



ALAMEEN
PRIMARY SCHOOL



PUPIL SUPERVISION

POLICY

IN THE FOOTSTEPS OF
MUHAMMAD



Introduction

This policy provides guidance and procedures for the proper supervision of pupils by staff at Al Ameen Primary School. Department of Education guidance states during the time pupils are in school, staff are under a legal duty to exercise reasonable care to ensure that all pupils are kept safe.

The extent of the supervision is affected by:

- The ages and numbers of pupils supervised
- Whether they have any physical or mental disability
- The environment of the school, i.e. particular risks assessed at that location

The normal school day is as follows:

KS1 and KS2: 8.30 am to 3.00 pm > Monday –Friday

Early Years: 8.30 am to 3.00 pm > Monday –Friday

Pupils' arrival and departure

The gates to the school are opened at 8.15am. A member of staff is located by these gates and will let children in. There will be a member of staff in the playground at this time also to receive the children.

At 8:20am, the teachers for all classes will be in the playground and each class is to line up in their allocated space.

Children in the early years are admitted at the doors of the early years building at 8:30am.

At 8:30am, the children are taken into their classrooms and the register is taken. Children arriving late to school will need to inform the office of their arrival before going to class.

Between 8:30am and 9:00am, senior leaders are allocated across the school including non teaching staff to ensure all children go to class safely and are marked in the register.

Children who attend breakfast club can do so after 7:45am. There will be at least one member of staff allocated to manage the breakfast club.

Registration

We take a register of pupils 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 try to contact the parent if a child fails to arrive at school without an explanation.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on public transport; but are expected to behave responsibly. We always investigate complaints about poor behaviour.

Supervision

In their classrooms, children are under the supervision of their teachers and are not left alone at any point. In the case of an emergency, children are trained to pick up the 'emergency hand' and take it to the nearest teacher available.

Children may leave their classrooms to go the toilets however will always be within earshot.

At break times, children line up silently and are taken to the playground by their teacher who will only release them if the teacher on duty is already there in the playground. When break is over, teachers come back to the playground to pick up the children. Children are not sent to their class alone.

Duty rotas are displayed in the staff room and reviewed each term. In cases of absence, the senior leader on duty reallocates cover to maintain continuous supervision. No area of the school (including corridors, toilets, or playground zones) should be left unsupervised during active pupil times.

All pupils are expected to be on the playground at break times unless given permission by a member of staff or unless they are eating their lunch or attending a lunch time club. At lunchtime, the Lunchtime Supervisors are on duty on the playground.

Throughout the day, all children are always within sight or hearing.

Supervision levels are determined by dynamic risk assessment, taking account of pupil age, needs, behaviour, environmental conditions, and specific activities.

The Health & Safety Lead reviews supervision risk assessments annually or following any incident.

At the end of the school day, all teachers are present to send children home. Only parents, carers or other adults who have been authorised by a legal parent are allowed to take a child home. Parents must inform the office if their child will be walking home alone.

When supervising pupils in their care staff:

- Follow the Health & Safety Policy and the medical (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 a senior leader

All supervision activities form part of the school's safeguarding responsibilities. Any welfare or safety concern identified during supervision must be reported immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL, following the Safeguarding and Child Protection Policy.

Supervision Ratios

The school ensures adequate staff-to-pupil ratios based on age and risk level.

- **Early Years:** In line with the EYFS Framework (1:8 for 3–5s with qualified staff).
- **Key Stage 1 and 2:** Minimum of 1 staff member per 30 pupils during classroom activities and 1 per 50 pupils during break times.
Additional staff are deployed where behaviour, SEND needs, or environmental risks require closer supervision.

Wet Play Procedure

The duty staff will decide whether outside conditions merit a break being declared indoor. In any such case, children will be supervised during morning break time by their class teachers and for lunch break time by the lunchtime staff.

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 activity leader is responsible for ensuring that pupils are dismissed and collected at the playground gate by the appropriate person or taken to the school office.

Leaving the School Site

Children should not be allowed off site during school hours unless there is clear evidence of a request, in writing (or email) from the parents or guardian. Verbal requests for late unavoidable medical appointments are also acceptable. Parents/carers taking children from school must collect them usually from the school office.

Off-site Supervision

When pupils leave the premises for trips, sporting fixtures, or community activities, supervision ratios and responsibilities are determined by a written risk assessment and visit plan. A designated Trip Leader will be appointed for each visit, responsible for headcounts, emergency arrangements, and maintaining direct supervision of all pupils at all times.

Missing Pupils

If any pupil is discovered missing from where they should/are expected to be, then staff supervising must follow the Missing Child Policy.

Approved by: Mohammed Rahman (Head Teacher)

Date effective from: August 2025

Next review due by: August 2056

Signed: M A Rahman