



Fishbourne Church of England Primary School

Supervision Policy

Lead member of staff	Head teacher
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At Fishbourne Church of England Primary School we start with the WHY – our core belief drives all decision making. We think deeply about the HOW, using our core belief to guide decisions on a day to day basis. Finally we decide WHAT action brings our belief to life.

Our core belief is that:

***'There is only one you in this great big world...
...make it a better place'***

This core belief is at the heart of why and how we create our policy and the policy in action.

God you made me; you created me. Psalm 119

Fishbourne C of E Primary School

Beginning of the school day

Children remain their caregivers responsibility until the gates are opened and the children come on to the school site.

Greeting children positively and warmly at the beginning of the school day is important. A member of the staff team will be on the gate to greet children and to take any urgent messages from parents/carers. More complex enquiries should be discussed at another time and an appointment booked via the school office.

The staff team member in the classroom is there to greet and supervise children as they arrive in the classroom. Each teacher ensures that the children know exactly what the routine is when they arrive in the classroom and that there is an activity for the children to complete.

During the School Day

Children are not allowed to leave the school site during school hours without a written request from parents or collection by them.

Children are not allowed off site to collect a ball/object which has gone beyond the boundary.

Children are not sent off site, going to staff cars to collect apparatus, books etc. without a member of staff.

Any child taken ill may be collected by their parent or appointed contact but the office staff must be aware of this and the 'leaving early' book signed.

Classes must always be supervised by an adult; a colleague can cover for a short period of time if necessary.

All visitors to the school should sign in at the office and wear a visitor lanyard which come in three varieties: visitor, supply teacher and volunteer.

Children understand that any adult seen without identification should be flagged up with a trusted adult in school. School staff approach any adult not wearing a lanyard and they will be guided back to the school office.

Playtimes

Teachers must take responsibility to ensure that there is adult supervision on the playground before leaving their class outside.

The duty staff members spread themselves around the area in which the children are playing (see playtime risk assessments)

Children needing first aid are sent into the Medical Room although may need to be accompanied depending on the nature of the injury. The duty teacher always remains outside. In a serious incident, a message is sent to the office or staff room with a message to phone for an ambulance.

Teachers ensure that children have left the classrooms before leaving the room themselves. Any child staying in for whatever reason must be supervised by a member of staff. No children should be left unsupervised inside the building.

At wet playtimes the children remain in their rooms supervised by the duty staff.

Midday Supervision

All those supervising at lunchtime are responsible for making sure that lunchtime is a safe and enjoyable experience for all. It is very important to be proactive and consistent in our approach.

This role includes-

Overseeing children's play and supporting children to join in with play.

Ensuring children are respectful and safe in their play.

Dynamic risk assessment of activities (e.g. the climbing frame is wet and therefore should not be in use)

The children should experience positive learning opportunities through the games that they play and the social interaction that takes place.

Sending a message to the staffroom immediately if there is a shortage of staff on the playground.

In the Hall

-As the children come into the hall, help them to settle quickly

-Be available to the children to be able to support them in collecting meals

-Overseeing our youngest children's eating to ensure that they are safe, including cutting food into small pieces for our EYFS children.

-Awareness of choking and confidence in protocols around choking (see lunchtime supervision risk assessment)

-Encourage the children to eat their meal and to communicate with their friends

-Ensuring noise levels are reasonable.

-When Reception class and Y1 have finished their lunch (not before 12:20), they collect coats from the classroom and go out onto the KS1 playground – they must always be accompanied by a member of staff.

In the Playground

-Although a large part of the role is to supervise the children in our care, supervisors should also be facilitators, providing the children with new opportunities. Initiating new games i.e.: skipping, catching games and games like 'What's the time Mr Wolf 'etc.

-Encouraging positive play and helping to develop social skills, by circulating amongst the children, encouraging them to share, take turns and to look after each other.

After School

-Teachers are responsible for their class until all children have left the classroom.

-Reception and Key Stage 1 will remain in their classroom until the class teacher dismisses them from the classroom door when a parent/carer has been identified. If the teacher is not there and a supply teacher is covering, it would be appropriate for the class LSA to support this.

-Key Stage 2 children are dismissed from the classroom door. If a parent/carer is not present to collect them, they wait with the class teacher on the bench outside their classroom until someone arrives. The class teacher waits with the children on the playground until they have all been safely collected. If a parent is more than 10 minutes late, the class teacher alerts Sarah in the office who will phone the parent and the child is taken to wait in the entrance hall until the parent arrives. A list of after-school arrangements for each child will be kept in the classroom so that it can be referred to on a daily basis. Children in lower Key Stage 2 are reminded of these arrangements on a regular basis, and all are told that they should never leave the school grounds without a parent/carer.

- Only children in Y5 and Y6 who have returned their permission slip are allowed to walk home alone.
- No children are permitted to cycle to school unaccompanied until they have had their Bikeability course.
- Decisions around the age at which a child is responsible enough to walk a younger sibling home from school, should be made on a case-by-case basis with the school and family discussing this formally. However, we would not be supportive of any primary aged child being responsible enough to supervise a younger sibling on the journey to and from school.

After-school clubs

- Class teachers will ensure that any EYFS/KS1 children have safely arrived at their after-school club. - Children attending CC's will be collected by a member of CC's staff from their classroom before being taken to the entrance hall to wait for transportation.
 - KS2 children will make their way to their after-school clubs and CC's independently where a register is taken. Any children absent will be checked against the afternoon register and phone calls will be made to parents if necessary.
 - Parents are asked to inform the school office if a child is not attending club on a given day – this avoids unnecessary phone calls being made to families during peak times.
- All children will be dismissed from their after-school clubs by the member of staff leading the club or the club provider. Parents will be informed by the club provider which exit the children will leave from and the provider will remain with the children until all children have been safely collected.

Last reviewed: Autumn 2025