



Supervision Policy

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1. Introduction

The aim of this policy is to provide a framework for the supervision of all pupils at Hampstead Hill School. The principal aim is to ensure that it meets the needs of the School, the Staff and their supervisors regardless of the area in which they work and sets out the procedures for supervision and should be read in conjunction with other relevant School policies including:

- EYFS Supervision Policy
- Educational Visits Policy
- Staff/Pupil Ratio Policy – including EYFS
- Attendance Policy
- First Aid Policy
- Playtime Policy
- Departure and Late Collection Policy
- Missing Child Policy

2. Security

A member of staff is on duty in the mornings to welcome the pupils on site and when the pupils leave. All staff, parents and visitors must sign in when entering the School's site. Hampstead Hill School uses Inveny - this system provides real-time information as to who is on-site at any time. The School also has a CCTV Policy which is available upon request. The School follow a Critical Event Procedure to provide security for all during a security breach.

3. Before the Start of the School Day

The School opens at 7:45 am for pupils. **Pupils should not be on site before this time.**

For Years 1&2, between 7:45 am and the start of the school day at 8:50 am members of staff are on duty within St Stephen's. Pupils should not start to move to the classrooms until 8:40 am – this must be completed in classes.

For Early Years, Pre-Reception and Reception, between 7:45 am and the start of the school day at 8:50 am members of staff are on duty within the classrooms.

4. At the End of the School Day

Teachers must ensure a prompt end to lesson so all pupils can eat their afternoon snack.

Dismissing Pupils

Years 1 & 2 - pupils leave the premises between 3:40 and 4:00pm from the St Stephen's West Gate unless staying for a planned and supervised activity. These may include:

- After school club
- Homework

Parents can collect their children at:

- 4:30 pm from the West Gate or;
- 5:30 pm from the Lower School Hall.

Reception – Pupils leave the premises between 3:30 and 4:00pm from the West Gate unless staying for a planned and supervised activity. These may include:

- After school club
- Homework

Parents can collect their children at:

- 4:30 pm from the West Gate or;
- 5:30 pm from the Lower School Hall.

Pre-Reception – There are differing times that pupils can leave School:

- 2:15 pm from the Garden Gate
- 3:45 pm Meadow
- 4:30 -5:30 pm Lower School Hall

Early Years - There are differing times that pupils can leave School:

- 12:15 pm from the Garden Gate
- 2:15 pm from the Garden Gate
- 3:45 pm from the Garden Gate
- 4:30 -5:30 pm from the Garden Gate

5. After School Clubs

- If pupils are attending a club, they should take their belongings with them to their club once they have been dismissed from their classroom. This is to ensure a prompt dismissal after the club.
- Pupils may be dismissed from the either Garden Gate or Lower School using the same system as the end of the School day.
- If a club is cancelled, parents will be notified and pupils should stay in their classrooms to complete homework or read until parents arrive to collect them.

6. Homework Club

Pupils in KS1 may stay after school from 3.40 pm – 4.30 pm for homework club. This takes place in their classrooms, supervised by their Teaching Assistant or Teacher. This member of Staff is responsible for ensuring the safe departure of pupils with their caregivers. If pupils stay beyond 4.30 pm, they will be brought to the Lower School where they can engage in after-school activities, such as colouring, reading, or playing games, until their parents or caregivers collect them. See the Departure and Late Collection Policy for more information.

7. Registration

The School takes a formal 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 contact the parent if a child fails to arrive at school without an explanation. Pupils are expected to remain on site throughout the school day. See the School's Attendance Policy and Child Protection and Safeguarding Policy – Child Missing from Education section.

8. Cover

When classes need to be supervised due to a Staff absence, Staff are assigned by the Headteacher or the School Co-ordinator. If there is a longer absence, a qualified supply teacher is normally arranged, where possible, so that pupils benefit from specialist teaching. Temporary agency staff may be used if needed to satisfy EYFS statutory requirements and ratios. Staff members will not be asked to cover lessons or activities they are not qualified or experienced to teach.

9. Travelling to and from School

Parents are responsible for ensuring that their child travels safely to and from school. Due to the age of the children, they should not be travelling to or from school alone.

10. School Trips

The arrangements for the supervision of pupils during school trips are set out in the Educational Visit Policy. Risk Assessments are completed when relevant and an adequate number of qualified Staff are present on Educational Visits. For off-site trips, an adequate number of Staff members with up to date First Aid and Administration of Medication training are present. Where relevant, Staff members with Paediatric First Aid training are present.

11. Fixed Duties

All members of the teaching Staff are expected to share break and lunchtime supervisory duties.

| Duty Area | Normal Duty Activity |
|---------------------------|--|
| Break & lunch play duties | To supervise the area designated and ensure that School rules and behavioural expectations are being adhered to. Staff should also ensure that playground equipment is played with safely. |
| Lunchtime | To see that the pupils behave in a civilised manner during their meal and clear their tables afterwards. |
| Playground | To ensure good order and safe behaviour in all parts of the playground, to ensure there are no hazards and to prevent hazards whereby possible. |

12. Supervision Duty Rota

There is a rota which is regularly updated for playtimes, breaktimes, lunch supervision, morning care and after school care. In the Upper School this is located outside of the School Administrators office. In the Lower School this can be found in the School Co-ordinators office.

13. Unsupervised Access by Pupils

The School ensures that pupils do not have unsupervised access to potentially dangerous areas such as the art room or IT room. The grounds are surrounded by gates with keys or key codes to prevent pupils from exiting the grounds without a Staff member. Pupils do not have access to the maintenance, catering or caretaking areas of the School.



14. Medical Supervision

The School has three Nominated First Aiders who are able to provide emergency medical treatment as needed. They are Jenni Magloire, Sian Hoskins and Judy Loblack. This list is available on the First Aid cabinets.


A number of other Staff members are trained in First Aid – the full list can be viewed on the and First Aid Policy. Only Staff who have completed Administration of Medication training can administer medication. The First Aid policy outlines our practice and contains a list of recommended medical equipment each class should have with them at all times.

15. School Premises

The School premises are maintained in good order by the Groundskeeper. All staff are made aware of the need for vigilance to ensure defects or hazards are reported and quickly rectified. The Health and Safety Officer, Shelby Clouthier, is responsible for carrying out regular site inspections and premises audits. Regular Health and Safety meetings occur to discuss any developments, hazards and updates to the premises and grounds.

16. Staff Induction

All new members of the teaching staff receive an induction into the School's expectations of the appropriate levels of pupil supervision. Staff are provided with relevant policies, information and guidance to effectively carry out the School's supervision expectations.

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| Last Review | January 2024 |
| Next Review | January 2025 |
| Name |  Anne Napier Headteacher |