arriving after this time press the appropriate button at the front door. A member of the Pre School staff brings their child to the front door to them.
3.15pm – 3.25pm EYFS Reception and Pre Prep hometime	The black gate is opened and staffed by a Learning Support Assistant, checking that children leave with their parent/carer. Children in Reception, Forms 1 and 2 are dismissed to their parents in the playground area, with designated collection zones for each class. Any Pre Prep children not going home are taken to their club or late stay by their teacher.
3.25pm	The black gate is shut. Any EYFS Reception children not collected go to Late Stay in the Pre School or to clubs (Summer Term only). Any Pre Prep children not collected are taken to Late Stay in Room 3 or to after school clubs.

3.25pm – 4.30pm EYFS Reception and Pre Prep late stay and clubs	<p>When EYFS Reception and Pre Prep clubs finish, children are either dismissed from the club to their parent/named carer or are taken to Late Stay by the teacher leading the club.</p> <p>Pre Prep Late Stay takes place in Room 3, where children are supervised either by a teacher or a Learning Support Assistant, until they are collected by their parent or named carer.</p> <p>Between 3.25pm and 3.45pm, the gates remain locked and parents/carers have to buzz on the camera phone entry system at the front door so that their child can be brought to them at the front door.</p> <p>At 4.15pm, any Pre Prep children not collected are taken to Room 4, the Late Stay facility.</p>
3.45pm – 4.00pm Prep School hometime	<p>Children are dismissed from lessons at 3.45pm and are sent to collect their belongings.</p> <p>The black gate is opened and staffed by a Learning Support Assistant, who ensures that children leave with their parent or another known responsible adult.</p> <p>A teacher is on duty in the playground, supervising those children who are staying for the Late Stay facility or for clubs.</p>
4.00pm	<p>The black gate is locked. Any children not collected by this time either go to their after school club to be registered or go to Room 4 to be registered for the Late Stay facility. The teacher who had been on duty in the playground checks that all children have done this and liaises with the teacher or Learning Support Assistant on Late Stay duty to check whether there are any children who signed up for Late Stay who have not arrived; if so, they follow up the whereabouts of these children.</p>
4.15pm	<p>Pre School staff would try to contact the parents of any child not collected, where a reason has not already been given. Two members of staff would stay with them until collected.</p>
4.00pm– 5.30pm	<p>Children are dismissed from Late Stay or clubs by the teacher or Learning Support Assistant on duty, to their parent or known responsible adult, via the camera phone at the front door, answered by the office.</p> <p>If parents/carers know they are running late, they usually contact school by telephone.</p> <p>At 4.15pm EYFS Reception and Pre Prep children not already collected join the Late Stay facility in room 4.</p> <p>At 5.30pm, the Learning Support Assistant on Prep duty would try to contact the parents of any child not collected, where a reason has not already been given.</p> <p>Sometimes, after school clubs for Prep children are held at the school field and parents are able to collect their children from there. In such cases, the teachers leading the clubs are responsible for ensuring safe traffic flow via the single entry/exit lane and also for dismissing the pupils to their parent or another known responsible adult.</p>

Throughout the school day, EYFS Pre-School parents arriving after 8.40am and at any time thereafter to collect their children use the Pre-School camera phone entry system, operated separately by the Pre-School. This also applies to parents arriving to collect their EYFS Reception children from Late Stay. Parents are not permitted into the Pre-School except in extenuating circumstances.

Any children not collected by the end of the Late Stay facility time are supervised in accordance with the school's Missing Child and Child Not Collected policy.

The staff handbook outlines specific guidance for members of staff on supervision during playtime, wet break and Prep duty.