



AL AMEEN
PRIMARY SCHOOL



PUPIL SUPERVISION POLICY

Approved by:

Mohammed Rahman (Head Teacher)

Date effective from:

September 2026

Next review due by:

September 2027

Signed:

M A Rahman

IN THE FOOTSTEPS OF
MUHAMMAD

Pupil Supervision Policy

1. Purpose

Al Ameen Primary School has a duty to take reasonable care of pupils while they are in the school's charge. Supervision is organised so that pupils are safe, staff know who is responsible at each point in the day, and arrangements reflect pupils' age, needs, behaviour, activity and environment.

2. Legal and inspection framework

This policy has regard to the Education (Independent School Standards) Regulations 2014 and DfE Independent School Standards guidance (April 2026), Keeping Children Safe in Education 2026, the EYFS statutory framework for group and school-based providers (September 2026), the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Equality Act 2010. It should be read with the school's safeguarding, health and safety, missing child, educational visits, behaviour, attendance and first aid arrangements.

Supervision is also considered through the school's risk-assessment process. There is no single statutory staff-to-pupil ratio for ordinary KS1/KS2 break or classroom supervision; staffing is therefore determined by risk. Statutory EYFS ratio and qualification requirements apply to relevant early-years provision and are followed separately.

3. Core supervision principles

- A named member of staff or team is responsible for each supervised area or activity.
- Staff remain active and attentive, position themselves to observe effectively, and intervene promptly where needed.
- Supervision is increased where pupils' age, SEND, medical needs, behaviour, the environment or the activity creates additional risk.
- Duty cover is never simply left vacant. Absence or emergency cover is reallocated by a senior leader.
- Pupils' dignity and privacy are respected, particularly in toilets, changing and intimate-care situations, while safeguarding remains paramount.
- Any safeguarding or welfare concern identified while supervising pupils is reported immediately in accordance with the Safeguarding and Child Protection Policy.

4. School day, arrival and registration

The normal school day for pupils is 8:30am to 3:00pm. Gates open at 8:15am. Staff are deployed at the entrance and in designated areas to receive pupils safely. Pupils move to class in accordance with the school's morning arrangements and are registered at the start of the morning and afternoon sessions.

Late pupils follow the school's attendance procedure and are directed safely to class. Office and senior staff maintain oversight of arrivals so that pupils are accounted for and attendance records are updated promptly. If an expected pupil is absent without explanation, the school follows its first-day response and safeguarding procedures.

5. Before-school and wraparound provision

Breakfast club and any other before-school or wraparound provision must have sufficient suitable staff to supervise safely. Staffing takes account of the ages and needs of children present, the layout of the provision, food and allergy risks, toileting needs, first aid cover and any applicable EYFS or childcare requirements. A single-member arrangement must not be used where it would leave children unsupervised during an emergency or routine task.

6. Classroom and movement around school

Teachers maintain appropriate oversight of pupils during lessons. Pupils may undertake independent work or move around the school where this is age-appropriate and authorised, provided staff know their whereabouts and the arrangements are safe. Younger pupils and pupils who need additional support receive closer supervision.

Pupils may use toilets in accordance with normal routines. Staff do not routinely supervise inside toilet areas. Where a pupil requires assistance, staff follow safeguarding, intimate-care and dignity arrangements. Corridors, stairs and transition points are supervised where risk assessment identifies a need.

7. Break and lunchtime supervision

- A published duty rota identifies staff and zones for each break and lunchtime.
- The member of staff handing pupils over confirms that duty staff are in position before leaving the area.
- Duty staff circulate actively rather than congregating, and maintain awareness of blind spots, gates, play equipment and higher-risk activities.
- Staff carry or have rapid access to communication and first-aid arrangements as determined by the school.
- Wet-play arrangements identify who supervises each class/area and how pupils access toilets, lunch and clubs safely.

8. Supervision levels and EYFS ratios

For KS1 and KS2, the school does not use a blanket numerical ratio for all situations. The number of staff is determined by a suitable and sufficient risk assessment taking account of group size, age, location, activity, visibility, pupil needs and foreseeable emergencies.

For Nursery and Reception, the school follows the current EYFS statutory framework, including the staff qualification and staff-to-child ratio rules that apply to the specific type of provision. Leaders check these requirements when staffing changes or when early-years pupils attend before/after-school provision.

9. Dismissal and late collection

At the end of the day pupils are released only in accordance with the school's authorised collection arrangements. Changes notified by parents/carers are verified where necessary. Requests for a pupil to walk home independently are considered in line with the school's age-appropriate dismissal arrangements and must be authorised in advance by a person with parental responsibility.

A pupil who is not collected remains supervised and is taken to the designated safe area/office. Staff follow the late-collection procedure, contact parents/carers and escalate safeguarding concerns where collection arrangements become unsafe or persistently unreliable.

10. After-school activities

Pupils attending clubs or activities remain under the responsibility of the activity leader until they are handed to an authorised adult or transferred to another agreed supervised provision. Registers are maintained and collection arrangements are checked.

11. Leaving the site and educational visits

Pupils leave the site during the school day only through an authorised arrangement. Parents/carers normally collect from the office and the pupil is signed out. For educational visits, sporting fixtures and community activities, supervision arrangements are set through a written visit risk assessment and plan. The visit leader ensures appropriate staffing, headcounts, medical information, emergency arrangements and safeguarding controls.

12. Pupils with additional needs

Where a pupil's SEND, medical condition, communication needs, behaviour or vulnerability increases risk, an individual or enhanced supervision plan is put in place where appropriate. This may include additional staffing, defined handover arrangements, movement support or a pupil-specific risk assessment. Measures are reviewed and adjusted to remain proportionate and inclusive.

13. Missing pupil

If a pupil cannot be accounted for, staff act immediately under the Missing Child Policy. This includes confirming the pupil's last known location, informing the office/SLT, searching designated areas, checking attendance and collection information and escalating to parents/carers and external agencies when required. The incident is recorded and reviewed.

14. Emergencies, fire and lockdown

During a fire evacuation, lockdown or other emergency, staff maintain responsibility for the pupils in their care, follow the relevant procedure, conduct headcounts or register checks and report any missing pupil immediately. Supervision arrangements must allow for foreseeable staff absence or a staff member needing to accompany an injured or unwell pupil.

15. Monitoring and review

Duty rotas, supervision arrangements and relevant risk assessments are reviewed by senior leaders at least annually and after any significant incident, near miss, change in pupil need, site change or staffing change. The Headteacher reports significant supervision concerns and actions to governors/proprietors as part of health, safety and safeguarding oversight. This policy is reviewed annually.