



A Catholic Independent Primary School for boys and girls aged 3 to 11

Headteacher: Mrs. M Reece

## LALEHAM LEA SCHOOL & NURSERY

### SUPERVISION OF PUPILS POLICY

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

	Date	Signed
Date reviewed	January 2026	M Reece Head Teacher
Ratified by the Board of Governors	January 2026	Y Epale Chair of Governors
Date of next review	January 2029	



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### **MISSION STATEMENT:**

*Recognising that Christian values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming safe environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their differences treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential. Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well-balanced individuals with a strong sense of personal identity and an awareness of God's love.*

## **1. PURPOSE**

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the School day. This policy also applies to the EYFS. All pupils in the EYFS are supervised in line with the required ratios as laid out in the EYFS Framework 2025.

Pupils at Laleham Lea are usually within sight and hearing of a member of staff and always with sight or hearing. Whilst eating, pupils are always within sight and hearing of a member of staff who is full paediatric first aid (PFA) trained. All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in ratios. All staff who have completed the experience based route must obtain a PFA qualification before they can be included in the staff: child ratios at level 3. To continue to be included in the ratio requirement the certificate must be renewed every 3 years. Students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) may only be counted in the ratios provided they hold a valid and current Paediatric First Aid or Full Paediatric First Aid qualification.

A member of staff who is full paediatric first aid trained is always on site when pupils from EYFS are on site and must accompany children on outings.

## **2. LEGAL OBLIGATIONS**

The governing body and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others who enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The Laleham Lea School Senior Leadership Team (SLT) will make arrangements for the security and effective supervision of the school buildings and their contents. The teachers have a duty of care to the children, which is based on the principle that they are 'in loco parentis' and are responsible for



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exercising a standard of care that would be expected by a caring and prudent parent. It is our policy to ensure that a balance exists between the meticulous supervision of children every moment that they are at school and the desirable object of encouraging independence. In order for teachers to carry out their duties effectively, they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere.

### **3. REGULATORY REFERENCE:**

- Part 3 of the *Independent School Standards Regulations 2014*
- The *Statutory Framework for the Early Years Foundation Stage (EYFS)*

### **4. SUPERVISION DURING THE DAY**

#### **4.1 Supervision before school**

Any child who arrives before 8:20am must be in Breakfast Club. Pupils can arrive at Breakfast Club from 7.30am. Parents can book places for Breakfast Club on a regular or an occasional basis via the School Office. Parents drop students off at the main school door and ring the doorbell, where they will be greeted by a member of staff and taken to the lunch room, where they are immediately marked in on the Breakfast Club register. The pupils stay in Breakfast Club until 8.20am, when the pupils are organised into class lines. The pupils are dismissed from Breakfast Club and make their way to their classrooms.

#### **4.2 Arrival at school at the start of the day**

Pupils do not arrive simultaneously on the school premises. Responsibility begins when the children arrive at school. The normal arrival time for pupils on site is from 8:20 am. Pupils (Nursery to Year 6) enter via the entrance door at the front of the school. A member of the Senior Leadership Team or class teachers greets the pupils as they enter. Nursery pupils are escorted to their classrooms by a member of staff, often a member of the Early Years staff.

Pupils go straight to their classroom. No pupil is permitted to be in a classroom unsupervised. The gate and entrance door continue to be supervised by a member of SLT or teaching staff until 8:45am as pupils continue to arrive. The gates are locked promptly at 8:45am and any pupils arriving late have to report and be signed in at the School Office.

#### **4.3 Registration**

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The School Office will contact parents if pupils are absent from school without notification (see registration procedure below). The law requires regular attendance by pupils at school and schools are



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required to take an attendance register twice daily. This must be done at the start of the morning session, and once at the start of the afternoon session. Schools, including independent schools, must notify the LA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

### **Procedure of Registration:**

Morning and afternoon registration is recorded following UK law and Government guidelines: Morning attendance at Laleham Lea School is taken between 8.45 and 8.50am and is recorded by the form teacher through the application on COMPASS, sent to the School Office and is checked and monitored by the School Office. All form teacher attendance registers must be recorded by 9.10am at the latest.

Afternoon attendance is taken at 1.35pm for Reception – Year 6, and 1pm for Nursery.

In case of an emergency/fire/evacuation, daily hard copies of all attendance/absence are placed in the School Office.

Should teachers receive any information on a pupil's absence, this information must be forwarded to the School Office and Head Teacher.

The School Office will update pupil's attendance record if they have arrived late through the main school door.

### **4.4 Supervision in Classrooms**

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable and if the room is in use, to wait in an orderly fashion for the room to be vacated.

Due to the transit of staff and pupils around the site for some lessons, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all.

During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil may be sent to the School Office for help, or the pupils removed to a place of safety. Those pupils who are excused from Swimming or PE will be supervised. Usually, they will accompany the class to the PE lesson or pool, to watch activities, learn rules of play etc. and are the responsibility of those giving the lessons. Alternatively, arrangements fitting the circumstances will be put into place on the prior agreement of the Deputy Head or Headteacher.

### **4.5 Supervision at break times**

Nursery pupils do not have set break times; they are often outside during the school day and will always be supervised by the relevant staff, in accordance with the required EYFS ratios as laid out in the EYFS Framework 2025.

### **Playground rules**

No pupil may leave the playground without permission.

At the end of break times, all pupils line up in class lines. Pupils are collected from the playground by a member of staff. For both the breaks, the staff on duty do not leave the playground until all the pupils have been collected. All accidents are reported immediately to Office Staff. There is adequate staff supervision at all times.



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Staff are expected to maintain effective supervision by positioning themselves strategically across all areas of the playground, top and bottom, to ensure clear lines of sight at all times. Children should always remain in view of supervising adults. Phase Leaders and the Deputy Head can provide further guidance on appropriate supervision points and positioning. Members of staff on duty are responsible for overseeing the playground equipment to ensure safe use.

Ratios of staff to pupils in Reception are adhered to during break times by ensuring the required number of staff are on duty.

### **Wet play**

Pupils are supervised in their classrooms by staff during wet play. Classes may be amalgamated for this purpose; a member of staff will be present in each classroom where the children are gathered. Staff who are assigned to be on duty will patrol the corridors and check on each class in turn.

### **4.6. STEM Room**

The STEM room is out of bounds to all pupils unless supervised. Chemicals and substances likely to cause harm are kept in locked store cupboards, or in specially sited stores away from the STEM room. COSHH regulations are displayed prominently. Apparatus and equipment must be properly maintained, secured and their safe use demonstrated. Goggles are available and must be worn when appropriate.

### **4.7 Art Room**

The Art Room is out of bounds to all pupils unless supervised. Glazes etc. are all stored away from pupils. Pupils should be closely supervised when using sharp equipment. All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary. Teachers should ensure that pupils are trained in the correct use of tools. Suitable safety information should be available for pupils e.g., posters on display and explained to the pupils.

## **5. LUNCH AND DINING ROOM ARRANGEMENTS**

### **Lunch times**

- Nursery – 12.00 – 12.30
- Reception – 12.15 – 12.35
- Years 1 and Year 2 12.35 – 12.55/1.00pm
- Years 3 - Year 6 - Rolling (the order in which the year groups go into lunch changes daily)

On days where there are clubs taking place during lunchtime, pupils needing to have early lunch for activities are given priority.

### **Supervision in the dining room**



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Nursery and Reception pupils are escorted to the dining room by their teachers who sit at the top of tables to supervise

In the EYFS a designated member of staff is assigned is to ensure that the food being provided meets all the requirements for each child.

In the EYFS, staff sit facing children whilst they eat, so to ensure they are eating in a way to prevent choking and prevent food sharing and be aware of any unexpected allergic reactions.

Years 1 – 3 - Staff supervise the queues and play an important part in maintaining an orderly flow into lunch. Staff eat in the lunch room with the pupils to supervise.

### **Serving of lunch**

There is one hot serving stations situated at the far end of the dining room. The hot lunch is served by the kitchen staff. In addition, there is a station where pupils can choose salad items, cold desserts bar and fresh fruit.

Menus are posted, in advance, around the school and on the website.

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 member of the SLT.

When pupils have finished their lunch, they are supervised outside in the playground by staff (on a rota basis) until 1.35pm.

## **6. PHYSICAL EDUCATION**

The PE Lead must ensure that there are adequate staffing levels for all lessons. The PE teachers must consider safety factors such as the safety of apparatus, flooring and clothing.

Watches must be removed before lessons and no jewellery is permitted in school, with the exception of studs or sleepers for newly-pierced ears only. Earrings must be removed before PE lessons, or covered with micropore tape if they cannot be taken out. Religious jewellery can be worn but parents must seek permission from the Headteacher.

Reception and Key Stage 1 PE takes place on the school site, and staff ratios are adhered to.

Key Stage 2 PE takes place off site. Staff ratios are adhered to.

When attending swimming lessons off site, at no time should pupils be able to enter the pool area unsupervised.

### **Before and after PE lessons**

Children are escorted to and from PE lessons by staff (on site for Reception and Key Stage One and off site for Key Stage 2).

Laleham Lea staff are required to supervise changing rooms when swimming. They should be present inside the changing rooms to monitor behaviour and clearing up.

## **7. SUPERVISION AFTER SCHOOL**

### **Dismissal at the end of the day**



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- 15.20pm – Nursery, Reception and Years 1 & 2
- 15.25pm – Lower Juniors (Years 3 & 4)
- 15.30pm – Upper Juniors (Years 5 & 6)

At the end of the school day all pupils are dismissed by their class teachers who escort them to the front of the school to meet their parents. The pupils remaining in school go to the dining room where they are supervised in After School Club – Late Leavers. They may be collected and escorted to after school activities or remain in after school care until they are collected.

Pupils should not leave the dismissal area unless they have been dismissed by their accompanying class teacher or a member of staff who is on duty and have been handed over to the designated parent/carer. Any pupils left uncollected are taken to the Late Leavers, and the Office will then telephone home to make arrangements for their collection.

### **Extra-curricular Activities**

The safety and well-being of our pupils is paramount. Pupils may attend a supervised activity or club. They can be scheduled to take place after school or during the lunchtime break. Club lists are prepared by the start of term and distributed to the named club leader prior to the first session of the term.

Registers also detail:

1. The activity name e.g Year 2 handwriting club
2. The day of the activity
3. The time of the activity
4. The location
5. The teacher/tutor or coach leading the session

The teacher/ club leader is responsible for taking the register for their club or activity. All registers must be taken at the start of each session. All teachers will use the COMPASS system for registration of their club, and external clubs will use paper registers.

If a pupil does not arrive for their club/activity session, the club leader must check immediately with the School Office to see whether a pupil has gone home or a message has been left that they will not be attending. For lunchtime activities the form tutor should be informed, and the child must be located as soon as possible. For after school activities the School Office will investigate further; if there is no explanation as to why a child is not in attendance, the School Office should inform a member of the SLT so that the child can be located as soon as possible. If there is no reasonable explanation for the child's absence the Missing Child procedure should be instigated.

Staff should be confident they have noted any changes to their club register at the start of the session.

Club leaders/ teachers must ensure they are there ready to receive the pupils at the start time.



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At the end of the activity/club the club leader will dismiss the child to the designated carer. If the club takes place during the school day, then it is the club/activity leader's responsibility to handover to the adult who is taking on responsibility for their supervision e.g. member of staff on playground duty, class teacher, or Late Leavers staff.

If the club takes place after school, then the club leader should dismiss pupils to their parent/carer at the specified finish time at the allocated collection point at the front of the school. Pupils who are not collected when the club finishes will be taken to Late Lavers and are supervised until the pupil is collected. School Office staff can assist with contacting the parent's/carer. A member of the SLT is always on site during the designated time for clubs/ activities and should also be informed if a pupil is not collected on time.

### **Late collection following school trips**

The member of staff who has organised the trip is responsible for ensuring that all the students have been collected safely and must remain on duty until this has taken place

## **8. ILLNESS**

When a child is taken ill during school time they should be taken to the School Office who will decide on the course of action to be taken. Should it be necessary, the Office will telephone the parent and will instruct the class teacher and Headteacher 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.

## **9. VISITORS TO THE SCHOOL**

Admittance to the school during the day is via the main front door only. If visitors are expected, the timings of the visit feature on the weekly calendar on COMPASS which all staff can see.

The Office Staff should be made aware, in person, of all expected visitors. This allows for checking and cross-referencing upon arrival of the visitor.

Visitors on school premises are signed in and wear a Visitors' Badge on a lanyard at all times. Once they have signed in and read the safeguarding card and other guidance they are requested to sit and wait until the member of staff responsible for escorting them around the school arrives.

If a visitor arrives presses the intercom through to the School Office, they are welcomed and identity is checked. They will then be allowed into the school and signed in accordingly.

## **10. ENTRY AND EXIT TO BUILDINGS AND OFF-SITE GUIDELINES**

It is essential that safeguards are in place and that all pupils are informed of the security and safety procedures by their class teacher at the start of the academic year and that this is revisited during the year and when new pupils join the school. All staff are informed during the health, safety, security and



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fire evacuation training at the start of the school year in September, this also forms part of the new staff induction process. Right from the start and throughout the school year, it is imperative that all pupils and staff adhere to this policy.

All staff must complete the sign in/out register by writing down the time, every time they enter and leave the school.

No child is allowed off-site without prior permission from the Headteacher in liaison with the class teacher and the School Office. If a child is required to go to the doctor/dentist/visit a school etc., it must be submitted to the Headteacher. If the School Office are notified, they must pass this information on to the Headteacher. Pupils are collected from the School Office by the parent/carer and signed out. Registers will be updated accordingly.