



Mill Hill

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Supervision of Pupils Policy

2023 2024



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1. Introduction

The school has a duty of care to ensure that pupils who are on any part of the school premises, or for whom the school has 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 SLT 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, both inside and outside the school building.

2. Supervision Throughout the School Day

Before School

Breakfast Club - The Hall door opens at 7:30am for Breakfast Club. Parents are asked to drop their children from 7:30 am-7:40am. The children must be signed in. The children remain in the hall with the supervising adults for breakfast and then stay in the hall. There is a minimum of 3 staff depending on the numbers of children. EYFS ratios are observed. Once breakfast club has finished the children are accompanied to their classrooms.



The three Main School doors are opened at 08:15 for pupils. Parents are requested not to drop their children at school before 08:15 and left unsupervised. Pupils are greeted at the doors by the Head, Deputy and Assistant Head (Pastoral) or another member of staff in their absence and once in the school building go to their classrooms. The class teacher and/or TA are waiting in class to greet the children. Pupils who arrive late (after 8.40am) enter through the doors to the school office and report to the office staff who amend the school register adding the minutes late to iSAMS

Morning Playtime

Morning break is split, with the Reception children having their playtime in the EYFS playground and Keys Stage One children using the main playground ~~at different times.~~ The children are supervised by both members of staff from their class until they reach the playground. In the playground with KS1, 2 designated staff members on duty including one teacher, one member of staff has a walkie talkie. In the EYFS playground there are 3 members of staff to meet the ratio requirements. 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 - all teachers and TA's are to work the break time for themselves between them, ratio support is given to Reception by SLT.
- Inside lunch time - depending on the amount of rain the tented areas can be used. If not suitable then please refer to the wet play plan available on the whole school duty rota.

Nursery Lunch

The Nursery children move from their morning learning space with all Nursery staff to the hall, dropping their bags off enroute. The children all eat in the hall together and are supervised by Nursery staff, lunchtime supervisors and other staff on duty. At 12pm the children are taken to their rest places by the staff on duty on the second half of lunch (within ratio) When the Head of Nursery deems the children are ready, they will no longer have their rest period and play in the EYFS playground, supervised by Nursery staff and lunchtime supervisors (within ratio).

Lunchtime Play (Reception and KS1)

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. In Term 1 the Reception children wear coloured tabards to help facilitate this.

Home time, Stay and Play and Club Arrangements

At the end of the day the children for Stay and Play and clubs remain in class until 3:15pm supervised by the TA's. They are then brought to the hall to line up for their respective club or are taken to the stay and play assembly point. The club leaders are waiting for them at this time.

At normal time dismissal, 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

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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.

Children with siblings in other year groups or schools across the Foundation can wait on the sibling bench until 3:30pm.

Any children who are late being collected wait on the sibling bench and are then taken to stay and play after the 30 minute sibling time has expired.

After school activities run from 3:20pm-4:00/4:10pm. Children are supervised in the hall from 3:15pm. 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 Grimsdell staff is always available at this time. If pupils have not been collected after 15 minutes, parents are contacted and informed their children will be taken to the Stay and Play from where they may be collected.

External Agency or Supply Staff

All staff are given a briefing on the Grimsdell school policy concerning the supervision and Safeguarding of Children. Any concerns/disclosures should be directed/reported to the Deputy Head Pastoral/Designated Safe-guarding Officer or Assistant Head Early Years/Deputy Safe-guarding Officer.

Stay and Play (After School Care)

The Stay and Play Arrangements

Teaching Assistants will escort any pupil going to Stay and Play directly from the classroom at 3.15pm. KS1 are collected in the hall by the members of staff who are employed to supervise this facility. The staff are all TA's at school and suitably qualified. EYFS children are taken directly to the Cabin where the Stay and Play staff are waiting. The number of staff reflect the number of children, always maintaining the appropriate ratios

All staff have walkie-talkies for quick communication and a member of the senior team is always on site and will patrol the different areas for added safety.

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 17.30 the member of staff responsible for Stay and Play will try to contact the parents. If it has not been possible to make contact by 17.45, the Stay and Play staff must contact the SLT on duty for advice.

In the event of a non-collection by 18.30; (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.

There are two 'stay and play' sessions divided into Key Stages.

- EYFS in the Cabin
- Key Stage One – In a KS1 classroom followed by the hall or large playground

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
- Child Going Missing from School/School Activities
- 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;
- Policy in the Event a Child Goes Missing from School/School Activities
- EYFS Policy

This review: November 2023

Next Review: Autumn 2024

This Policy has been Approved by the Education Committee of the Court of Governors, 22nd November 2023.



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