



Supervision of Children Policy

Alfriston Primary School

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Supervision of Children Policy

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Aims

Alfriston 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 or carers are aware of the standards that are expected.

Supervisory Responsibilities

The headteacher will:

- Ensure that the EYFS ratios, training and supervision levels are always maintained for those in Reception.
- Always ensure the maintenance of good order and discipline during the school day when pupils are present on the school premises or on educational visits.
- 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 or carer supervision.
- Organise appropriate training for school personnel.
- Ensure that staff are aware of their supervisory responsibilities.
- Continue to develop a culture of safety and a safe environment for our children.
- Ensure that this policy is communicated to parents or carers.
- Monitor the effectiveness of this policy by speaking with pupils, school personnel, and parents.
- Review and evaluate the supervision procedures as required.

Supervising staff will:

- Support and assist in the implementation of this policy.
- Be aware of the EYFS requirements of supervising those in Reception, including the level of training required for staff.
- Reinforce a 'safe play' message.
- Adhere to and follow the safeguarding and child protection, health and safety, and behaviour policies, and the staff behaviour policy/code of conduct, plus the additional policies listed on page 5.
- Report any concerns to the headteacher or member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate.
- Understand their prime supervisory responsibility; to be with the class or group all the time. 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.

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- Have a strong awareness of the need for supervision at transition times. This includes supervision of cloakroom/toilet areas, supervision of transition to pick-up time, and supervision of use of toilets at the beginning and end of the school day. Risk assessments must be in place.
- Have an awareness of which pupils have specific health needs/conditions which may warrant an immediate response in an emergency e.g. pupils requiring an inhaler / EpiPen and that emergency medication is available as per an individual plan.

Parents and Carers will:

- Respect the arrangements provided for the supervision of their children and understand the times that supervision will be available.
- Support the supervisory staff by 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

Gates will be opened from at 8.40am for children in Pearl & Ruby and 8.45am for Sapphire & Emerald Class. Children should arrive through the relevant gate for their class where there will be a member of staff to greet them and go straight to their classroom. Any latecomers must go to the main entrance (using the buzzer at the gate, if necessary) and report to the office.

The member of staff greeting the children at the gate will ensure they come in but do not go out again. From the time children enter the school premises, the school takes responsibility for them and all teachers must be ready to receive their class.

Parent/carers should note that children are their responsibility until they enter the school premises. Should there be any incidents such as bullying or accidents before children enter the premises, the school cannot be held responsible and supervisory responsibility remains with the parent/carer.

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 lanyard/badge. Visitors to the school must be accompanied by a member of staff at all times unless they have an appropriate DBS. Visitors who have an appropriate DBS and are not accompanied by a member of staff should know who to liaise with if there are any issues.

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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. This includes children collecting items from cars parked in the school car park.

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 on Arbor (the school information system).

Lesson Time: Children must be supervised at all times. Children should not be left in classrooms without supervision.

Clubs & Extra-Curricular Activities: Children attending clubs and extra-curricular activities should not be left in school unattended. It is the responsibility of school staff to ensure there is a handover of children to club & extra-curricular activity providers.

Visitors: All visitors to the school are expected to sign in and out at the school office. Visitors are required to wear a visitor's lanyard/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.

Disputes: 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/School Business Manager 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 and ensure that there are adequate levels of supervision throughout the premises.
- Provide supervision training for new members of staff to ensure children are safeguarded.
- Ensure walkie-talkies are available to enable communication between the staff on break duty and the school office/other members of staff. In the event of an incident or unexpected occurrence, the headteacher/SLT will provide additional support to assist in the situation.

Class Teachers will:

- Supervise the children in their care at all times;
- Lead their class to the playground and check that supervisory staff are present before leaving the area;
- Ensure that if they have made the decision that a child should remain inside during break time because of unacceptable behaviour or to finish work, they ensure the child is supervised by a member of staff. (No child is to miss the entire of their break time. It may be necessary to give a child time to run about outside after break time has finished but they must always be supervised by a member of staff).
- Come out to the playground for the end of break and lead their class in to school. 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 map/ rota indicating where staff should be located; this identifies any areas where direct supervision should be provided e.g., play equipment

- Must be in the playground from before break time 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 relevant member of staff.
- Report any safeguarding incidents/concerns to the DSL/Deputy DSLs immediately.
- Ensure that the playground door is locked at the end of playtime.
- Must be clear about the procedures in relation to the administration of emergency medication during lunch and playtimes.
- If a child requires first aid, where possible it should be dealt with by a first aider on the playground. If the first aider feels the child needs to go to the medical room they should walkie-talkie for another first aider to come and collect them or radio for a member of staff to replace them on duty on the playground so they can take the child to the medical room (it is important that the minimum supervision ratios are maintained on the playground at all times).

Lunchtimes

The Headteacher/School Business Manager will:

- Review break duty arrangements daily in the event of any staff sickness/absence thereby providing adequate supervision ratios.

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- Make the decision about whether it is a wet break time and ensure that there are adequate levels of supervision throughout the premises.
- Provide supervision training for new members of staff to ensure children are safeguarded.
- Ensure walkie-talkies are available to enable communication between the staff on break duty and the school office/other members of staff. In the event of an incident or unexpected occurrence, the headteacher/SLT will provide additional support to assist in the situation.
- Whilst EYFS children (Reception) are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.

Class Teachers will:

- Lead their class to the lunch hall.
- Supervise the lunch line, remaining in the hall until all children have collected their lunch and are seated.
- Come out to the playground for the end of lunch play and lead their class in to school. 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.

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/member of SLT.
- Ensuring EYFS children (Reception) always being within sight and hearing whilst eating.
- Ensuring EFYS children are facing the adults on duty to reduce choking risks.
- Ensuring food is not being shared in case of any unexpected allergic reactions.
- Whilst EYFS children (Reception) are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.
- Dealing with minor incidents and accidents following the health and safety policy.
- Being clear about the procedures in relation to the administration of emergency medication during lunch and playtimes.
- Organising activities for the children during wet lunch breaks.
- Over-seeing children's care and welfare during the lunch break, especially in the playground, positioning themselves so staff are spread evenly around the playground.
- Undertaking training as required.
- Ensure they have a walkie-talkie with them to enable them to communicate with the office/other members of staff;
- Reporting any safeguarding incidents/concerns to the DSL/DDSL as soon as possible.

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 timetabled; staff **must** keep to the schedule.

All members of staff are responsible for ensuring children are not in the school building during break/lunchtimes.

General duties

Members of staff on duty at lunchtime are responsible for:

- Supervising children eating their lunch.
- Managing the children's behaviour.
- Ensuring children queue in an orderly way (class teacher).
- Monitoring the playground to make sure children are safe.
- Making sure all children observe the behaviour policy and anti-bullying policy.
- Ensuring the children act in an appropriate way while eating their lunch eg. no throwing food, walking around.
- Assisting children with their meals as necessary.
- If a child requires first aid, where possible it should be dealt with by a first aider on the playground. If the first aider feels the child needs to go to the medical room they should walkie-talkie for another first aider to come and collect them or radio for a member of staff to replace them on duty on the playground so they can take the child to the medical room (it is important that the minimum supervision ratios are maintained on the playground at all times).

Guidelines

- Do not stay in one place for any length of time (within your designated area).
- Inform the Headteacher/SBM if you become aware of an area which you believe requires additional vigilance or falls outside of sightlines in terms of supervision.
- Do not stand talking to other staff or spend a long time with one group of children.
- Follow the school's behaviour policy & anti-bullying policy.
- Rough play, bullying, rudeness or concerns should be reported to the class teacher and/or SLT.
- First aiders administering first aid must record all accidents and seek help if the accident is a cause for concern.
- Read the health and safety policy for advice.

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- 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; encourage play between them to facilitate a high level of supervision.
- Avoid questions to children that could be interpreted as ‘prying’ into family matters.
- 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.
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs. This may include having an awareness of what measures should be implemented in response to specific behavioural incidents to ensure the safety of others and appropriate support for the individual pupil.

End of the Day/After school

School finishes from 3.10pm for Pearl and Ruby Class and 3.15pm for Sapphire and Emerald Class. The class teachers will escort their class to the gate (Monday to Thursday) or playground (Friday) and hand them over to an appropriate person unless they have permission to walk home (Years 5 and 6 only). The class teacher should use the home time collection list provided by the office.

Staff MUST NOT release children to anyone other than parents/carers or other people on the approved collection list which must have been provided by the parents/carers. Parents/carers must communicate any alternative arrangements to the school office if they wish their children to be collected by another named person.

Safeguarding - After School Provision

- The school will ensure that a clear procedure is in place for the transition of children from school to after school provision.
- It is the school’s responsibility to ensure third party providers are prepared to adopt the school’s policies.
- All providers will be informed of the systems, procedures, and expectations for safeguarding.
- It is the responsibility of the provider to contact SPOA / the Head Teacher/ Designated Safeguarding Lead (DSL) in the event of a safeguarding incident / concern e.g., child disclosure.

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- All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education' (DfE - 2025).
- Insurance: All third-party providers offering activities provide a copy of their public liability insurance and their employer liability insurance as appropriate.
- It is important that the school ensures that they have written confirmation from third party providers that their staff have been safely recruited.

Club Expectations

All club leaders ensure that every term there is a reminder about the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour, and changing arrangements. Registers of attendance must be taken at the start of each session.

Special Arrangements

Upon the completion of 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 (Years 5 and 6 only) or be collected by another named person.

PE

- Children who cannot physically take part in PE should join their class as an observer or take part in the lesson as best they can. If this is not appropriate, then children must be designated a class/person and must report there with some work to do.

Children's Responsibilities & Duties

- When allocating jobs/tasks to children, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging electrical apparatus into the mains unless they were directly supervised, for example. Children doing jobs/tasks must be directly supervised by the teacher or relevant member of staff.
- Children must not be left in classrooms, library or other areas of the school, during lesson times/break/lunch times without direct adult supervision
- All children must leave the building promptly during break/lunch times and should be aware that once they have left the building they should not return unless they have permission from a member of staff on duty, eg. to go to the toilet.

Activities Off-site

During all class trips/ activities off-site staff have a heightened responsibility for supervision and must always follow procedures and risk assessments.

All Other Times

Parents/carers must be aware that the school will **not** provide supervision for children outside these times, including open days, parent/teacher consultation meetings, and parent events (unless a crèche has been organised by the school). 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

- Early Year Foundation Stage Framework
- Behaviour Policy
- Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- ESCC First Aid Policy and Guidance
- Supporting Children with Medical Conditions Policy
- Health and Safety Policy
- ESCC Incident Reporting Policy and Guidance
- ESCC Policy on Outdoor Play Equipment
- Educational Visits Policy
- Crisis Management Plan

Relationship to risk assessments

- EYFS
- First aid
- Security
- Movement around school
- Playground activities
- Play equipment
- Slips, trips, and falls
- Access and egress
- Individual pupil risk assessments

Roles and supervisory responsibilities

This policy applies to:

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

Arrangements for monitoring and evaluation

The designated safeguarding lead will monitor the minor injuries recording forms/behaviour logs, individual pupil risk assessments where appropriate and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.

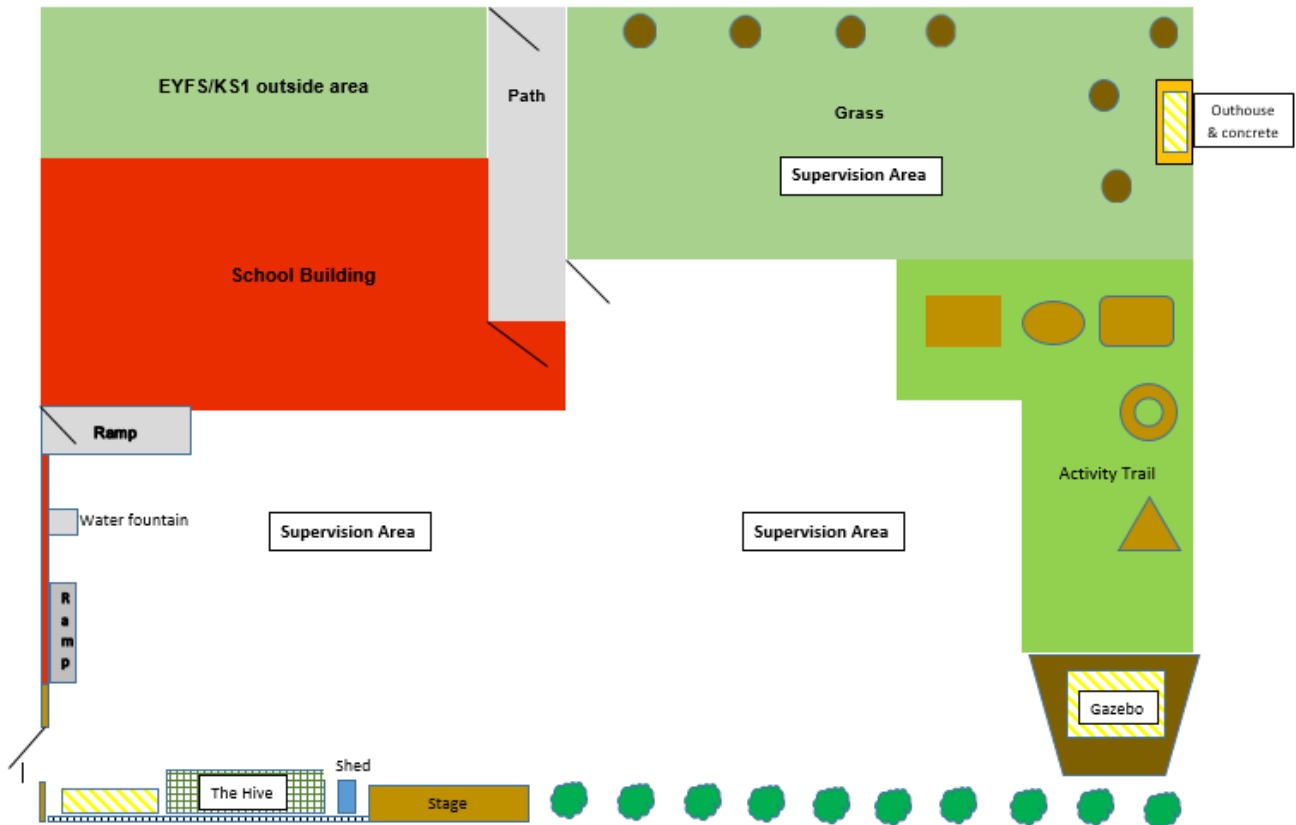
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Appendix A

Key

 Blind spots

 Trees



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Appendix B

A letter which is used to gather the collection arrangements for the children.

Dear parents/carers,

At Alfriston Primary School, we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer, or someone authorised by their parents/carers, unless they are in Years 5 and 6 when they can walk home provided you give permission. It is vital that collection details are clarified, and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible - we just ask that you ring into the school office by 2.30pm to inform us, so that we can let your child's class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation, please either speak to your child's class teacher or call the school to arrange an appointment with the headteacher.

Thank you for your support and we appreciate your patience in this.

Yours faithfully

Designated Safeguarding Lead

.....

Child's name:

Class:

The person who will normally pick up my child is:

Name:

Relationship:

Tel (home):

Tel (mobile):

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If each day is different, please state or if they are attending an after-school club, please give details below:

Monday

Name: Relationship

Tel (home): Tel (mobile):

Tuesday

Name: Relationship

Tel (home): Tel (mobile):

Wednesday

Name: Relationship

Tel (home): Tel (mobile):

Thursday

Name: Relationship

Tel (home): Tel (mobile):

Friday

Name: Relationship

Tel (home): Tel (mobile):

I give permission for my child to walk on their own (Year 5 & 6 only):

Other arrangements (e.g., a person who you DO NOT wish to collect your child - **please provide further information/documentation**)

Print name (parent/carer)

Signed:

Date: