

Supervision Policy

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Mrs Faye Dance
Ratified @ Committee Name / FGB & Date:	New Policy

Mission Statement

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

Statement of Aims & Objectives

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



Safeguarding

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark Pauline.clark@oakhyrstgrangeschool.co.uk

DSL: Roxann Dowling (Head of EYFS) 07746135233

DDSL: Gemma Mitchell (Headteacher) 07786 393228

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1. Staff: Pupil Ratios

Pre-Reception

Ratios within Pre-Reception and Reception is 1:8 for three to four-year olds as stated by *The Department for Education Statutory Framework for Early Years Foundation Stage 2025 p.33, 3:51-3.52*.

All support staff will hold at least a Level 3 qualification.

At least half the staff included in the ratios for children aged three years and above hold at least a Level 3 qualification and at least half of the other staff working with them hold at least a Level 2 qualification. When a level 6 member of staff (those with QTS, EYPS or Early Years Teacher Status) is included within ratio of children aged three and over, there is at least one member of staff for every 13 children and at least one other member of staff will hold a Level 3 qualification, although it is unlikely that we would go to this level of ratios.

During lunchtimes and wrap around care, the ratio of 1:8 for three to four-year olds is adhered to. At playtimes, a teacher with QTS is on duty with at least one other TA.

Reception

Ratios within Reception vary, accommodating staff duties and non-contact time. When a member of staff with Level 6 qualification (those with QTS, EYPS or Early Years Teacher Status) is included within the ratio of Reception children, there is always at least one member of staff for every 30 children.

At playtimes, a teacher with QTS is on duty.

Years 1-2

up to 21 pupils in class	1 teacher	1 Classroom assistant
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Years 3-6

up to 21 pupils in class	1 teacher
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All staff are responsible for supervising the pupils during the school day and at times beyond. They are expected to follow the guidelines of any particular duty they might undertake. Around the school – much supervision is informal between lessons and during breaks and it is an essential part of the staff's supervisory role to ensure that pupils adhere to the school rules to stay safe. No pupils are allowed to go into any room without a staff member present or to come into school during breaks without permission from the staff on duty.

When children from the Early Years are present, there is always a Pediatric First Aider on site.



2. The School Routine

7.30-8.00am	<p><u>Early Birds</u> Children are escorted to the Cameron Hall door by their parent/carer and handed over to the Early Birds member of staff.</p>
7.45am	<p><u>Clubs/Activities</u> Modern Dance and Fitness Club Pupils attending these two clubs are to be escorted to the Reception Side gate by their parent/carer and handed over to the teacher in charge of the club.</p> <p><u>Swimming</u> Pupils attending early morning swimming clubs are to be escorted to the Swimming Pool side gate by their parent/carer and handed over to the teacher in charge of the swimming club.</p>
8.00-8.30am	<p><u>Drop and Go Parking System</u> Pupils in Years Reception to Year 6 use the 'drop and go' car parking system to arrive at school. Parent volunteers assist children in safely exiting their vehicles and entering the school site. A designated member of staff is on duty at the Reception Playground gate to welcome pupils on to the school premises. Once through the side Reception side gate, pupils must go directly to their classroom to be registered by their form teacher.</p>
8.30-8.40am	<p><u>Pre-Reception</u> Pre-Reception are escorted into school by their parent/carer to the Pre-Reception Classroom by walking.</p>
8.00 – 8.45 am	<p><u>Registration</u> The Form Tutor takes responsibility for the pupil once he/she has arrived at school and into their form room. A register is taken. Register closes at 8.40am. Pupils who arrive late are let into the school building by the school office staff team and are registered on the iSAMS system.</p>
8.45 – 10.20	<p><u>Assemblies and Lessons</u> Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason, however, there are times when one teacher may supervise two or three classes, during transitions between lessons. Pupils are escorted to the room locations for each of their lessons. In case of emergency teachers might:</p> <ul style="list-style-type: none"> - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - call the Office, or send for a relevant member of SLT. - EYFS maintain ratios at all times ensuring their classes are supervised.
10.20-10.40am	<p><u>Break Time</u></p>



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	<p>Pupils are supervised by the teacher who has taught them before the break in the changing rooms to collect their belongings before being sent outside for break.</p> <p>All pupils are supervised by a member of staff, who undertake break duty on a rota basis (see Duties Schedule in Staff Admin / School Office).</p> <p>2 members of staff at morning break for years 1-6 – one on the playground and one on the top field.</p> <p>1 or 2 members of staff on duty with Reception playground</p> <p>2 members of staff on duty in Pre-Reception playground</p> <p>EYFS ratios are maintained.</p>
10.40am-12.40pm	<p><u>Lessons</u></p> <p>See above (8.45-10.20am)</p> <p>Pupils are escorted to the room locations for each of their lessons.</p>
12.40-1.10pm	<p>Pupils are allocated to a table of mixed year groups with one member of staff per maximum of 11 children. Staff eat with the children to ensure ratios are maintained at all times and that the 'children are adequately supervised (children must be within sight and hearing of an adult), including while eating, and staff are deployed in a way that ensures children's needs are met' as stated by <i>The Department for Education Statutory Framework for Early Years Foundation Stage 2023 p.28, 3:29</i>.</p>
1.10-1.50pm	<p><u>Break</u></p> <p>Pupils are supervised by the teacher who has taught them before the break in the changing rooms to collect their belongings before being sent outside for break.</p> <p>All pupils are supervised by members of staff, who undertake lunch duty on a rota basis (see Duties Schedule in Staff Admin / School Office). The member of staff on duty will escort pupils to cloakrooms and ensure that all pupils go outside to the playground.</p> <p>Members of staff will be positioned in different areas of the school (playground, top field and woods).</p> <p>1 or 2 members of staff on duty with Reception playground</p> <p>2 members of staff on duty in Pre-Reception playground</p> <p>All pupils are then supervised in the playground until lunch break ends and pupils return to their form rooms for registration.</p>
1.50-1.55pm	<p><u>Registration</u></p> <p>Pupils return to their Form Rooms to be registered by their class teacher.</p>
1.55-3.45pm	<p><u>Lessons</u></p> <p>See above (8.45-10.20am)</p> <p>Pupils are escorted to the room locations for each of their lessons.</p>
3.15pm 3.25pm 3.35pm 3.45pm	<p><u>Dismissal</u></p> <p><u>Form Teachers escort their classes down to their dismissal gates and complete handover of the pupils to the responsible adult assigned for collection.</u></p> <p>Any children who are uncollected at the gate due to a parent running late are escorted to the BWA Hall after 5-10 minutes to attend After School Care.</p> <p>Should any children still not be collected after a further 5-10 minutes, the office escort the children down to After School Care. Parents are called. Please see Uncollected Child Policy.</p>
3.30pm 3.45pm	<p><u>After School Clubs and Activities</u></p>



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	<p>Children are supervised by their Form Teacher whilst preparing for their clubs or activities. Form teachers escort the pupils to the club/activity and hand over to the member of staff in charge of the club.</p> <p>Clubs take a register and contact the school office should a child not arrive. At the end of the club children are taken to the Reception gate or Cameron Hall door by the teacher/adult running the club and they ensure that every child has been collected. Please see Uncollected Child Policy.</p> <p>It is the responsibility of the staff member in charge of the club to ensure that safe and suitable activities are planned for the duration of the club. This includes safe use of space, especially during inclement weather or the darker months. Activities should only take place outside if light or in floodlit areas where pupils can be safely monitored. Activities should not take place in the woods if it very windy and pupils should be taken inside if it is lightening. staff are unsure or need guidance, they should contact a member of SLT.</p>
3.30pm-6.00pm	<p><u>After School Care</u></p> <p>Children in EYFS are taken by staff into the Reception classroom where they are supervised by qualified members of staff. Ratios are maintained. Parents collect the children from the front door after contacting the school office through the intercom system. Pupils are escorted there by a member of the After-School Care team. There is always a Pediatrics First Aider on site.</p> <p>Children in Year 1-6 attend after school care in the BWA Hall. On collection, parents ring the BWA door bell and the member of staff on duty hands over the pupil to the designated adult for collection. If a new adult is unknown to the school a password is required to be shared with the member of staff on duty. A member of SLT is on call until the last child has been collected each day. They can also be called if After School Care becomes particularly busy.</p> <p>Pre-booking takes place for after school care and a record of these children is kept.</p> <p>The members of staff supervising both After School Care clubs contact the SLT member of staff once all children are off site.</p>

3. **Swimming Lessons:**

All children are accompanied from school to the pool by a teacher or teaching assistant. EYFS maintain ratios. Once the children have arrived at the swimming pool, the escorting member of staff hands responsibility over to the Swimming teachers for the lesson or club.

Children remove their shoes outside the changing room and then get changed in the group changing areas. Children are supervised by the poolside teaching staff (2 or 3 members of staff depending on the year group).

4. **Sports Fixtures:**

We aim to have a member of PE staff designated to each team we take to a fixture; however, this is not always possible. We will always have a minimum of 2 members of staff attending each fixture. For away fixtures we try and have two members of staff going, even if there is only one team. While at a fixture, a member of staff will accompany the children to the toilet. Children are always accompanied by a PE member of staff to the fixtures in our mini busses or our hired minibuses.



5. Educational Trips

Please see Educational Trips and Visits policy.

The safety of our pupils is paramount for our school. Approval is sought from the Headteacher before any educational visit is undertaken and all risk assessment documentation is completed prior to the trip taking place.

Staffing on all Educational Visits is vitally important. All educational visits comply with the guidelines and procedures outlined in the relevant Educational Visits Policy. All details must be documented prior to departure.

A Risk Assessment will be completed prior to the trip and a staff member will have visited any new proposed location. All completed planning documents and Risk Assessments are submitted to the Educational Visits Coordinator, Mrs Gemma Mitchell. The risk assessment will be shared with all staff prior to a trip and should know exactly what is required of them during the visit.

Adequate first aid provision will have been addressed and arrangements made for medical needs is documented in the risk assessment. In the case of an Early Years trip, a Pediatric First Aider will always accompany the trip.

A school emergency contact is nominated. The group leader and the school emergency contact will have a copy of all the adults and pupils travelling in the group. A contingency plan will be in place for delays and early communication will be provided to the parents should there be delays.

Adequate information regarding the educational visit is provided to parents and pupils as far in advance as possible. Consent will be obtained where pupils are taken on a trip or visit that: -

- extends beyond the normal school day
- involves an overnight stay
- requires collection from a different venue

This Policy is subject to regular review.