



Elm C of E Primary School & Preschool **Supervision of Pupils Policy** **September** **2025**

At Elm C of E Primary School we aim to ensure that full and appropriate supervision of all pupils occurs throughout the school day. To provide a reasonable level of duty of care for all pupils. N.B. The term “parent” is used throughout the policy and refers to all adult carers who have charge of the children during out of school hours.

GENERAL SUPERVISION BEFORE SCHOOL

Children are not permitted onto the school grounds until 8:30 am (other than children attending breakfast club from 7.45am – supervised by at least two adults). The Head and/or Senior Leader will be on the school drive to welcome and a teacher will be on the playground to supervise the children as they go straight into school via their designated entrance.

Children from breakfast club will be under the supervision of the breakfast club TAs.

Children will be led into their classrooms straight away at 08:35am and will be under the supervision of their class teacher and TA(s)

REGISTRATION

The responsibility to ensure that a child attends school regularly is that of the parents. Please refer to the school’s attendance policy. Parents will be contacted by phone if their child does not attend for registration. If a child fails to arrive at school after leaving home then it will be the duty of the parents to take appropriate action.

GOING OFF OF THE SCHOOL SITE

If it is suspected that a child has left the school site then staff will try to get the child back into school. However, if a child refuses or runs away too quickly then parents and emergency carers will be contacted immediately by telephone. If no one is available on the emergency telephone numbers and staff are unable to locate the child the police will be informed.

Parents are regularly reminded of the importance of the school having up to date emergency contact numbers.

No member of staff will ask a pupil to run a personal errand for them that involves leaving the school site. If a child is ill then they will not be allowed to go home unless they have a parent or an authorised adult as an escort. Consent must be given directly to the school by

the parent for the authorised adult (friend / family member) to collect their child if they are unable to.

If a parent requires a child to leave school early, they must collect them. No child will be allowed to **leave the school site alone within the school day.**

GENERAL SUPERVISION DURING LESSON TIME

All children will be under the general care of their class teacher and teaching assistants during the school day. Although pupils may be called out of the classroom to work with other adults they remain in the overall care of the class teacher. Children are allowed, unaided, to go to the toilet or run internal errands for staff at the teacher's discretion.

All staff, helpers, adults and volunteers who work in the school receive a DBS check to ensure their suitability. These checks are recorded on the schools Single Central Record. All main exits are locked during lesson times whenever possible and entry to the main entrance is via an entrance entry system.

TA's have been directed to ensure all external doors are locked after all children have returned from break and lunch play.

VISITS

Teachers complete a risk assessment whilst organising a school trip and a copy is given to the Headteacher to ensure that the appropriate level of supervision will be available. Teaching staff are responsible for ensuring all the correct risk assessments are obtained or devised and a detailed itinerary is drawn up. All parents must give consent for the visit.

The visit details must be logged on the Cambridgeshire Schools Visits Site known as 'Evolve'. There will always be members of staff that are qualified in Emergency First Aid for every visit.

Children go on visits at the Headteacher's discretion. If it is deemed that a child's inappropriate behaviour will put themselves or others at risk then the child will not be permitted to go on a school visit. An individual pupils' behaviour focused risk assessment will always be produced in these situations.

BREAKTIMES

Staff members supervise the playgrounds at break times to ensure that all children are supervised whilst out at play. Children are only allowed back into the building with an adult's permission. Gates are locked to the playgrounds. If there is an indoor playtime due to bad weather then all classes are supervised by an adult. Children do not leave the classroom without an adult's permission and they are encouraged to play quiet games or draw. Some children with specific needs or in certain circumstances are allowed the choice of remaining inside during a break time. This is under the supervision of the class teacher and the above supervisory conditions apply.

LUNCHTIMES

At all times, a reasonable number of Teaching Assistants or Midday Supervisory Assistants are directed to supervise the children at lunchtimes.

They are deployed on a rota basis devised by the SLT. Where lunchtime clubs exist, there is always an adult present to supervise the children. Children are regularly reminded of the need to be in appropriate areas of the school so that they can be adequately supervised.

If the Headteacher deems that a child's behaviour at lunchtime is putting themselves and others at risk then they may have an inside playtime only.

Where poor weather prevents the children from outdoor play, children are supervised within their classroom under the supervision of a Teaching Assistant or Midday Supervisor. All classes will have a designated adult. Again, the children undertake quiet games or draw. It must be noted that children going to and from areas of supervision e.g. along corridors

EMERGENCIES

Regular fire drills and in-vacuations are undertaken, at different points in the school day. All children and staff leave the building immediately and registers are checked. If an emergency occurs during a lesson then the teacher will contact the school office via radio or telephone.

Classes are not left unattended.

When a child is unwell they rest in the first aid area under the supervision of a member staff, or, if they are waiting to be collected, they rest in the blue seating area under the supervision of the office staff.

If the child is deemed to require urgent medical assistance and parents cannot be contacted then the emergency services may be called or they will be taken to the hospital by school staff – all the time every attempt will continue in order to contact the parents.

A record of accidents is kept on SMARTlog.

SUPERVISION AFTER SCHOOL

All after school clubs and activities are fully supervised by appropriate adults. If a child is not collected by a parent at the appropriate time then school staff (usually office staff or senior management) will make every endeavour to contact the parents.

TRAVELLING TO AND FROM SCHOOL

The Headteacher is not responsible for the supervision of pupils travelling to and from school. However, the Headteacher can discipline pupils if necessary with regard to their behaviour when they are travelling to and from school. For those children who travel using

transport provided by the local authority, care will be taken to look after them if their transport should be delayed.

All staff recognise the need to care for pupils for at least 10 minutes at the end of the school day to allow all pupils to leave the premises safely.

P.E. LESSONS

Staff teaching PE ensure that children are appropriately dressed and trained in the safe use of equipment and the required behaviour for safe P.E. lessons. If a parent fails to comply with the P.E. dress code and the Headteacher deems the child's attire to be unsafe then the parents will be phoned to discuss a solution since P.E. is part of a pupil's entitlement to the National Curriculum (this includes swimming sessions).