



LEICESTER GRAMMAR JUNIOR SCHOOL

Policy and procedures for pupil supervision

This is one of the policies concerned with safeguarding. It should be read in conjunction with other policies: Safeguarding, Pastoral Care, Aftercare, Extended School Provision, Trips and Visits, Behaviour and in line with the Prevent Duty.

This is a whole school policy and as such applies to EYFS.

1. INTRODUCTION

Safeguarding pupils is of paramount importance and this policy highlights to all staff at Leicester Grammar Junior School their responsibility to safely supervise pupils whether on school premises or engaged in authorised activities elsewhere.

The extent of the supervision will be affected by:

- The ages and numbers of pupils
- Whether pupils have any special educational needs
- The activities being undertaken
- The environment

2. EYFS STAFF TO CHILD RATIOS

EYFS staff should have regard to guidance given in the Statutory Framework for the Early Years Foundation Stage (Updated 1 September 2025).

In Kinders and Reception the following guidance applies for supervision during the school day:

For children aged three and over in independent schools (including in nursery classes in free schools and academies) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor, or another suitably qualified overseas trained teacher, is working directly with children:

- For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children,

- For all other classes there must be at least one other member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status

3. STAFF RESPONSIBILITIES

3.1 The Commencement of the Day

Teaching staff must be on the premises before commencement of the school day at 8am.

Two members of staff will be on duty from 8 a.m. to supervise KS1 and KS2 pupils on the junior playground. Pupils should remain in their year group zones and ball games are not permitted. At 8.15am a whistle will signal lining up time and class teachers (KS2) or a teaching assistant (KS1) will collect classes from the playground.

EYFS children (and children in their first term of Year 1) can be supervised in their classrooms from 8 a.m in 'Early Morning Club'. No charge is made for this service. Parents or designated adult carers should arrive at the classroom door and hand over their child to a member of school staff. Attendance will be recorded on a tick list until the formal register is taken.

If the weather is inclement all children will go straight to their classrooms from 8am. The duty teacher will remain outside to direct children to their classrooms. On inclement mornings, class teachers are responsible for their own class from 8am.

3.2 Registration

All pupils are registered electronically by their class teacher at the beginning of each morning and afternoon session. Registration takes place at 8.50am and 1.00pm (EYFS), 8.30am and 1.00pm (KS1) and 8.30am and 1.30pm (KS2). The register codes are outlined in the LGJS Attendance policy. Morning registers will be open from 8.30am - 8.55am (EYFS) 8.15am – 8.35am (KS1 and KS2) and afternoon register from 1pm – 1.10pm (EYFS and KS1) and 1.25pm – 1.35pm (KS2). Pupils who arrive once the register has closed must report to the school office.

KS2 teachers should also complete a daily co-curricular register (including school buses). This is a paper copy and should be returned to the school office promptly during morning registration.

KS1 and KS2 pupils arriving after 8.30am must be admitted into school via the main school entrance and be registered in the school office. The same applies to EYFS pupils who arrive after 8.50am.

Any pupil being collected before the end of either the morning or afternoon session will only be released to a parent or other responsible adult via the school office where they will be signed out by a member of the office staff and, if applicable, signed back in.

3.3 Playtimes

For KS1 and 2 at least two members of staff will be on duty in the playground. A designated First Aider will be on duty within school. For EYFS there will be sufficient staff to maintain the supervision ratios detailed in the Statutory Framework for EYFS. A paediatric first aider will always be available.

In the event of inclement weather children will be supervised by the duty teacher and/or the class teacher in their classrooms.

3.4 Lunchtimes

Staff and lunchtime supervisors will be on duty across the lunchtime session. For EYFS the qualifications and supervision ratios will be as detailed in the Statutory Framework for EYFS. A paediatric first aider will always be available.

3.5 Close of the Day

School ends at 3.00pm for EYFS and KS1 pupils and 3.30pm for KS2. Class teachers are responsible for the orderly dismissal to ensure pupil safety and are responsible for their children for 15 minutes after the close of each day. In the event of a child remaining after 15 minutes, the class teacher should follow procedures for non-collection of a child (below) and once parents or carers have been contacted children should be cared for in either Aftercare or Homework Club dependant on their age.

EYFS pupils will only be dismissed to a parent or other authorised carer. Carers must be authorised by parents and written permission must be received from the child's parent. Copies of the permission letter will be saved to CPOMS, kept in the classroom planning folder and in the Aftercare folder (if applicable). Permission by email is acceptable, but must be printed and stored and recorded on CPOMS.

EYFS and KS1 pupils will be dismissed to their parent/carer from their classroom door. Year 2 and KS2 pupils will be taken to the junior playground to be dismissed to their parent/carer.

Year 6 children may arrange with their parents to be collected at the drop off zone. Parents must notify school of this arrangement in writing. These pupils may inform the teacher and walk to the drop off zone to await collection. If no parent has arrived the children must return to the teacher and after 10 minutes any remaining children will be directed to Homework Club.

3.6 After School Co-curricular Clubs

Staff leading co-curricular clubs are responsible for the supervision of pupils during any preparation time, during the club and for dismissal to parents/carers at the end of the session. Staff using the extended school grounds should collect a walkie talkie from the office and agree with the office which channel to use in case of an emergency. Club leaders are expected to communicate with parents regarding collection times and collection points.

A copy of the club register must be available in the office on SOCS.

If a pupil is expected at a club but does not attend, the club leader should inform the school office who will establish the whereabouts of the pupil.

3.7 Homework Club

Homework Club is available for all KS2 pupils. There are always two members of staff on duty, at least one of whom is first aid trained. The school nurse (LGS Medical Centre) and a paediatric first aider (Aftercare) will also be available for additional support in the event of a more serious injury.

Pupils will be asked to indicate their attendance at Homework Club on a daily basis during morning registration.

Homework Club begins at 3.30 pm and a register is taken. At 3.45pm the office will be made aware of any pupils who indicated they were attending but are not present at registration. The office staff will establish the whereabouts of the pupil, if necessary by phoning parents.

A member of staff on duty will 'sweep' the drop off zone at 3.45 and direct any remaining children to Homework Club.

3.8 School Buses

Pupils in Years 3 to 6 are able to use the school bus service, although pupils in Year 3 must be accompanied by a sibling in Year 5 or above. Pupils booked onto the bus assemble in the refectory at the end of the school day and register with the member of staff on bus duty.

At 3.50pm the member of staff on bus duty should escort the children to the bus drop off zone (outside the main LGS entrance) and ensure pupils board the correct bus. Buses depart school at 4.05pm.

In the event of a bus being late it is the responsibility of the duty teacher to wait and ensure that pupils are safely delivered to the correct bus.

There is a separate procedure for school buses. Please refer to the School Buses – Rules of Travel.

3.9 Aftercare and Late Club

There are separate policies and procedures for pupil supervision in Aftercare and Late Club. Please refer to the Aftercare and Extended School Provision Policies

4. SUPERVISION WHEN A PARENT FAILS TO COLLECT A CHILD

In such cases duties and responsibilities should take second place to common sense and a teacher should do what is necessary to solve the problem, taking into account the pupil's age, and general circumstances. Particular care must be taken with very young children.

In the case of a real emergency where parents will be late, the parents must contact the school office or the late aftercare number and should be reassured that their child will be cared for by the late aftercare team until alternative collection arrangements are realised.

If a parent fails to collect a child and has not previously notified either the office staff, Aftercare or Late Club that the parent/ designated adult may be late (after 6pm), a telephone call will be made at 6.10pm by the supervising member of staff to the main contact number and then to any additional emergency contact numbers on the centralised record systems (CPOMS and iSAMS).

If no contact can be made a member of the leadership team should be informed (phone numbers are at the front of the late aftercare folder) and kept up to date with developments. If it has not been possible to make contact with the parent/carer by 6.30pm the member of the leadership team will contact the police and/or social services.

Parents will be formally notified if collection procedures for their child are considered to be inadequate. In extreme cases, after school facilities may be withdrawn.

5. SUPERVISION OFF THE SCHOOL PREMISES

This section should be read in conjunction with the Policy and Procedures for Trips and Visits.

A reputable firm with a proven safety record will be used for transporting pupils off site. Parents will receive notification and be required to provide consent for their child to attend.

There will be sufficient staff on board the vehicle to ensure the good behaviour and safety of the pupils. The regulations of the School and the Statutory Requirements for EYFS as to the adult or teacher ratio must be followed and pupils should never be left without a qualified adult.

When supervising children on and off buses staff should endeavour to do so at a location that does not involve crossing a road. If crossing a road is unavoidable then a pedestrian crossing should be used when they are present and at a reasonable distance from the bus.

Teachers do not have authority of law to control traffic and have no sanction against drivers who ignore them other than the deterrent of prosecution and civil liability if, as a result, an accident occurs. If an accident occurs as a result of attempts at traffic control the blame in law will fall upon the teacher. The supervision of pupils moving between sites (for example walking to the local church for a service) is part of the obligations of staff at Leicester Grammar Junior School. However, this does not include traffic control as a contractual obligation.

If staff volunteer to supervise a party of pupils on a residential school journey they accept the full duty of care and it is to some degree a 24 hour a day responsibility.

5.1 Procedure to follow if a child goes missing on a school trip or visit:

An immediate head count should be carried out in order to ensure that all other children are present.

All children should be taken to a central point identified on the risk assessment and should remain there until the situation is resolved.

With regard to staffing ratios, all available staff should begin a search of the immediate area.

If applicable additional staff from the site of the outing should be informed and involved in the search.

The school mobile should be used to inform the Headteacher or the member of SLT who is the designated EVC school coordinator named on the risk assessment as soon as possible.

After 15 minutes the emergency services should be contacted.

The Headteacher, or the EVC school coordinator named on the risk assessment, should be the first member of staff to contact parents and decide whether to ask them to come to school or proceed directly to the venue. Parents should be contacted straight after the emergency services have been called.

If the child is not found within a reasonable time the remaining children should return to school.

The trip organiser should remain and cooperate with the police investigation.

Individual members of staff must not speak to the media. All media queries should be referred to the Headteacher, or in her absence the Deputy Head, or the Chief Executive. Staff must not discuss the matter with other parents unless instructed to do so by a member of the leadership team.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and recorded on CPOMS.

6. PROCEDURE TO FOLLOW IF A CHILD IS FOUND TO BE MISSING FROM THE SCHOOL PREMISES DURING SCHOOL HOURS, INCLUDING FROM CO-CURRICULAR CLUBS

Remaining children should be taken to their usual classroom, or in the case of an afterschool activity to their usual indoor venue, and a register should be taken. Children should remain in their classroom/venue until the situation has been resolved. Classmates and friends should be asked of the child's whereabouts and any relevant information noted.

The school office and the class teacher should be contacted to determine if the child has another commitment or if the child has been collected by a designated parent or carer. If the whereabouts of the child cannot be confirmed the office staff should contact the site services team using the emergency contact numbers and/or walkie talkies. Site services will be asked to close the school gates and to monitor all vehicles entering and exiting the site.

The Headteacher and Deputy Heads will be informed.

With regard to staffing ratios, all available staff should begin a search of the school buildings and immediate grounds. The search will be coordinated from the school office and the leadership team will decide on search areas for appropriate staff. This search should last for no more than 15 mins.

Ground staff will begin a search of the extended grounds.

After 15 minutes the emergency services and parents will be contacted. A recent photograph of the child should be located via CPOMS or iSAMS and handed to the emergency services.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and recorded on CPOMS.

7. PROCEDURE TO FOLLOW IF A CHILD IS REPORTED MISSING AFTER DISMISSAL TO A PARENT OR CARER

The office staff should contact the site services team using the emergency contact numbers and/or walkie talkies. Site services should close the school gates and monitor all cars entering and exiting the site.

Site services should halt the traffic already on site until the child is located or until the emergency services arrive.

The Headteacher, and Deputies should be informed.

With regard to staffing ratios, all available staff should begin a search of the school buildings and immediate grounds. This search should last for no more than 15 mins.

Ground staff will begin a search of the extended grounds.

After 15 minutes the emergency services will be contacted. A recent photograph of the child should be located via CPOMS and handed to the emergency services.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and recorded on CPOMS.

8. PROCEDURE TO BE FOLLOWED ONCE THE CHILD IS FOUND

Talk to, take care of, and if necessary, comfort the child.

Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.

The Headteacher will speak to parents to discuss events and give an account of the incident.

Individual members of staff must not speak to the media. All media queries should be referred to the Headteacher, or in her absence the Deputy Head, Principal of the Trust or the Director of Finance and Operations.

A detailed report involving all concerned should be written. Procedures should be reviewed and, if appropriate, should be adjusted.

This policy is reviewed annually by the Deputy Head Pastoral.