KING'S HOUSE SCHOOL

RICHMOND

PUPIL SUPERVISION POLICY

Member of staff responsible:	Head
Date of policy review:	September 2026
Date of next review:	September 2028
Approved by Governors:	September 2026

This policy applies to the whole school, including the EYFS.

INTRODUCTION

The health, safety and welfare of the children in the School's care is the School's first concern. All members of staff at the School, teachers, catering, maintenance and administration have a duty of care for children within the School, acting *in loco parentis*. No child may be left unattended.

All members of the teaching staff are responsible for the proper supervision of the pupils in their care and for completing any supervisory duties that are specifically assigned to them. Pupils are supervised to ensure their behaviour is appropriate and to enable them to enjoy their school day in a secure environment. Guidance is given to staff on areas within the buildings and grounds that should be checked regularly when on duty. Whether on, or off-site, the School adheres to an acceptable staff/pupil ratio for the ages of the children concerned.

AT THE START OF THE DAY

Senior Department

The gates are opened at 8.00am by the member of staff on duty. Pupils who arrive before 8.30am play in the playground under the supervision of a member of staff. Pupils arriving after the gates are shut at 8.30am must sign in at the Senior Department office.

Junior Department

The main entrance opens at 8.20am and is supervised by two members of staff. On arrival, Reception pupils are taken to their classroom by their parents where they are supervised by the Form Teacher and Teaching Assistant. Pupils in Year 1 and above proceed straight to their classrooms where the Form Teacher and Assistant await them. Pupils arriving after the entrance doors close at 8.40am must sign in at the Junior Department office.

Junior Department pupils who arrive at 7.50am are met at the main entrance by the School Secretary and are then directed to the Early Birds Club which is supervised by a member of staff. This club runs until the other pupils arrive at 8.20am.

Nursery

Nursery children are met at all entrances by members of staff on door duty. The staff on door duty accompany the children into the nursery where they hand them over to the nursery

practitioners responsible for their session. Doors and gates are locked at the end of the arrival period.

Nursery children who are extended hours pupils are met by a member of Nursery staff who will escort the children inside.

REGISTRATION

Senior and Junior Departments

An electronic register of pupils is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent if a child fails to arrive at school without an explanation.

Nursery

Members of staff register the children on paper as they arrive for their session. As soon as the doors and playground gates are locked, the number of children present is checked and written clearly on whiteboards in the classrooms along with the names of absent children, and the electronic register is taken.

Parents are asked to notify the School if their child will be absent. If a child is absent without notification, a member of staff will contact the parents.

CLASSROOM/TEACHING SUPERVISION

Senior and Junior Departments

Teachers and Form Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason and children should not be left unsupervised in classrooms at any time. In case of emergency, teachers might summon a teacher or teaching assistant from an adjacent classroom to supervise both classes whilst the incident is dealt with.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the design and technology rooms.

Nursery

Nursery Practitioners are responsible for supervising pupils during nursery sessions. Specific areas of responsibility are identified on the weekly staff rota.

Some children require assistance in the toilet area. Staff members will alert a colleague if they are accompanying a child to the toilet. Members of staff make regular checks on the toilet areas during the sessions.

Some children in Nursery have a sleep period during the day. Children who are sleeping are supervised at all times, with staff carrying out regular checks to ensure their safety and wellbeing. Staff remain alert to the individual needs of each child.

BREAK TIMES

All members of teaching/playground staff undertake lunch and break duty on a rota basis. Pupils are supervised at all times in the playground by staff who circulate and check key areas.

Senior Department

Pupils are encouraged to be outside in the playground during break time. Duty staff spread out throughout the playground to aid pupil monitoring. A member of staff supervises pupils on the Astro pitch.

Certain areas of the School, including the Lobby area, Library and IT room, may be used by the pupils during breaks. The Lobby area is supervised by the members of staff on playground duty. The Library, Gym and IT room are supervised by assigned members of staff and are only available to pupils at certain times. Activities take place during break times in various parts of the School and the organising members of staff are responsible for the supervision of the pupils participating in their activity.

Junior Department

Members of staff are on duty in the playground and patrol the whole area during break times. At least one member of staff on duty during Reception Class breaks holds a Paediatric First Aid qualification.

Nursery

Pupils are supervised at all times in the playground by Nursery staff. Specific duties are identified on the weekly staff rota. Some children have access to indoor and outdoor activities and duty staff circulate throughout the playground and classrooms, in particular checking the cloakroom and toilet areas. Staff move with the children during free flow to keep correct supervision ratios in place.

WET BREAKS

When there is heavy rain outside pupils are sent to designated classrooms where they are supervised by members of staff.

LUNCH

In the Senior and Junior Departments, members of staff are assigned to supervise the pupils during lunch in the Dining Halls.

In the Nursery, members of staff are assigned to supervise the pupils during lunch in the classroom. Designated staff monitor for choking hazards and dietary/allergy compliance. At least one Paediatric First Aid (PFA) qualified staff member is present during mealtimes. Other staff members remain on the premises at this time to assist with trips to the toilet etc.

GAMES, SWIMMING AND SPORTS FIXTURES

Pupils attending off-site Games, swimming and sports fixtures are supervised by accompanying members of staff. When the coaches return from off-site activities, a member of the staff supervises the pupils in the playground as they leave the coach.

Off Games

In the Senior Department, any pupils not attending Games or swimming are supervised in designated classrooms by assigned members of staff according to the Off-Games Rota.

In the Junior Department, any pupils not attending Games or swimming are supervised by staff either at the sports ground, the pool or at the School.

ILLNESS

Any pupils who are taken ill in School are supervised in the Medical Room, either by the School Nurse or by the office administrative staff, until they are either well enough to return to lessons or are collected from School to go home.

HOME TIME

Senior Department

A member of staff supervises the Year 4 pupils in the playground from 3:30pm until they are collected. If they have not been collected by 3:40pm they are sent to an assigned classroom where

they are supervised by another member of staff until 4:00pm. If still not collected, they will join the older pupils awaiting collection in the playground.

A member of staff supervises the pupils in Years 5-8 in the playground from 4.00pm until they are collected or have gone home unaccompanied by prior written agreement with their parents. At 4:15pm, any pupils not collected will be taken to Homework Club (4.15pm-5pm Monday to Friday) where they are supervised by another member of staff until they are collected. Any pupils not collected by 5pm from the Senior Department are then taken to the Junior Department for Apres-School supervision until 6pm.

One member of the SLT is assigned to Late Duty on each day of the week. They are responsible for staying at the School until the last pupil has left. Any pupils who return late to the School from sports fixtures or school visits or residential trips are supervised by the accompanying staff until they have left the site.

Junior Department

Pupils in the Junior Department are dismissed by the Form Teacher using designated exits from the front of the building at the following times:

- Reception: 3.15pm
- Year 1: 3:20pm
- Year 2: 3.25pm
- Year 3: 3.30pm

No child is released to anyone other than parents without the parents' prior permission. If a child is not collected the parents are informed and the pupil is taken to After School Care.

After-School Care

After-School Care runs from 3:30 pm - 6:00 pm in the Junior Department. Pupils are supervised by Apres School, an Ofsted registered provider, on behalf of the school.

Nursery

Nursery children are released to parents or an approved adult only. The Head of Nursery (or in her absence the Assistant Head) will remain on site until the last child has been collected, including those attending extended hours. If there are any changes to regular collection arrangements, parents are required to advise the School in advance.

If a child is not collected at the end of the session, the School will make efforts to contact the parents or carers. If contact cannot be made, the School will contact Richmond Child Welfare Services. The child will remain, fully supervised, in the care of staff until collected.

EDUCATIONAL VISITS

See separate Educational Visits Policy for information about supervision of pupils on School Visits and Residential Trips.