



ST BENEDICT'S SCHOOL

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Supervision Procedures Policy – Junior School

Authorised by: The Board of Governors of St Benedict's School

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Arrangements for the Supervision of Children throughout the School Day

These supervision arrangements operate alongside the School's Safeguarding Policy, Behaviour Policy, Attendance Policy, and First Aid Policy.

1 Supervision Before the School Day Begins

- The children attending the *Breakfast Club* are met at the main entrance and supervised from 7.30-8.00am.
- All other children can arrive in School from 8.00am onwards unless they are attending a pre-school day hobby which starts before 8.00am. Children attending a pre-school day hobby are registered by a member of staff upon arrival at the hobby via the electronic system "SOCs"
- PP1 children will be supervised in the EYFS Playground upon their arrival; KS1 and Lower Prep children will enter the Abbey Playground via the pedestrian gate near the Nursery entrance; and all other KS2 children will make their way to the AstroTurf area via the SBJS forecourt. All KS1 and KS2 children will be greeted and supervised by a member of staff.
- The AstroTurf area is supervised by one member of teaching staff and one support staff member; the Abbey Playground is supervised by 2 members of staff; and the EYFS Playground is supervised by two members of staff.
- At 8.30am a rolling start commences, with registration completed at 8.40am. The children are escorted to their classrooms, supervised by Form Tutors, specialist teachers and school prefects.

2 Registration and the Morning Prayer

- On arrival in class, children know that they are expected to settle quickly and quietly.
- From 8.40 – 8.50am children are involved in a learning activity. During this time, the register is called, and a prayer is said at the start of this new day.
- Registers are completed on SIMS. However, if for some reason SIMS is unavailable, a child will be asked to go to the School Office to collect a paper register.
- Children arriving mid-session are brought into School via the main entrance by their Parent/Carer, where their attendance is registered by a member of the School Office team. Children are given a late ticket which they deliver to their teacher upon arrival in class.
- Unexplained absence is followed up promptly on the same day in line with the School's attendance procedures. Accurate attendance records are maintained for each session.

3 Supervision throughout the School Day

- Supervision arrangements are informed by the School's risk assessment procedures and are reviewed regularly in light of incidents, changes to staffing, the needs of the children, and the use of indoor and outdoor spaces.
- Children leaving the School in mid-session are collected by their Parent/Carer from the Reception and their absence is noted by the Parent in the register, noting the date, time, and reason.
- Children have an agreed set of class rules which is in line with whole school Pastoral Policies, Safeguarding Policy, our ethos, and expectations.

- Children are supervised during all activities and are regularly reminded of health & safety considerations and engaged in risk assessments, as necessary.
- Children are encouraged to develop independence and responsibility and are trusted to move around the School safely and sensibly.
- EYFS children must usually be within sight and hearing of staff and always be within sight or hearing. Whilst eating, EYFS children must be within sight AND hearing of a member of staff.

4 Entry to the School Site during the School Day

- The main gate at the front of School is locked during the School day from 8.30am until 3.25pm and entry can only be gained via the entry phone system linked to Reception.
- Health & Safety regulations are available at the back of Visitors' badges.

5 Movement for Children around the School

- Children have access to drinking water throughout the day.
- Children may leave the classroom to visit the WCs at the teacher's discretion.
- Children are supervised on the playground by members of our support and teaching staff.
- The playground is secured by high fencing, a locked gate and CCTV cameras.
- At lunchtime children in EYFS and KS1 are supervised by teaching and teaching support staff, all of whom help the children and encourage them to try different foods.
- At lunchtime, children in KS2 are supervised by teaching and teaching support staff.

6 Health and Safety Matters

- Fire Drills are held regularly, and records maintained.
- Children receiving first aid/medical attention report to the School Welfare Officer, Mrs Burke. If she is attending elsewhere, children report to the School Office where they are supervised until she is available. If children need to remove any clothing, for medical attention, two members of staff must always be present.
- Should the School Welfare Officer not be available, First Aiders will attend to any illness or injury they are able to deal with.
- Children who are unwell during the day are taken to the Medical Room and Parents are notified. Children are supervised by a member of staff until the Parent/Carer arrives.
- All head bumps, which include any injury to the face or teeth, are reported to the Parents/Carer as soon as possible.
- All accidents are recorded by the School Welfare Officer with details recorded on the Evolve online system.

7 Dismissal at the End of the School Day

- At the end of the School day, *PP1* and the *KS1* children are dismissed from the Abbey Playground with *KS2* children dismissed from the Junior School Forecourt. There is always at least one member of staff who ensures that each child is handed over to a *Parent/Guardian* or a responsible adult who is known to the School.

- Where the end of day timings for all year groups are at the same time, all children in PP1 to Form 2 will be collected from the Abbey Playground to ease congestion on the forecourt.
- Procedures are in place for the collection of a child by an adult other than their *Parent/Guardian* in the case of emergency. This involves the completion of an electronic document electronically in advance.
- Procedures for an uncollected child are followed and children are supervised by a staff member until they are collected.

8 **After School Supervision and Post School Day Hobbies**

There are arrangements in place for children to attend After School Club for a range of time slot options until 6.00pm daily as outlined below:

- Children from EYFS classes may attend EYFS After School Club where provision which is in the Nursery classroom (2 classes of children).
Staffing is in accordance with the requirements outlined in the **“Statutory Framework for EYFS” 2021**
- Pre-Prep 2 and Pre-Prep 3 children may attend After School Club in the Key Stage 1 ASC room (4 classes of children).
- Key Stage 2 children have a separate room allocated for children to attend from 9 KS2 classes.

In all cases, children are provided with both indoor and outdoor space to play and relax under supervision, providing a different experience from the structure of the main school day.

All ASC areas are staffed appropriately by St Benedict’s School staff, with Senior School volunteers assisting under adult supervision.

Parents are required to select days and times of attendance either as regular attendees or a week in advance via an online booking system.

Children attending a post-school day hobby are registered by a member of staff upon arrival at the hobby via the electronic system “SOCs” and dismissed to the parent or guardian by a member of staff.

Uncollected children are taken to the age appropriate After School Club and signed in by a member of the After-School Club team.

9 **Monitoring and Review**

Any significant supervision incident, including an uncollected child, site security concern, or breakdown in supervision arrangements, will be recorded, and reviewed by senior leaders to identify any follow-up actions required.

This policy is reviewed annually by the Headmaster and Senior Leadership Team and will be reviewed again during the Michaelmas Term 2026.