



Supervision Policy

Date Reviewed:	15.06.2026
Next Review Date:	15.06.2027
Policy Owner:	Mrs Faye Dance

Date	Amendment	Staff Member
15.06.2026	Change to pupil numbers per class	Faye Dance
15.06.2026	Separate assemblies section added	Faye Dance
15.06.2026	The School Routine – update on timings and routines regarding to specific aspects of the day	Faye Dance
15.06.2026	Addition of Duties Section	Faye Dance
28.06.2026	Updated Pre-Reception and Reception Ratio Wording	Faye Dance

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 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.



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- 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

Oakhurst 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 Oakhurst 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@oakhurstgrangeschool.co.uk

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: DSL@oakhurstgrangeschool.co.uk



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1. Staff: Pupil Ratios

Pre-Reception and Reception

Ratios within Pre-Reception is 1:13 for three to four-year olds, stated by *The Department for Education Statutory Framework for Early Years Foundation Stage 2025 p.33, 3:51.*

Ratios within Reception are 1:30 for children turning 5 that academic year, as stated by *The Department for Education Statutory Framework for Early Years Foundation Stage 2025 p.33, 3:51.*

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

During lunchtimes and wrap around care ratios are adhered to.

Years 1-2

up to 22 pupils in class	1 teacher	1 classroom assistant per class in the majority of lessons
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Years 3-6

up to 22 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, supervision is formal 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 the school buildings 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



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7.30-8.00am	<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.
7.45am	<u>Clubs/Activities</u> Pupils attending any clubs prior to the start of the normal school day are to be escorted to the Reception Side/Swimming Pool gate by their parent/carer and handed over to the teacher in charge of the club. The pupils are registered into this club by the supervising member of staff.
8.00-8.30am	<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 Reception side gate, pupils must go directly to their classroom to be registered by their form teacher.
8.30-8.40am	<u>Pre-Reception</u> Pre-Reception are escorted into school by their parent/carer to the Pre-Reception Classroom by walking within the designated walkway areas.
8.00 – 8.45 am	<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. The 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 with a reason recorded for their late arrival.
8.45-9.00am	<u>Assemblies</u> Monday – Headteacher Assembly. All staff members to attend. Wednesday – Celebration Assembly delivered by Headteacher. All staff members to attend. Friday – Singing Practice (Years 2-6). Designated staff members to attend. Years PR-1 Form Time.
9.00– 10.20am	<u>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 more than one class during transitions between lessons. Pupils are escorted to the room locations for each of their lessons. In case of emergency teachers might: - 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. The academic timetable dictates which member of staff is responsible for each class at a given time.
10.20- 10.40am	<u>Break Time</u> Pupils are supervised by the teacher who has taught in lesson two whilst they



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	collect their belongings before being sent outside for break. All pupils are supervised by a member of staff, who undertake break duty on a rota basis. 2 members of staff at morning break for years 1-6 – one on the playground and one on the top field. 1 or 2 members of staff on duty with Reception playground 2 members of staff on duty in Pre-Reception playground EYFS ratios are always maintained.
10.40am-12.40pm	<u>Lessons</u> See above (9.00-10.20am) Pupils are escorted to the room locations for each of their lessons.
12.40-1.10pm	<u>Lunch</u> 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>.
1.10-1.50pm	<u>Break</u> Pupils are supervised by the lunch time supervisors whilst they collect their belongings from the changing rooms before being sent outside for break. All pupils are supervised by members of staff, who undertake lunch duty on a rota basis. Members of staff will be positioned in different areas of the school (tennis court/top playground, top field and woods). 1 or 2 members of staff on duty with Reception playground 2 members of staff on duty in Pre-Reception playground. EYFS ratios always maintained. All pupils are then supervised in the playground until lunch break ends and pupils return to their form rooms for registration.
1.50-1.55pm	<u>Registration</u> Pupils return to their Form Rooms to be registered by their class teacher.
1.55-3.45pm	<u>Lessons</u> See above (9.00-10.20am) Pupils are escorted to the room locations for each of their lessons.
3.20pm 3.25pm 3.35pm 3.45pm	<u>Dismissal</u> Form Teachers escort their classes down to their dismissal gates and complete handover of the pupils to the responsible adult assigned for collection. Any children who are uncollected at the gate due to a parent running late are escorted to the room in which After School Care takes place. Should any children still not be collected after a further 5-10 minutes, the office will contact the parents are called.
3.30pm 3.45pm	<u>After School Clubs and Activities</u> 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



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	the member of staff in charge of the club. Members of staff leading a club will 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 is handed over to a responsible adult. If a child is not collected, they are taken to the After School Care room. If after a further 5-10minutes, the child has not been collected, the school office will contact their parents. 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 due to bad weather. If staff are unsure or require guidance regarding the delivery of a club/activity, they should contact a member of SLT.
3.30pm-6.15pm	<u>After School Care</u> Children in EYFS 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 Pediatric First Aider and a member of SLT on site until the last child leaves. Children in Year 1-6 attend after school care in a separate classroom from those in EYFS. On collection, parents ring the front 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. Pre-booking takes place for after school care and a record of these children is kept. The members of staff supervising both After School Care clubs contacts the SLT member of staff once all children are off site.

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:**



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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 supervise children at all times.. 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 locations. 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

6. Duties

The Duties list is published at the start of each term by the Deputy Headteacher. Staff on duty during break times are expected to act, to be seen and to be vigilant ensuring the pupils are safe and happy. Staff on duty must complete the following:

- Arrive on time to all duties
- Ensure pupils are adhering to the behaviour policy
- Remain vigilant of all health and safety aspects and report any findings immediately to the Premises Manager
- Check that pupils are not in areas that are out of bounds
- Ensure that they have a radio on their person for communication purposes
- Are in sight of other members of staff on duty



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- Report any incidents in the correct manner (CPOMs or to the Form Teacher)
- Treat minor medical injuries or send pupils to the school office for more first aid treatment

This Policy is subject to regular review.