



**HURLINGHAM  
SCHOOL  
AND NURSERY**

EST. 1947

## **Pupil Supervision Policy**

This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage.

**This Policy should be read in conjunction with our EYFS Policy**

**Date of Review: September 2024**  
**Date of Next Review: by 31 May 2025**

## **Prep School**

### **Pupils' arrival and departure**

Pupils may arrive at school from 8.15am, and are expected to have left the building by 6pm.

### **During the School Day**

Pupils are not allowed on site without supervision at any time. At least one member of school staff is always present on duty in order to supervise pupils whenever they are in the building outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as club duties, including homework supervision.

### **Registration**

We take a 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 when a child does not arrive at school and we have not been contacted. We will only release children into the care of a parent or other individual whose name has been notified to us in writing in advance.

**Break Time** for all three Reception classes together is staffed with at least 2 adults who have QTS or EYPS/EYTS or one member of staff with QTS or EYPS and 1 other adult. For all other break sessions which take place in the playgrounds, 2 members of staff are always on duty to supervise the children including during wet play which takes place in classrooms. Should additional help ever be needed in the playground, the staffroom is adjacent and other staff are called quickly, efficiently and reliably.

### **Lunchtimes**

All children eat their lunch in the presence of at least one member of staff and the catering team: Lower School children are supervised by two members of staff per year group. Upper School children are supervised by one member of staff per two year groups. Staff eat their lunch in the dining hall so are called quickly if needed. Appropriate adult/child ratios for supervision are followed for EYFS pupils attending after school clubs and for those staying to tea.

### **Dismissal**

After the end of afternoon lessons, we insist that all pupils who remain on the school premises attend a staffed activity, homework club or supervised tea.

Reception pupils are collected by their parents or carers from their classroom door via the lower playground. Pupils in Years 1-6 are collected from either the Arts Centre entrance or main Avenue entrance. The car park is also used as a dismissal point and is staffed continuously during the dismissal window. Form teachers dismiss their own classes with the exception of days they are teaching elsewhere when another is allocated to these classes. Pupils who have a sibling who finishes later are able to wait in the Hall. There is at least one adult on Siblings duty looking after these children. When the children leave the building, a record is made of who the child was dismissed too. This record is then handed to the School Office. We will only release children into the care of a parent or another individual whose details have been given to the school in advance.

### **Clubs and After-school care**

Children attending after-school clubs including tea club and homework supervision are supervised by at least one member of staff at all times and more depending on numbers. Appropriate adult/child ratios for supervision are followed for EYFS pupils attending after school clubs and for those staying to tea. Children are dismissed by the member/s of staff running the club and a record is made of who the child was dismissed too. This record is then handed to the School Office. We will only release children into the care of a parent or another individual whose details have been given to the school in advance.

### **Wandsworth Park**

Pupils who attend the Prep-School use the excellent facilities of Wandsworth Park, which is almost adjacent to our school, to enhance the learning and play opportunities for children. We follow advice from the DfE publication "Health and Safety of Pupils on Educational Visits" which states "Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a

minimum of one teacher in charge.” We always send at least two members of staff with any group of children and at least one of these staff members is a fully qualified teacher. EYFS ratios are always followed. The staff take a mobile telephone and emergency medical equipment (including spare Epi-pens and Ventolin inhalers) with them as they walk to the Park. The staff carry out regular headcounts. As soon as the group arrives in the park, the staff members designate an appropriate area for learning. All children know that they must remain within this area at all times. When the ground is unsafely wet, staff must ensure that the children do not play on the grass. At the end of the allocated time, the children line up with a partner, so numbers can be checked, before returning to school.

### **Out of hours supervision**

At the Prep-School, arrangements are made to ensure pupils are supervised during play and 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 and during the sports sessions which happen off-site in Wandsworth Park and at Rocks Lane. At least two, and usually three, members of staff are allocated to every off-site Sports lesson.

### **Crossing Public Highways**

Whenever groups of pupils are escorted along and across the public highway, they should be accompanied by an appropriate number of adults (at least three, and always within a ratio of 1 adult to 10 children or better, 1:4 for EYFS children). One adult should always be at the front of the line of children, one at the back and one straddling the middle of any road that needs to be crossed. Any additional adults should be evenly spaced along the line in question. Pupils should walk in pairs at all times and cross roads in silence.

### **Supervision during Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy. Our arrangements for the supervision of EYFS children on visits is described in the same document, which takes account of the needs of EYFS pupils.

### **EYFS Policy**

Any other arrangements specific to the supervision of EYFS pupils in the Reception and Nursery Departments of the school are set out in our EYFS policies, risk assessments and other documentation.

### **Changing for Sport**

In most cases children wear their sports kit to school on the days when they have sport.

If however there is a need for pupils to change on site then:

- Pupils in Lower School change for sport in their classrooms and are supervised by their teachers and teaching assistants.
- Pupils in Years 3 and 4 change for sport in their classrooms and are supervised by their teachers.
- Pupils in Years 5 and 6 change for sport when necessary in gender specific groups on the second floor. Teachers supervise in the corridor immediately outside these rooms and will ensure single sex usage at any one time.

When classrooms facing the road are being used for changing, blinds must be closed.

# Nursery

## Arrival

At the Nursery pupils may, by arrangement, be dropped off early between 7.45-7.55am for our Early Birds Club. There are two members of staff on duty for this everyday. The remaining pupils arrive between 8am and 8.45am. Parents take their children to their classroom. The Head, Deputy Head or School Secretary will always be on the front door when children are arriving.

## Registration

We take a 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 when a child does not arrive at school and we have not been contacted.

## Outside Play

Children will always be in the correct ratio for outside play. When groups go to the Jubilee Playground, there will always be a minimum of two members of staff. One member of staff will lead and one member of staff will go at the back of the line. Children are counted before they leave the Nursery site, and recounted once they arrive in the Jubilee Playground. This is repeated returning to the Nursery. Staff moving to / from the Jubilee always have a walkie talkie which is connected to ones held by the Head and School Secretary.

## Dismissal

Teachers wait with their group for their parents in their classrooms. We will only release children into the care of a parent or another individual whose name, photo and contact details are in our 'Authorisation for Going Home' folder. Otherwise notifying the School Office or the Head of Nursery with an email or phone call in advance. The Head, Deputy Head or School Secretary will always be on the front door when children are being collected. Dismissal times are at 12pm or 3.30-3.45pm.

## Tea Club

Children are signed out on a Tea Club register by their parents when they collect their child between 4-6pm. One staff member will always be responsible for dismissing children to their parents. The 'Authorisation for Going Home' folder is also used for this dismissal.

## Staffing ratios

The school provides a staffing ratio in line with the safeguarding and welfare requirements set out in the 'Statutory framework for the early years foundation stage'. Only members of staff with level 2 English and maths qualifications will count towards the staffing ratios at level 3.

The school adopts the following staffing ratios:

### For children aged two:

- There is one member of staff for every five children.
- At least one staff member holds a full and relevant level 3 qualification.
- At least half of the other staff members hold full and relevant level 2 qualifications.

### For children aged three and over:

- Where a staff member with qualified teacher status (QTS), early years professional status, or another suitable level 6 qualification is working directly with the children, there is one member of staff for every 13 children, and at least one other member of staff holds a full and relevant level 3 qualification.
- Where a staff member with qualified teacher status (QTS), early years professional status, or another suitable level 6 qualification is not working directly with the children, there is one member of staff for every 8 children, and at least one other member of staff holds a full and relevant level 3 qualification.
- Where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children: there must be at least one

member of staff for every eight children, at least one member of staff must hold an approved level 3 qualification and at least half of all other staff must hold an approved level 2 qualification.

For children in Reception classes:

We always follow the ratio suggestions below for EYFS children.

Level 6	1:30
Instructor status	1:30
Level 3-5	1:13, in the presence of a Level 6 or member of staff with approved instructor status
Level 3	1:8, in the absence of a Level 6 or member of staff with approved instructor status
Level 2	1:8, in the presence of a Level 3 or above
Unqualified in terms of EYFS childcare/education qualification	Additional adult only

For all other year groups at the Prep School, we maintain a ratio of 1 adult: 29 children (or better) within any activity.

Where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children: there must be at least one member of staff for every eight children, at least one member of staff must hold an approved level 3 qualification and at least half of all other staff must hold an approved level 2 qualification.

**Security, Access Control, Workplace Safety and Lone Working Policy**

Our policy: "Security, Access Control, Workplace Safety and Lone Working" describes the arrangements for safety of the entire school.

**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.