Gidea Park

PREPARATORY SCHOOL AND NURSERY

Supervision Policy

November 2026

Contents

1 Aims 3
2 Scope and application 3
3 Regulatory framework 3
4 Publication and availability 4
5 Definitions 4
6 Responsibility statement and allocation of tasks 5
7 Supervision 6
8 Security 6
9 Ratios 7
10 Risk assessments 9
11 Supervision arrangements during the school day 9
12 Supervision arrangements for day pupils before and after school 10
13 Missing pupil procedures 11
14 Educational visits 11
15 School arranged transport 11
16 Training 12
17 Record keeping 12
18 Version control 12

1 Aims

1.1 This is the supervision policy for pupils of Gidea Park Preparatory School and Nursery (**School**).

1.2 The aims of this policy are as follows:

1.2.1 to ensure the proper and effective supervision of pupils through appropriate deployment of School staff;

1.2.2 to ensure that the School meets its duty to supervise pupils to the required standard of a reasonably careful or prudent parent;

1.2.3 to ensure that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level;

1.2.4 to promote a culture of safety, equality and protection;

1.2.5 to actively promote the well-being of pupils and ensure their health, safety and welfare.

2 Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

2.2 This policy applies at all times when a pupil is:

2.2.1 in or at School;

2.2.2 travelling on Authorised Journeys;

2.2.3 on School-organised trips.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 *Statutory framework for the Early Years Foundation Stage* (DfE, July 2025);

3.1.3 Education and Skills Act 2008;

3.1.4 Childcare Act 2006;

3.1.5 Equality Act 2010; and

3.1.6 Data Protection Act 2018 and General Data Protection Regulation (GDPR).

3.2 The following School policies, procedures and resource materials are relevant to this policy:

3.2.1 first aid policy;

3.2.2 Educational and off-site visits policy;

3.2.3 health and safety policy;

3.2.4 child protection and safeguarding policy;

3.2.5 risk assessment policy;

3.2.6 children absent from education policy and procedure;

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy is available in hard copy on request.

4.3 A copy of the policy is available for inspection from the School Office during the School day.

4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions

5.1 Where the following words or phrases are used in this policy:

5.1.1 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website.

5.1.2 **Authorised Journey** means transport arrangements made by or on behalf of the School for the purpose of transporting pupils to and from School or on educational visits or trips. It does not include private arrangements between parents or pupils.

5.1.3 **Employee** means anyone who works under a contract of employment at the School.

5.1.4 **External Provider** means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.

5.1.5 **Instructor** in relation to the Early Years Foundation Stage means a person at the School who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (1) special qualifications or experience or both are required for such instruction; and (2) the Proprietor is satisfied as to the qualifications or experience (or both) of the person providing the education.

5.1.6 **Ratio** means the number of supervisors to pupils.

5.1.7 **Supervisor** means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: Teachers, teaching assistants, lunchtime supervisors, dinner ladies, temporary or agency workers, peripatetic tutors, Instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18 (including prefects or senior pupils) or gap students.

5.1.8 **Supervision** means the effective arrangements for the management and care of pupils whilst under the care of the School, whether on the School premises or otherwise.

5.1.9 **Teacher** means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.

5.1.10 **Transport Provider** means a bus, coach, taxi company or other external transport provider which has been authorised for use by the School.

5.1.11 **Visiting Pupil** means a pupil who is not enrolled as a pupil of the School, but who is on the School premises. It does not include circumstances where the School has let the premises to another organisation and that organisation has assumed responsibility for the Supervision of the pupils whilst using the School premises.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	**Allocated to**	**When / frequency of review**
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy including relevant risk assessments and any action taken in response to those risk assessments	Head	As required
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head	As required, and at least annually
Formal annual review	Proprietor	Annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head	As required, and at least termly

6.3 The Head has formal oversight of arrangements for the supervision of pupils, including ensuring that:

6.3.1 there are suitable arrangements for the proper and effective supervision of pupils at all times whilst they are under the care of the School;

6.3.2 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the School's Supervision arrangements generally;

6.3.3 Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively;

6.3.4 Supervision arrangements are properly risk assessed in accordance with the School's health and safety and risk assessment for pupil welfare policies.

7 Supervision

7.1 All Supervisors should be aware of and abide by the School's Supervision procedures.

7.2 Pupils must follow the instructions of Supervisors at all times.

7.3 The School will ensure that pupils are aware of the supervision arrangements at all times and, in particular, that pupils know:

7.3.1 who is responsible for their supervision;

7.3.2 who to contact in an emergency;

7.3.3 what to do in an emergency.

7.4 Supervision may be close or remote: in some instances the School may not require pupils to always be within the sight of or under the direct supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should have the means to call for back-up help as required.

8 Security

8.1 The School will take all reasonable steps to ensure that there are suitable arrangements in place for the supervision of anyone who is not an Employee or Supervisor and who may come into contact with pupils whilst they are on School premises or under the care of the School.

8.2 The School has a policy of restricting access to the site in order to ensure the safety and security of employees, pupils and other authorised visitors to the School.

8.3 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

8.4 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

8.5 **Visitors**

8.5.1 The School has a Visitor Policy which should be adhered to at all times.

8.5.2 All visitors to the School must report to the School office upon arrival and must wear the lanyard and badge which they are then issued. The exceptions to this are: audience members for school plays concerts and sporting matches, parents meeting a member of staff for a consultation and prospective parents visiting the School.

8.5.3 Any person without a badge on the School site (other than those who meet the above criteria) will be asked to accompany a member of staff to the School office or will be asked to leave the site.

8.5.4 Any refusal to adhere to the terms of this policy will be reported immediately to the Head or to the police in an emergency.

8.6 **Contractors**

8.6.1 All contractors who work at the School will be risk assessed in accordance with the School's safer recruitment procedures and appropriate measures put in place to safeguard pupils.

8.6.2 All contractors are required to comply with the appropriate provisions of the School's safeguarding and child protection policy, including the requirement to report any safeguarding concerns to the DSL.

8.6.3 The School will ensure that there are suitable arrangements for the proper management of contractors at all times whilst on the Premises.

8.6.4 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor.

8.6.5 Any refusal to adhere to the terms of this Policy will be reported immediately to the Head.

8.7 **Visiting Pupils**

8.7.1 Visiting pupils who are on the School premises will be regarded as temporary pupils for the purpose of this policy and the School will liaise with the Visiting Pupil's staff to ensure that they will be adequately supervised at all times when on School premises.

8.7.2 If visiting pupils are accompanied by their own staff, those staff may be taken into account in the Supervision Ratios.

9 Ratios

9.1 The School will ensure that there is an adequate Ratio whilst pupils are under the School's care.

9.2 All ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time (except for pupils aged under five where it is determined by statute and summarised below).

9.3 Where a Supervisor is also a parent of a pupil at the School, they should not usually count in the ratio.

9.4 Prefects and older pupils will not usually count in the ratio, but may assist Supervisors in their supervisory duties. Where prefects or senior pupils assist Supervisors, the School will ensure that they are regularly supervised and directed in their duties and there are adequate measures in place to ensure that they are reliable in order to deter possible abuse of the role by them.

9.5 Supervisors remain in overall charge of pupils and will be readily available to prefects and senior pupils at all times.

9.6 There will be adequate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of pupils within classrooms or reorganising activities.

9.7 Where possible, there should be provision within the ratio for sufficient Supervisors, in the event of an emergency or incident, to:

9.7.1 deal with any emergency or incident;

9.7.2 seek emergency and / or medical assistance and / or administer first aid;

9.7.3 supervise the remainder of the pupils.

9.8 Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.

9.9 **Nursery and reception classes**

9.9.1 Children aged under two

(a) There must be at least one member of staff to every 3 children; and

(b) At least one member of staff must hold a full and relevant level 3 qualification; and

(c) At least half or the staff must hold a full and relevant level 2 qualification.

9.9.2 **Children aged two**

(a) there must be at least one member of staff to every five children; and

(b) at least one member of staff must hold a full and relevant level 3 qualification; and

(c) at least half of all other staff must hold a full and relevant level 2 qualification.

9.9.3 **Children aged three and over**

(a) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an Instructor or another full and relevant level 6 qualification (or overseas equivalent) is working directly with the children:

(i) for classes where the majority of the children will reach the age of five or older within the school year, there must be at least one member of staff to every 30 children;

(ii) for all other classes, there must be at least one member of staff for every 13 children;

(iii) at least one other member of staff must hold the full and relevant level 3 qualification.

(b) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no Instructor and no suitably qualified overseas trained teacher working directly with children:

(i) there must be at least one member of staff for every eight children; and

(ii) at least one member of staff must hold the full and relevant level 3 qualification; and

(iii) at least half of all other staff must hold a full and relevant level 2 qualification.

9.9.4 There must be at least one Supervisor with a valid paediatric first aid certificate on the premises at all times when pupils are present or on any other School arranged visit or activity.

10 Risk assessments

10.1 This policy should be read in conjunction with the School's risk assessment procedures. Supervision arrangements and ratios will be considered as part of the overall risk assessment process.

10.2 The Head has overall responsibility for risk ensuring that the School's risk assessments adequately cover the required supervision arrangements and for ensuring that the relevant findings are implemented, monitored and evaluated.

10.3 The relevant supervision arrangements are likely to be a key factor in many School activities and the responsibility to carry out the necessary risk assessment will be delegated to those Employees who have been properly trained in, and tasked with, carrying out the particular risk assessment in relation to the relevant School activity or arrangement.

10.4 Factors which they may consider include:

10.4.1 the sex, age, abilities, behaviour and any special needs or disabilities of pupils;

10.4.2 the nature of the activities in which they are engaged;

10.4.3 the location, environment and conditions in which the activity will take place;

10.4.4 the number, competencies and qualifications of available Supervisors;

10.4.5 the availability of first aid cover;

10.4.6 contingency arrangements for staff absences and illness;

10.4.7 contingency arrangements for other incidents or emergencies;

10.4.8 travel, transport and accommodation arrangements.

11 Supervision arrangements during the school day

11.1 During the school day, pupils will not be allowed off-site unless they are on a School arranged educational visit or trip unless the School has received a written request from the pupil's parent(s) or guardian(s).

11.2 During the School day, staff are deployed as follows:

11.2.1 the Head or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School;

11.2.2 all lessons will be supervised either by the relevant Teacher, supported by classroom assistant(s), or other Supervisor(s) (as determined by the risk assessment);

11.2.3 in the Early Years Foundation Stage pupils will be supervised in accordance with paragraph 9.9 above.

11.3 **Break times and lunchtime**

11.3.1 The School will ensure that there is an adequate number of Supervisors on duty to supervise pupils during break times (both indoors and outdoors), including Supervisors who will be specifically responsible for supervision in the school grounds / playground) and the dining room with reference to the appropriate rotas.

11.3.2 Pupils are not permitted to leave the School premises during break time or lunch time.

11.4 **PE/Games**

11.4.1 PE and Games is supervised by the class Teacher or PE Teacher and additional staff as required.

11.5 **Medical Room**

11.5.1 The Office Manager is responsible for ensuring that pupils are adequately supervised whilst they are patients in, or attending the Medical Room for medical treatment.

12 Supervision arrangements for pupils before and after school

12.1 Pupils are allowed on the School site from 7.30am. From 7.30am – 8am School pupils are supervised by the Office Manager. From 8am they attend Breakfast club. Nursery pupils are supervised by Nursery staff.

12.2 At the end of the school day, arrangements should be made to collect day pupils by 6pm (unless this is not possible, e.g. in the event of a late return from an educational visit).

12.3 All pupils will be appropriately supervised when on the School premises and when entering or leaving them during these times.

12.4 Pupils will not be supervised on the School premises outside of these times, except with prior agreement between the parent(s) and the School, or if the pupils are attending School for pre-arranged extra-curricular clubs and / or are on educational visits.

12.5 All pupils (with the exception of 12.6 below) will only be released into the care of parents / guardians of those who have been notified to the School by parents and will not be permitted to leave the premises unsupervised.

12.6 Year 6 pupils (and in exceptional circumstances Year 5 pupils) may walk home from school if parents complete a permission form (Appendix 1) and they have a mobile phone with them while they are travelling from school to home. Pupils will not be given permission to walk to school in the morning.

12.7 **Out of school care and extra-curricular clubs**

12.7.1 **Activities arranged by the School**

Where the School arranges out of school care and extra-curricular clubs and activities to include breakfast clubs / after school clubs this policy will apply , except in respect of EYFS pupils in which case the following ratios will apply:

(a) pupils of reception age or older at least 1:30;

(b) where there are pupils of nursery school age at least 1:8 with at least one member of staff who holds a relevant level 3 qualification and half of all other staff with a relevant level 2 qualification.

The School's child protection policy and safeguarding policy will apply to all such activities which are arranged by the School.

12.7.2 **Activities facilitated but not arranged by the School**

The School is not responsible for checking the adequacy of supervision arrangements for extra-curricular clubs and activities where the parents contract directly with a tutor or organiser and which take place outside school hours (such as music or sports tuition). It is the parent(s) and / or tutor or organiser's responsibility to ensure that there are adequate arrangements in place for the supervision of the pupil during the session and when the pupil is travelling to and from the session.

13 Missing pupil procedures

13.1 Where a pupil is believed to be missing, the member of staff in charge should follow the procedures set out in the School's Children Absent from Education Policy and Procedure.

14 Educational visits

14.1 Details of the procedures and recommended ratios for educational visits, school trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips and host families are contained in the School's Educational and Off-Site Visits policy, which should be read in conjunction with this policy.

14.2 In the event that some supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.

14.3 The School will ensure that arrangements in respect of supervision and the responsibilities for pupils are clarified in advance with external providers, and that it is made clear from the outset whose instructions pupils should follow at all times.

15 School arranged transport

15.1 The School will make adequate arrangements for the safety and supervision of pupils on all authorised journeys.

15.2 The exact nature of the arrangements for the safety and supervision of pupils on authorised journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies (such as the Educational and Off Site Visits policy).

15.3 Only transport providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on authorised journeys.

15.4 As part of the School's vetting and approval procedure, the School will ensure that all transport providers and their drivers have the appropriate licences and insurance in place

and that they have undergone suitable child protection checks in accordance with the School's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.

15.5 The School does not provide daily transport to and from School

16 Training

16.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

16.2 The level and frequency of training depends on role of the individual member of staff.

16.3 The School maintains written records of all staff training.

17 Record keeping

17.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

17.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

18 Version control

Date of adoption of this policy	November 2021
Date of last review of this policy	November 2025
Date for next review of this policy	November 2026
Policy owner (SMT)	C Douglas
Policy owner (Proprietor)	Amit Mehta

Appendix 1

CONSENT FORM FOR CHILD TO BE ALLOWED TO WALK HOME ALONE

In order to ensure children's safety, only children in Year 6 are allowed to walk home on their own. All other children need to be collected by an adult (it is not appropriate for an older sibling in Key Stage 2 to walk them home).

This does not mean that all children in Year 6 are ready to walk home on their own. Parents need to consider their child's age, maturity and independence, as well as their distance from school and the safety of the route before making a decision about whether or not it is safe for each child to walk home on their own.

All children walking home from school will need to carry a mobile phone which will be kept in the school office during the day. The school accepts no responsibility for mobile phones brought into school which are not handed to the office.

If you would like your child to walk home alone, please complete the details below. This form MUST be filled in and returned to the school office before children can walk home alone.

Best wishes

Callum Douglas
Headmaster

Child's Name: _____
I consent to my child being allowed to walk home from school alone on the following days (please circle)

Monday Tuesday Wednesday Thursday Friday

If they are not walking home please provide the address they will be walking too

_____

Signed: _____ Date: _____

Name: _____ Relationship to child: _____