



Wetherby School
Reception
19 Pembridge Villas
London
W11 3EP

Wetherby School
Years 1, 2 and 3
11 Pembridge Square
London
W2 4ED

Child Supervision Policy

14a Supervision of pupils – arrangements for supervision of pupils and EYFS children

Policy reviewed by: Paul David

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Next review date: June 2026

Reviewer's Signature:

Paul David

Head Teacher's Signature:

Paul David

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School; 'parents' refers to parents, guardians and carers.



Wetherby School

Child Supervision Policy

This policy applies to all boys in the school including those in the EYFS.

AIM

The 'duty of care' places a specific responsibility on the Headmaster as overall manager of the school, to ensure that full and appropriate supervision of all children occurs throughout the school day. The 'duty of care' is a contractual obligation for all staff. The welfare and security of children in our school is paramount and children are supervised at all times.

CHILDS' ARRIVAL AND DEPARTURE

Children may arrive at school between 8.30am and 8.50am. Children in Reception leave between 3.10pm and 3.30pm, Year 1 between 3.20pm and 3.30pm, Year 2 between 3.30pm and 3.40pm and in Year 3 between 3.40pm and 3.50pm. Children doing after school clubs will go home at either 4.30pm or 4.45pm. Children are not allowed on site without supervision.

REGISTRATION

The responsibility to ensure that a child attends school regularly is that of the parents or carer. The school office keeps emergency contact telephone numbers. We take a register of children at the start of the morning, 8.55am, and directly after lunch. Parents are responsible for notifying the school if their child is absent for any reason. Parents/carers are asked to contact the school office before 8.50am on the first day of absence and everyday thereafter that the child is absent. Where unexplained absences occur, the school office will always contact the parent.

ILLNESS

If a child is taken ill during the course of the school day he is taken to the office and if necessary to the first aid room. The school office assesses the child and determines whether the child is to be sent home. The school office, class teacher or teaching assistant will telephone contact numbers and arrange for collection of the child. The child remains with an adult until a parent/carer arrives. Parents/carers sign their child out in the day book and this is monitored by administration staff.

LESSON TIME

No class is left unsupervised for any reason during the school day. If a child is not taking part in a normal lesson, for example PE, the child will accompany the class to the lesson and work independently or watch the lesson.

It is the responsibility of the class teacher to establish classroom rules and provide guidance for their pupils. Classroom rules are displayed in each classroom. Class teachers remind the children of safe classroom practice on a regular basis.

CHILDREN SUPERVISION DURING SCHOOL DAY

All children, including EYFS children, are supervised throughout the school day and never left without a member of the staff in charge of them. They are taken to lunch each day where they are supervised by the members of staff on duty. After lunch the children are collected from the lunch hall by the teacher taking their next lesson and taken to their classroom.

SUPERVISION AT PLAYTIME

Morning and afternoon break and lunchtime supervision duty demands a high standard of care and in particular requires that the teachers and teaching assistants on duty, patrol the square at 11 Pembridge Square and the outside area at 19 Pembridge Villas as appropriate. It is the responsibility of the senior management team to explain to new teachers their supervisory responsibilities and this is part of the staff induction process.

The teacher or teaching assistant on duty is responsible for collecting the children from their classroom to take them outside. Children are not allowed out to go to square or the outside area without an adult responsible for supervision being present. If a child has an accident at playtime in the square or in the outside area, for example a wound that needs dressing, they must be accompanied to the school office by a member of staff on duty. A child must ask permission to go to the toilet before leaving the outside area at 19 Pembridge Villas. A first aid bag is always taken to square or the outside area.

WET PLAY

If it is too wet to go outside, staff on duty supervise the children in the classroom, at no time are the children permitted to run around the classroom.

CHILDREN GOING HOME EARLY

If children leave during the school day the parent/carer must sign their child out from the school office in the day book. Should they return to school the parent/carer should sign them back in.

CHILDREN GOING HOME

Children, including EYFS children, will only be released at the end of the school day into the care of a parent or other individual whose name has been notified to us in writing in advance.

If a child is going home with another family or person, written, emailed or permission by phone must be received by the class teacher or contact made with the school office.

Members of staff must never release boys to other families or individuals unless this confirmation has been received.

SUPERVISION AFTER SCHOOL

If a child has a club, they are supervised in the intervening times between the end of the school day and the beginning of their club in their classroom. Children are brought to the hall just after 3.35pm by their teacher or teaching assistant. The children will be handed over to the teacher/teaching assistant who is running the club.

Once all of the children have been taken to their clubs, the teacher/teaching assistant running the club will take a register. This register is collected from the school office before the club starts and is returned to the school office once the register has been completed.

Children are dismissed from their clubs at either 4.30pm or 4.45pm by the club leader at the front door or parents will go and collect their son from the classroom where the club is taking place.

Any child left on the premises after the end of the school day will be supervised by the class teacher or an administrator while contact is made with his family. At least one member of the teaching staff is always present on duty in order to supervise children whenever they are in the school outside normal school hours.

EYFS pupils do not attend school clubs and therefore require no supervision after school hours.

Refer to: Left at School Policy.

MEDICAL SUPPORT

There is a qualified paediatric first aider in both school offices, as well as other staff members, who is able to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Many members of the teaching staff and non-teaching staff, are trained and qualified as first aiders and able to give emergency first aid. There is always, at least, two qualified paediatric first aiders in the school to look after the Reception children in case of an emergency. First aid bags are in all potentially high risk areas, as well inside the school offices and first aid room. (The first aid bags are checked regularly and replenished when required)

CHILDREN MOVING AROUND THE BUILDING

All staff are responsible for ensuring that the children move around school buildings safely and quietly.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. We would always investigate complaints about poor behaviour.

SUPERVISION OF CHILDREN AT GAMES OR MATCHES

All children will be supervised at all times during games sessions or matches.

Refer to: Sports and Matches Policy.

SUPERVISION DURING EDUCATIONAL VISITS

All children will be supervised at all times during Educational Visits.

Refer to: Educational Visits and Journeys Policy and Educational Visits and Journeys Policy for EYFS.

UNSUPERVISED ACCESS BY CHILDREN

Children are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic and athletic equipment without supervision. Children are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that children do not have unsupervised access to potentially dangerous areas, such as the art room and the hall. Children do not have access to the outside areas, catering and caretaking areas of the school.

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of child supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

This policy will be reviewed annually