



Supervision of Pupils Policy

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1. Introduction

Mill Hill Education Group ('the Group') is the trading name of The Mill Hill School Foundation. St Joseph's In The Park is one of the Group's ten schools. The Group acknowledges that they have a duty of care to ensure that pupils who are on any part of their schools' premises, or for whom the schools have accepted responsibility, are properly supervised.

Safety of the Pupils is Paramount

All teaching staff, teaching support staff and breaktime/lunchtime supervisors are required to perform supervisory duties around the school in addition to their teaching commitments. All staff are effectively on duty whenever they are involved in school related activities and are required to monitor behaviour and attitudes.

Being on duty takes precedence over all other commitments.

Aims:

- To keep pupils safe
- To ensure good behaviour around the school is maintained
- To observe individual pupils and pick up any pastoral care issues
- To ensure all pupils are made aware of the boundaries and rules for play outside the buildings, before, during and at the end of the school day.

Effective Supervision requires staff to:

- Be punctual
- Be constantly moving around the designated duty area
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
- Communicate concerns to other staff at the point of handover and to teachers if appropriate
- Communicate details of any serious incident to a member of SMT immediately
- Avoid lengthy discussions with colleagues which prevent proper supervision of pupils
- Never leave an area unsupervised.
- If the handover person does not arrive then ask another adult to inform them or use the walkie talkie.
- Engage with children in play and on the Friendship Bench
- Best practice is that 2 members of staff accompany a line of children particularly when outside the school building or going to the playground with one at the front and one at the back of the line
- Staff must lead from the back if escorting children alone so that all children are in view and can be accounted for.

2. Supervision Throughout the School Day

Before School

Sunrise Club - The Sunrise Club Room door opens at 7:30am for Breakfast Club. Parents are asked to drop their children from between 7:30 am and 8.10am. The children must be signed in. The children remain in the Breakfast Club Room with the supervising adults for breakfast and then stay there. There is a minimum of 2 staff depending on the numbers of children. EYFS ratios are observed. Once breakfast club has finished the children are accompanied to the playground where a member of staff is on duty.



The three Main School doors are opened at 08:30am for pupils. Parents are requested not to drop their children at school before 08:30am and leave them unsupervised. After the bell goes at 8.50am the pupils are greeted at the doors by their class teacher or another member of staff in their absence and once in the school building should drop their belongings in the cloakrooms before going to their classrooms. Pupils who arrive late (after 8.50am) need to enter through the doors to the school office and report to the office staff who amend the school register.

Morning Playtime

Morning break is split, with the Reception children using the EYFS playground, Key Stage One children using the main playground and Key Stage Two using it at a different time to Key Stage One. The children are supervised by both members of staff from their class until they reach the playground and then there are 2 designated staff members on duty. All pupils are expected to go out for playtime unless in the event of inclement weather.

Inside Break Time and Lunch Time

Inside break is determined by the members of staff on duty. The children usually play out in light rain. The children will not play outside if the rain is heavy, or the winds are too strong. If there is a wet break or lunch time, then the following happens:

Inside break time – the staff on the duty rota are to split between the Key Stage One and Key Stage Two corridors to supervise all year groups.

Lunchtime Play

The children either eat lunch and then play or play and then eat lunch. This rota is changed each term to allow different groups of children to eat and play together. The children are supervised in the dining hall, to and from the playground and in the playground at all times by 3 lunchtime supervisors. The EYFS use their own play area and have their own duty rota.

Home time, Stay and Play and Club Arrangements

At the end of the day the children for wrap around care/after school club or an after-school activity remain in class until 3:30pm supervised by the teachers. They are then taken to Sunset Club or join their respective after school club, escorted by a member of staff. The club leaders are waiting for them at this time.

The class teacher dismisses each child with a non-tactile greeting to the adult collecting them. These are known adults or adults approved by the family and on the 'collection' list. All staff check with the office if they are unsure and phone calls are made. Children can be collected by other families if a letter has been sent to school stating the new arrangement. Any children who are late being collected wait in class and are then taken to wrap around care at 3.30pm and play there until 3.50pm when they are collected with their sibling or up until 6pm if their collecting adult is running late.

After school activities run from 3:20pm. The teacher or Peri running a club must maintain a register. Children attending clubs are dismissed in a similar way with staff and Peri's dismissing the children to known adults. A member of school staff is always available at this time. If pupils have not been collected after 15 minutes the child goes to after school club and awaits a parent while being supervised. After school clubs run up to 6pm.

External Agency or Supply Staff All staff are given a briefing on the St Joseph's in the Park policy concerning the supervision and safeguarding of children. Any concerns/disclosures should be



directed/reported to the Assistant Head Pastoral/Designated Safeguarding Officer or Head Early Years/Deputy Safeguarding Officer.

Wrap Around Care (After School Care)

The Stay and Play Arrangements

Teaching Assistants will escort any pupil going to the Wrap Around Care room directly from the classroom at 3.30pm. There are 2 members of staff present.

There are phones situated around the school and in the Wrap Around Care room for communication.

Children are supervised until collection. These individuals must be known adults or adults approved by the family and on the 'collection' list. If a pupil has not been collected by 6pm the member of staff responsible for Wrap Around Care will try to contact the parents. If it has not been possible to make contact by 6.15pm, the Wrap Around Care staff must contact the SMT on duty for advice.

In the event of a non-collection by 6.30pm; (and no contact with either parent or the nominated emergency contact person, being established by 19.00), the Head will be notified, and Social Services may be informed so that arrangements are made for the pupil to be cared for.

3. Supervision of Pupils Away from the School Site.

Individual Policies set out the principles of supervision when pupils leave the school site. The details may be found in:

- Educational Trips and Visits Policy
- Risk Assessment Policy
- Missing Child
- Promoting Positive Behaviour

4. Related School Policies, and Review

The Supervision Policy should be considered in conjunction with the following school policies:

- Safeguarding and Protecting the Welfare of Pupils;
- Health and Safety;
- Promoting Positive Behaviour;
- Anti-Bullying;
- Missing Child.

This Review: November 2024

Next Review: November 2025

This policy was approved by the Exec Team on 9th January 2025.



Reception			
RHD	Time	Location	Notes
Arrival	8:50am	Front Main Door	
Departure	3.20pmpm	Front Main Door	
Break Time	10:00-10:20am	Playground	Main door
Lunch	11:50am (1 st Sitting)	Hall	
Lunchtime Play	12:15-1:20pm	Playground	Use main door
Wet Lunch		RHD	

Appendix 1: Timings of the School Day

Years 1 & 2	Time	Location
Arrival	8:50am	Classroom Door
Departure	3.20pm	Classroom Door
Break Time	10:00-10:20am	Main Playground
Lunch	12:00pm	Hall
Lunchtime Play	12:00-1.20pm	Main Playground

Years 3-6	Time	Location
Arrival	8:50am	Playground Front Door
Departure	3:50pm	Playground Front Door
Break Time	11.00 -11.20am	Main Playground
Lunch	12:20pm - Rotated	Dining Hall
Lunchtime Play	12:20-1.20pm	