



WETHERBY SCHOOL
— KENSINGTON —

Child Supervision Policy

Policy reviewed by and person responsible: Michelle Moyles

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Next review date: July 2026

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 Kensington; 'parents' refers to parents, guardians and carers.

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



Wetherby School Kensington Child Supervision Policy

AIM

The 'duty of care', places a specific responsibility on the Headteacher 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.

BOYS' ARRIVAL AND DEPARTURE

Boys may arrive at school between 8.30am and 9am. There will be an allocated timeslot for collection at the end of the school day. Boys in Reception will leave between 3.15pm and 3.25pm. Boys in Year 1 will leave between 3.25pm and 3.35pm. Boys in Year 2 will leave between 3.35pm and 3.45pm. Boys in Year 3 will leave between 3.45pm and 3.50pm. Boys doing after school clubs will go home at either 4.30pm or 4.45pm depending on the club. Boys are not allowed on site without supervision.

These arrival and departure times may be changed due to health and safety measures being put in place to manage social distancing and protection of class or year group bubbles during the coronavirus pandemic.

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, 9.00am, 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 9am on the first day of absence and everyday thereafter that the child is absent. The school will always contact the parent if a child fails to arrive at school without an explanation.

ILLNESS

If a child is taken ill during the school day, he is taken to the school 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/carers 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. Class teachers remind the children of safe classroom practice on a regular basis.

CHILDREN SUPERVISION DURING SCHOOL DAY

All children, including EYFS (Reception) children, are supervised throughout the school day and never left without a member of the staff in charge of them.

Supervision around toileting and nutrition in the EYFS requires that children are always monitored appropriately while their dignity and privacy are respected.

Staff remain in close proximity to respond immediately if support is needed, and any child requiring assistance is helped by a familiar, vetted adult.

All meal and snack times are fully supervised by at least 2 adults, with staff ensuring children are seated safely, supported according to their developmental stage, and encouraged to develop independence. Allergies, intolerances, and dietary requirements are strictly followed in line with individual healthcare plans. Staff remain vigilant to minimise choking risks and maintain clear sightlines of all children at all times. Good hygiene routines, including handwashing before and after toileting and meals, are consistently taught and reinforced. Any welfare or safeguarding concerns observed during toileting or nutrition routines are recorded and reported in line with school safeguarding procedures.

Children 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.

During snack times, children are supervised in class while they eat their snacks at their tables.

Reception children are taken to the toilet facilities at regular intervals throughout the day and encouraged to use them independently, with a member of staff positioned at the door and within hearing distance. When needed, children are escorted to the toilets and supervised appropriately until the whole group has safely returned to the classroom. If there is a need for personal care, this procedure is outlined in the personal care policy, and two adults must be present.

SUPERVISION AT PLAYTIME

Playtime (either at the front of school, Stanhope, Bousfield or other external venue) and lunchtime supervision duty demands a high standard of care and requires that the teachers, teaching assistants and lunch time supervisors are on duty to patrol the area. It is the responsibility of the Headteacher and/or Deputy Head (Pastoral) to explain to new teachers their supervisory responsibilities and this forms 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 outside without an adult responsible for supervision being present. A first aid bag will always be taken to off-site locations and the outside area on the school premises. If a child has an accident all procedures in Wetherby School Kensington's first aid policy will be followed. Children will never be left alone outside.

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 (Reception) 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. The children will be taken to the club by either the teacher or the teaching assistant where they will be handed over to the teacher/teaching assistant who is running the club.

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Once all of the children have been taken to their clubs, the teacher/teaching assistant/external club teacher 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. A member of the Senior Leadership Team (SLT) will also be present during the dismissal of children from clubs. Parents will 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 the school office 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.

Refer to: Left at School Policy.

MEDICAL SUPPORT

There is a qualified paediatric first aider in the school office, as well as other staff members, who can 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 are 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 office 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 building safely.

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.

SUPERVISION DURING EDUCATIONAL VISITS AND JOURNEYS

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

Refer to: Offsite visits and Related Activities Policy.

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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 during 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