St. Helen's College

Pupil Supervision Policy

This is a whole-school policy which includes the Early Years Foundation Stage

Introduction

All staff at St. Helen's College are committed to safeguarding and promoting the welfare of pupils in our care. The Head is responsible for ensuring that appropriate levels of supervision are in place. Levels of supervision must be adequate to ensure the safety and security of pupils. Supervision ratios are set from time to time by the Head and vary depending on pupil age and activity.

All staff of the school, teaching and non-teaching, have joint responsibility for the continuous safety and supervision of the children.

The aim of this policy is to maximise the safety of pupils whilst they are in our care. The purpose of this policy is to offer guidance to all staff about the expectations and levels of supervision of all pupils throughout the school term.

This policy should be read in conjunction with the school's Safeguarding Policy, Pastoral Care Policy, Anti-Bullying Policy, Missing Child Policy, Educational Visits Policy and Staff Handbook.

Overall Approach to Supervision

As a general rule, pupils must be supervised at all times. There are a small number of exceptions:

- pupils from R-Y6 are not supervised when in the toilets or changing rooms and
- pupils from Y2-Y6 are not necessarily supervised when moving around the buildings and grounds, when going to class, the toilet, the office etc.

Only staff with Enhanced DBS Disclosures may have unsupervised access to children.

Supervision during the school day

Morning procedures

Upper School Procedures
Children are allowed on site from 8.00 a.m. They enter either via the main school entrance on Parkway or via the Windsor Gate. Both gates are staffed from 8.00 a.m. Children may be dropped off by parents on foot or using drop-and-go. One member of staff is on active duty in the playground from 8 a.m. and is joined by a second member of staff at 8.10 a.m. At 8.30 a.m. both gates are closed and entry is allowed only by office staff. Children arriving late must be signed in at the office before going to class.

When the bell rings at 8.30 a.m. pupils line up in Form Classes and Form Teachers collect them from the playground and escort them to the classroom.

Lower School Procedures
Children are allowed into the playground from 8.00 a.m. They enter via the main gate which is manned by a member of staff. At least two members of staff are on duty in the playground from 8.00 a.m. At 8.15 a.m. the children go into their classrooms. The gate is closed at 8.30 a.m. Children who arrive late are escorted to their classroom by staff.

Ducklings and Nursery Procedures
A member of the Ducklings or Nursery staff supervises the main door during the handover period. The door is locked at 8.30 a.m. and parents arriving after this time must ring the doorbell for attention. Children are brought directly to the classroom by their parents between 8.00 and 8.30 a.m. and are handed over directly to a member of the Ducklings staff.

Break Procedures

Upper School Procedures
Two members of staff supervise pupils in the playground (three on a Friday when there is a larger group in the playground). In the event of wet play, members of staff are deployed so as to manage several classrooms at once.

Lower School Procedures

Ducklings Procedures
A risk assessment has been carried out for the Ducklings outside area and one member of staff will always supervise the gate. An additional three members of staff supervise.

Nursery Break
Three members of staff supervise children in the classroom while the children are eating their snacks, always within sight and hearing of the children. The statutory ratio for children aged three to four is always maintained. Further staff are in the proximity and on call as necessary.

Nursery Freeflow

Four members of staff supervise the playground and other outside areas. Six members of staff remain in the Nursery and the children can choose to be indoors or outdoors. The statutory ratio for children aged three to four is always maintained.

Reception Break
Either one class teacher and three level 3 Teaching and Learning Assistants, two teachers and two level 3 Teaching and Learning Assistants or four level 3 Teaching and Learning Assistants supervise in the playground, always within sight and hearing when the children are eating. In the event of wet play, both classrooms are used; each classroom is supervised with the same aforementioned ratios in effect. The statutory ratio for children who will reach the age of five or older within the school year is always maintained. Further staff are in the proximity and on call if necessary.

Year 1 Break
Two members of staff supervise the playground. In the event of wet play, the children go into their respective classrooms and are supervised by one member of staff. Further staff are in the proximity and on call if necessary.

Lunch Procedures

Upper School Procedures
Pupils are accompanied to lunch by a teacher and all staff eating in the refectory sit with the children. During Middle School service, two SMSAs are in the refectory while two are in the playground and during Upper School service one is in the refectory while three are in the playground. Teachers are available to be called upon if necessary.

Lower School Procedures

Ducklings Procedures
Four members of staff supervise the children while they eat their lunch, always within sight and hearing of the children. The statutory ratio for children aged two is always maintained.

Nursery Lunch - The Nursery children eat their lunch in their classrooms. They are supervised by two Nursery staff and one SMSA, always within sight and hearing of the children. The statutory ratio for children aged three to four is always maintained. Further staff are in the proximity and on call if necessary.

Reception Lunch – Four members of Reception staff plus two SMSAs supervise the serving of lunch in the hall, always within sight and hearing of the children. The children return to their classrooms when finished and are supervised by two members of the Reception staff. They then go into the playground and are supervised by two Reception staff and two SMSAs. The statutory ratio for children who will reach the age of five or older within the school year is always maintained. Further staff are in the proximity and on call if necessary.

Y1 Lunch - Two SMSAs are with the children in the playground. When they return to the classroom one SMSA is with each class. When all of Y1 are eating lunch there are two SMSAs. When twelve of one class have finished they return to their classroom with one

SMSA. The remainder of each class return to the appropriate classroom when they have finished their lunch.

Afternoon Break Procedures

Y1 Break - Two members of staff supervise the playground. In the event of wet play, the children go into their respective classrooms and are supervised by one member of staff. Further staff are in the proximity and on call if necessary.

End of Day

Upper School Procedures
Once the gates are opened, duty teachers and school patrol staff supervise both gates. At the front gate, pupils are dismissed to their parents by their teacher. Parents must collect the children on foot. If they are due to leave via the Windsor Gate, the duty teacher and school patrol staff will dismiss them. Pupils are only dismissed when the duty teacher/ school patrol is satisfied that the parent/carer is present. Any alterations to normal pickup arrangements must be notified to the office by email or phone call. Some pupils are supervised for an interim period by Funtasia staff in the 'Holding Area'; these pupils are collected by siblings before 4. 00 p.m. and parents/carers from the hall if they arrive late (after 4.00 p.m), when they may be charged for a Funtasia session.

The Upper School gate is opened and supervised from 3.20 - 4.00 p.m.

Lower School Procedures
The Lower School gate is opened and supervised from 3.00 - 3.30 p.m.

Nursery
Nursery staff dismiss their class from the Nursery gate, by way of an intercom system as parents arrive to collect their child. Staff then greet the parent, ascertain their identity and then bring the child out to the gate after checks have been made against the list of permitted adults for collection.

Reception
Kingfishers dismiss from their main door and Owls from the middle steps in front of the Reception block. The parents wait in the playground so that they can be seen by the relevant teacher. One member of staff, usually the class teacher, will dismiss each child when they see their parent/carer. They will observe each child until they are safely reunited with their parent/carer.

Y1
Both classes are dismissed from the main Y1 entrance. Parents/carers stand in the playground so that they can be seen by the relevant teacher. One member of staff, usually the class teacher, dismisses each child individually when they see their parent/carer. They observe each child until they are safely reunited with their parent/carer.

Some pupils are supervised for an interim period by Funtasia staff in 'Holding Area'; these pupils are collected at the main entrance.

Ducklings Procedures
Parents arriving to pick up their children must ring the doorbell for attention. A member of the Ducklings team will then bring their child to the door after checks have been made against the list of permitted adults for collection.

After School Club Procedures
Pupils at Funtasia are signed in by Funtasia staff and must be picked up by a nominated adult who collects them. Children attending Funtasia are supervised at all times. Parents of US pupils gain access by ringing the doorbell. This is answered by Funtasia staff, who confirm each visitor's identity before allowing them into the buildings. Parents of LS pupils call the Funtasia phone and the relevant pupil is then taken to the front door to be dismissed.

Co-Curricular Activities

Teachers and external coaches who run clubs during lunchtimes and after school collect pupils from a designated area. They take the register and mark down any absentees. For off-site clubs, they return the register to the school office before going off site. It is the responsibility of the person running the club to ensure that every child is safely dismissed. Full guidance and procedures for dismissal are shared with club leaders.

Children are not allowed to go home on their own unless they are in the final term of Year 6 and parental consent has been arranged with the Head.

Access To The School

The external doors are locked during the school day. Access through the main gates at the Upper and Lower School sites is secure and monitored by each office. Children are not allowed to open the gates. Access codes are changed termly. At Ducklings, the external door is locked during the day.

Supervision During Curriculum Time

No class is left unsupervised for any reason during the school day. In the case of an emergency, if a teacher needs to leave the classroom they must ensure that another member of staff can take their place in the room or that a member of staff in an adjoining room is aware that they are leaving the room. Both doors must remain open.

Teachers must remain very mindful of punctuality at beginnings and ends of lessons so that during the changeover period no class is left unaccompanied for more than the necessary time for a teacher to move from one classroom to another.

Supervision During Co-Curricular Activities

The arrangements for the supervision of pupils during co-curricular time are detailed in the club supervision guidance document. Co-curricular coaches who are not members of school staff have an induction with the DoCC where supervision and

dismissal policies are outlined. In addition, they have a general induction with the Deputy Head.

Unexplained Absence

Parents are asked to inform the school if their child is not attending for any reason. If a child is absent without having heard from parents, the welfare staff call parents to ascertain the reason for absence. Registers are closed at 8.40 a.m. and a call is made to parents/carers by 10.00 a.m. to ascertain the reason for absence.

Supervision in Case of Sickness

If a pupil is ill during the day they will be supervised in the medical room by a member of the welfare staff until they are deemed fit to return to class or, in the case of not being fit enough, until a parent or carer collects them.

Visitors on Site

Visitors on site sign in and are issued with ID which must be visible on their person at all times. They are chaperoned at all times whilst on site.

Supervision During Educational Visits – Residential and Non- Residential

The arrangements for the supervision of pupils during educational trips are detailed in the Educational Visits policy.

Staff Induction

All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Staff Duties - Guidelines

Staff on duty must arrive punctually to their duty. Supervision should be proactive. If a staff member cannot undertake a duty they should attempt to arrange a swap and should also inform the Deputy Head or Head of Lower School.

Author(s)	JM
Date	September 2025
Review Frequency	2 years

Next review	September 2027