



Name of Policy:	Supervision – arrangements for supervision of pupils and EYFS children
GHS Policy Number:	74
ISI Regulation:	Part 3 Welfare, health and safety of pupils and other legislation
Government Guidance	Statutory Framework for the Early Years Foundation Stage Staff: Child ratios 3.44-3.45 Early Years Qualifications requirements and standards March 2025
Linked Policies:	Educational Visits Induction
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Date of review:	July 2025
Date of next review:	July 2026



Garden House School Supervision Policy

(For the whole school including the EYFS)

Incorporating Bus Procedure, Courtyard Procedure and Walk Procedure as appendices

1.PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.15am (unless for an organised 1:1 activity or early morning club), and are expected to go home at the end of the teaching day or after clubs (usually no later than 5.30pm) unless they are staying late for a function and this has been prearranged with the school.

In Kindergarten in Sedding Street the door opens at 8.30am and the school day finishes at 11.45am or 3pm. Pupils are not allowed on site without supervision. Children are always dismissed by a class teacher or club leader.

2. PUPIL SUPERVISION

On Site

Children in the school building should, ordinarily, be under the supervision of a member of staff at all times. However, there will be times, particularly with older children, when it is appropriate to allow them to move around school without being under direct adult supervision. For example, when going to the loo.

With the exception of the Kindergarten, our maximum class size is 20. There is a qualified teacher assigned to each class and teaching assistants to support.

On Site - Early years

The guidelines for EYFS staffing ratios, as stated in the Statutory Framework for the Early Years Foundation Stage are followed at all times.

Children must usually be within sight and hearing of staff and always within sight or hearing of staff whilst eating.

All Early Years Teachers are qualified in accordance with the early year's requirements. The staff qualifications are checked via the 'Early Years Qualification Requirements and Standards document' published by The Department for Education.

Onsite EYFS staffing adult to child ratios;

- Prep – 1:8
- KIND – 1:6

Kindergarten consists of approximately 18 children supervised by three fully qualified Early Years staff and one assistant. Three members of staff have level 3 EYFS training and the Head of EYFS has level 6 training.

In Preparatory, (4-5 year olds) there is a full and relevant EYFS qualified teacher and teaching assistant assigned to each class, plus a floating assistant across each year group where possible.

GAP students cannot be on their own with EYFS children at any time. They can be counted in the ratios at 1:8 for 3-4 year olds and Preparatory children, only when working directly with a member of staff with a full and relevant Level 3 or above. GAP students must always be within sight of the full and relevant Level 3 or above staff member.

The staffing ratios referred to above must be followed at all times within the school buildings for children in EYFS.

For other years, staffing ratios within the school buildings are organised on a risk-based approach, depending on the activity. Specialist subjects are supervised by specialist staff and a teaching assistant is present as deemed necessary.

Outside normal School Hours and Off Site

The appropriate number of staff (according to the ratios below) must be on site to supervise pupils whenever they are in the school **outside normal school hours**. These ratios must also be adhered to when the children are **off-site on educational visits**. The ratios are always considered in relation to the activity taken and more adults are made available if required. For walks and travelling to and from off-site venues used on a weekly/daily basis, see the '**Walk Procedure**' below.

When children are off site, at least one member of the supervising staff must have a mobile phone with them and one member of staff should be in overall charge of the activity.

Off-site and outside normal teaching hours the following staffing adult to child ratios must be followed;

- 1:10 (MSII-USII);
- 1:8 (Prep-MSI)
- 1:6 Kindergarten.

3. STAFF DUTIES

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties where required. The main duties are:

- Pavement and door duty
- Break duty
- Lunch-time duty
- Clubs meeting points
- Holding Room

Qualified teachers are with the children for the vast majority of the school day. When they are not (for example, during playtime or breaks) an adequate number of TAs supervise the children and a teacher is in the vicinity and readily available.

4. OUTDOOR PLAY

Staff must comply with the provisions relating to courtyard play in the Staff handbook. During breaks and playtime, a relevant number of staff supervise the children and qualified staff are always in the vicinity.

Arrangements are made to ensure pupils are supervised during concert rehearsals, or other events that bring small groups into school out of hours.

Members of the Sports Department supervise pupils on both home and away matches. When staff are supervising off site, a mobile phone is always available. If older children are with younger children, they are always supervised and a member of staff is in overall control.

The Kindergarten play in a small area outside the Kindergarten building and occasionally in the courtyard at Turks Row. They are always supervised by the Kindergarten staff. Risk assessments are carried out for all areas of play. See '*Kindergarten outside area*' and '*Courtyard*' risk assessments.

If it is too wet to play outside, the children are supervised indoors by their teachers or assistants.

5. REGISTERS

Form Teachers complete morning and afternoon registration using Engage following the school's register codes. 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.

6. COLLECTION OF PUPILS

No child will be released into the care of an adult if this has not been authorised by the child's parent prior to collection time. The school will only release a child at the end of his or her session into the care of another individual if it has been notified in writing and has been given the name of the person collecting the child. Collection arrangements between parents, such as playdates, should be made known to class teachers at the earliest opportunity, in writing. Emergency or last-minute plans are reported to the office, who pass the message to the class teacher. If there is any margin of doubt, the office will contact the parents before a child is handed over to anyone else collecting a child.

In the Kindergarten, in addition to written authorisation from the parents, a photo of the adult collecting the child is also required if they are not known to the school.

Pupils must have their absence recorded in the absence register if they leave the site after having been marked present in the morning or afternoon sessions.

7. MEDICAL SUPPORT (also see First Aid Policy)

There is always a qualified first aider on site who is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. All full-time teaching staff and assistants are trained and qualified as first aiders. The names of specifically trained paediatric First Aiders are published in First Aid notices that are displayed around the school. All Early Years staff are trained in paediatric First Aid. All First Aid trained staff can administer Epipens. First Aid boxes are stored around school and in Kindergarten and Holbein Mews and these locations are made known to staff at induction. There is a designated Office First Aider who regularly checks and replenishes the First Aid boxes. She also organises training for staff and keeps records of training. All Early Years Staff have received full paediatric first aid training.

8. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. If a child is travelling to or from school on a school minibus, they are supervised by a member of staff and the bus driver and the children are expected to behave responsibly (video cameras are fitted). We would always investigate complaints about poor behaviour.

The bus driver and member of staff are responsible for escorting pupils off the bus and into school when the minibus arrives at school. (*See Bus procedure Appendix 1*)

During morning drop-off when arriving at school by car in Turks Row, members of staff are available to help children out of cars and escort them to the school doors. They will be wearing high viz jackets. Teachers on the door have two primary responsibilities; to welcome the children and to ensure the security of the door they are manning.

Staff must note that mobile phones are not to be used on the school buses, except in an emergency.

9. MOVEMENT OF PUPILS BETWEEN SITES

The school has a Walk Procedure (see appendix 4) which is strictly adhered to when supervising children between our various sites, Turks Row, Sedding Street and Holbein Mews.

All staff and children in Kindergarten wear yellow tabards on school trips.

At least one member of staff will have a mobile phone with them at all times when moving between sites or working off site.

A minimum of one member of staff who holds the paediatric first aid qualification is always in attendance when EYFS children are off site.

When travelling on the school buses the provisions of the Bus Procedure (see appendix 1), must be adhered to.

10. SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: '**Educational Visits**'.

11. CLUB SUPERVISION

Clubs adhere to the 'off site and out of teaching hours' ratios above.

12. UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pools used by the school without a qualified member of staff or swimming instructor supervising, nor are they allowed to use gymnastic or athletic equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have access to the boiler room, kitchen and other parts of the school building not used for teaching.

13. STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.

APPENDIX 1 - GARDEN HOUSE SCHOOL

BUS PROCEDURE

(Incorporating the Rules for Behaviour Whilst Using the School Transport)

Children should observe the following rules at all times when travelling on buses:

- 1.** The children must board and leave the bus in an orderly manner;
- 2.** They must remain seated at all times when the bus is moving and they must wear their seatbelts;
- 3.** The children may talk quietly to one another, but under no circumstances may they behave in a manner likely to distract the bus driver or other road users;
- 4.** There should be no eating or drinking on the bus without the express permission of the driver **and** the senior member of staff on board;
- 5.** The bus should be left as clean and tidy as it was when the children boarded;
- 6.** The children must observe the “Rules for Behaviour Whilst Using the School Transport” (see below) when travelling on Garden House buses.

Members of staff must conduct a head count of the children upon boarding the bus. If necessary, a full roll call should be taken. A member of staff should also ensure that all children are wearing their seatbelts.

Members of staff should be seated on the bus in positions where they can safely and swiftly address any issues that may arise while travelling on the bus (e.g. incidents of poor behaviour or travel sickness). Teachers should ensure that the children obey the bus rules and conduct themselves in the manner expected of Garden House children at all times. Mobile phones are not to be used on the school buses, except in an emergency.

Upon arrival, the children should remain seated until it is safe for them to stand and a safe place has been identified for disembarkation and assembly. The children should thank the driver upon disembarkation. Members of staff should help the children disembark.

A headcount should be conducted as soon as it is safe after disembarkation and before the bus departs. The bus should also be thoroughly swept to ensure no items (or children!) have been left on board.

If the same bus driver is delivering and collecting the children, staff are advised to take the driver’s mobile phone number in order to liaise about collection. In case of emergency, the school office can be contacted.

The Garden House Risk Assessment for buses should be adhered to.

APPENDIX 2 - RULES FOR BEHAVIOUR WHILST USING THE SCHOOL TRANSPORT

Children who use Garden House buses for transportation to and from school are expected to observe the following rules while on the bus.

1. Children must board and leave the bus in an orderly manner.
2. Children must be seated at all times with their seat belt done up. They should sit properly and legs and feet should not be in the aisles.
3. Children must keep within the bus and are not permitted to put any part of their body of the window.
4. Eating and drinking are not allowed on the bus.
5. Children are expected to talk quietly on the bus and should not shout or cause a disturbance.
6. Children must obey the bus driver and members of staff and are expected to treat any adults or other children on the bus with respect.
7. Fighting, throwing things, behaviour potentially dangerous to other bus users and / or others, and vandalism may result in the immediate suspensions of transport facilities. In such cases parents will be asked to meet the Heads to discuss reinstatement.

These rules are for the safety and comfort of all children using school transport. Children who disobey them will be disciplined. In general, a first offence will receive a warning, a second offence a suspension from the bus. (Breach of any part of Rule 7 will result in immediate suspension).

Bus routes and stops are fixed and may only be changed with the approval of the School. Under no circumstances may they be changed by pupils or parents. Such action may result in summary dismissal of the driver.

Children are expected to be at the bus stop on time in the mornings. If they miss the bus it will continue to the next stop and parents should not attempt to stop it in between designated stops.

If you feel there is a situation of the bus which needs investigating, please bring it to the attention of the Heads.

APPENDIX 3 - COURTYARD SAFETY PROCEDURE FOR OUTDOOR PLAY

Individual classes can use the courtyard under the supervision of their class teacher and the assistants. If a class teacher is not present during play, an adequate number of staff must be present to supervise the children.

The play area must be cordoned off using the barriers on both sides before the children start playing.

There should be at least two adults supervising children playing in the courtyard, depending on the number of children. One adult should be positioned at the Lower Sloane Street side of the courtyard which is used by vehicles entering or leaving Cavalry Place. The children should be discouraged from playing on the steps of the main school and they are not allowed to leave the designated play area unless accompanied by a member of staff.

It is essential that all children are familiar with and often reminded of the listed in the Courtyard Risk Assessment. Hoops, bean bags and skipping ropes may be used at the teachers' discretion. Balls or other toys likely to cause a child to run out of the designated play area should not be used. See Courtyard Risk Assessment.

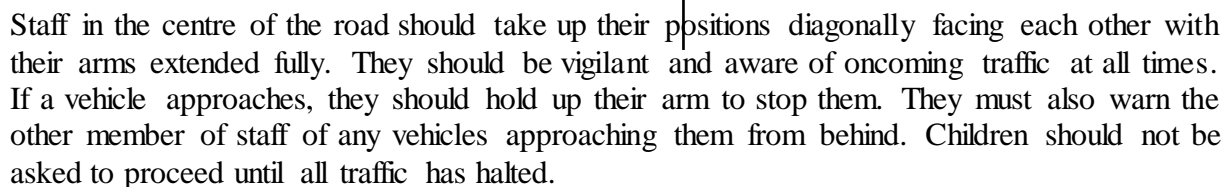
Any toys must be put back into the storage boxes after use and the boxes properly secured.

APPENDIX 4 - GARDEN HOUSE SCHOOL WALK PROCEDURE

The following Key Points should be observed in every instance where the children are walking on public highways:

- Staff should always wear their high visibility jackets on any walk which involves crossing a road.
- An experienced member of staff should always accompany the children.
- Generally, according to the number of children present, a minimum of three staff must accompany every walk involving road crossings. If the children are walking to a venue not used regularly by the school, the ratios for off-site visits must be followed.
- One member of staff must always remain at the back of the crocodile so that they can see all of the children. A second member of staff should lead the crocodile. Any further members of staff should position themselves evenly along the crocodile and not walk together.
- Choose sensible children to lead the crocodile.
- Line children up in twos in an orderly fashion.
- Remind the children that they are going for a walk, they must behave in a sensible manner, respect other people using the pavement, and they must pay attention when crossing the roads.
- The children should be counted before going on the walk and check number on the return journey.
- The children must not talk when crossing roads and must never run across roads.
- When crossing a road, the entire crocodile should remain silent until all the children have safely crossed.
- The front member of staff must remind children that they must not step onto the road until the traffic has stopped and they are signalled to do so by the member of staff in the road in the carriageway nearest to them.
- The staff should only go onto the road when the crocodile has stopped walking and stopped talking. They should only give the signal to cross the road, when all traffic is stationary.

When crossing Franklin's Row, staff should position themselves as detailed below:



Staff must use their initiative and slot in where they are most needed along the crocodile. They should remain vigilant at all times. One member of staff must always remain at the back of the crocodile.

Once inside the Royal Hospital Grounds there is still a risk of moving vehicles. It is therefore important that the children do not cross over the three small drives until a member of staff is in position.

Remember also that some of the electric vehicles within the park still travel quite fast so staff need to be careful and keep the children in a crocodile at all times.

In the event of an unforeseen occurrence, such as emergency vehicles suddenly appearing when the children are crossing the road, staff should take appropriate action. In this event we would suggest that the crocodile is broken and children are moved quickly to either side of the road. However, we can only issue guidelines against this sort of occurrence and common sense is heavily relied upon on these occasions.

Every member of staff must be vigilant and participate fully in the supervision of the whole walk. We are all equally responsible for the children in our care.

Walking to the Royal Court, Cadogan Hall, or Holy Trinity Church

If a significant portion of the school is making this journey it is advisable to arrange for two or three members of staff to man the Cliveden Place/Sedding Street crossing managing that crossing for the whole school.

Staff are required to cross Lower Sloane Street on the pedestrian crossing. When using this and the Cliveden Place crossing a member of staff should be stationed on each half of the crossing between the children and the traffic. Staff need to be aware of traffic backing up and be prepared to stop the children crossing if necessary in order to prevent too much congestion.

- Walk up side with uneven numbers
- Bear right at Holbein Place junction with Sloane Gardens and find a safe place to cross Holbein Place. A member of staff must be positioned to stop cars coming from Sloane Square and another positioned to stop cars coming from Sloane Gardens.
- Proceed past the tube, make sure a member of staff stands between the entrance to the station and the children.
- Cross Cliveden Place at the zebra crossing.
- If going to Cadogan Hall, walk along Sedding Street and cross over Sloane Terrace and enter by Stage Door.
- If going to Holy Trinity, cross Sedding Street and proceed along the north side of Sloane Square to Lower Sloane Street (unless you are using the altar side entrances – in which case go up Sedding Street).