



**SUPERVISION, SAFETY AND SECURITY OF CHILDREN POLICY**  
**JANUARY 2025**

<b>Date of adoption of this policy</b>	1st September 2025
<b>Date of last review of this policy</b>	11th August 2025
<b>Date for next review of this policy</b>	11th August 2026
<b>Policy owner (SLT)</b>	Headteacher
<b>Authorised by</b>	Headteacher and Proprietor

**POLICY STATEMENT**

We maintain the highest possible security of our school and nursery premises to ensure that each child is safely cared for during their time with us.

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits, that is available to, and understood by, all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. This policy also applies to EYFS pupils.

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

**SUPERVISION AT SCHOOL**

**Supervision Before School**

*Clarendon*

The front door is opened by the Office Manager and/ or the Head at 8.30am and is manned by that member of staff to greet parents and pupils as they arrive on site each day. A second member of staff is situated at the school internal door and escorts arriving pupils to their classrooms. Reception pupils enter via the Reception door and are greeted by their teacher. No pupils should be in a classroom before registration without supervision. The door is closed at 8.45am. Electronic registration is completed by 9.15am, after which time all late arrivals must register at the office.



### *Cambridge Gardens Nursery*

The front door is opened by the Manager at 8.30am and is manned by that member of staff to greet parents and pupils as they arrive on site each day. A second member of staff is situated in the cloakroom and helps children with their personal belongings and escorts them to the main room or the garden, as relevant. The door is closed at 8.45am. The arrival and departure times of children, adults and visitors - are recorded. Our systems prevent unauthorised access to our premises. Our systems prevent children from leaving our premises unnoticed.

### **Supervision during the day**

We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service (See Safer Recruitment Policy). All children are supervised by adults at all times. Whenever children are on the premises at least two adults are present. The school carries out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

When supervising pupils in their care staff:

- Follow the Health & Safety Policy and the First Aid Policy and procedures
- Have a high awareness of pupil well-being
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and anti-bullying
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head

### **Visitors**

We will only allow access to visitors with prior appointments. Our staff check the identity of any person who is not known before they enter the premises. The school and nursery front doors are self-closing doors and are kept shut at all times.

Visitors are welcomed into the school/ nursery and immediately next to the front door are asked to record their name, the organisation they are from, the purpose of their visit and their arrival and departure times in the visitor's book. They are then asked to wear a visitor badge at all times on our premises.

### **Lesson Time**

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason a teacher needs



to leave the classroom for any length of time, another appropriate adult must be summoned to supervise the class first. Pupils from Year 2 upwards are allowed to exercise some personal responsibility delivering a message elsewhere; carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child. Reception and Year 1 children carry out messages in pairs.

### **Sleeping children**

A member of staff will remain with the children at all times whilst they are in the sleeping room. Children will be checked to ensure they are breathing, that they are not too hot or too cold and that their faces are clear of any bedding. Children will be positioned on their back when they sleep and with any blanket tucked in no higher than their shoulders. Every child will have their own clean bedding provided. Mattresses will be sanitised after each use. The child's personal comforter will be readily available as needed. We will endeavour to keep the room temperature at 18 degrees centigrade and maintain good ventilation.

### **Unwell Pupils**

When a child is taken ill they should be taken to the Medical Room where they will be seen by a qualified first aider who will decide on the course of action to be taken (See Health & Safety Policy.) Should it be necessary, the first aider will telephone the parent and will instruct the form teacher and School office that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out.

### **Supervision at Break Times**

The duty timetable covering garden break for Nursery to Year 6 children is circulated to all staff at the beginning of each academic year and displayed in the corridor and stored on the drive. Part of the induction of new staff includes an explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. It is often at unstructured lesson breaks that pupils are most at risk, owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying.

### **Park**

Children from Reception are taken to the park for breaks. Detailed procedures for outings to the park are included in the [LPEBL Playground Risk Assessment](#), which is reviewed every year with all staff members during September inset days.



In the event of wet play, each teacher is stationed in her own classroom with her pupils for the afternoon.

### **Supervising Pupils' Mealtimes**

In the Dining Room Pupils in Reception and Year 1 are served between 11.30 and 12. Children from Years 2 to Year 6 are served between 12noon – 12.30pm. On certain days there are lunchtime clubs, during lunchtime. Lunch is served by non teaching staff. Pupils needing to have early lunch for activities are given priority. Staff on duty ensure that there is good behaviour in the dining room and check that pupils make sensible choices and have a balanced plate of food. Persistent poor eaters are monitored by staff and regular checks are made to ensure that they have eaten a reasonable amount. Staff report any concerns to the appropriate teacher and/or member of the SLT, who may decide to inform the parents via the Communication Book. Once pupils have finished their meal, they empty any leftover food into the scraps bowl and place cutlery and cup in the respective receptacles.

### **End of School Arrangements**

At the end of the school day pupils are dismissed by their Teachers who escort them to the front door and hand them over to their waiting adult who is known to them. If any changes to the person collecting a particular child are made, the office will notify the class teacher and or post the notification on the board in the front corridor. Staff will only allow a child to be collected by an authorised adult (these are those adults that are named on your child's Back to school form). Parents and carers must inform staff in writing if another authorised adult is collecting their child. In cases where none of the authorised adults are able to collect a child another adult may be appointed in writing. Staff will ask the adult for photo identification before allowing the child to leave with the now authorised adult. LPEBL reserves the right to refuse an unauthorised adult from collecting your child. Any pupils left uncollected are taken to Garderie, who will then telephone home to make arrangements for their collection. Pupils will be supervised in Garderie until they can be collected and parents will be charged the appropriate amount. Staff are responsible for pupils until they are handed over to parents/carers at the end of the day. Some children from Reception however, may attend extra-curricular Clubs, where they are registered on arrival and dismissed to the 'known' collecting adult at the end of the activity or at the expected pick up time.

### **Late Pick Up**

If parents/carers are late for a child's designated pick up time, the child is taken to Garderie where the late pick up policy comes into force (Missing Child Policy).

### **After school Activities**

Pupils staying beyond their official end of day time remain under supervision until they are collected. At the end of the activity, the Garderie staff is responsible for ensuring that pupils are dismissed and collected at the door by the appropriate person.



## SUPERVISION ON OUTINGS

### PROCEDURES

- Parents sign a general consent in the Back to School Questionnaire for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the venues used for daily/weekly activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly. Parents are asked to sign specific consent forms before major outings in compliance with Local Authority guidance.
- A risk assessment is carried out before an outing takes place.
- A parent consent form is sent to parents before an outing takes place
- Our adult to child ratio for school trips is:
  - **Nursery:** 1:3
  - **Reception:** 1:5
  - **Years 1 to 2:** 1:8
  - **Years 3 to 6:** 1:10

However the risk of the venue and method of transport is risk assessed and the ratio of adults may be increased accordingly.

- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers (each first aid bag includes such a list).
- Staff take the missing child policy with them (a copy of the missing child policy is included in each first aid bag)
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- If parent helpers accompany the outing the expectations are communicated to them and they must accept that the lead teacher is in charge of all adults and children.

See our Educational Visits Policy for further information.