



**Supervision Policy**

(including EYFS Supervision, Registration & Missing Child Procedures)

*This Policy applies to the entire setting including the EYFS.*

**Staff Responsible for policy review: Head, Deputy Head, School Business Manager, Registrar & Head of EYFS**

**Next Review: 1<sup>st</sup> May 2025 (or before if legislation requires it)**

<b>Last Review</b>	<b>Updates made</b>
April 2021	Registration & Missing Child procedures included in Supervision Policy rather than kept as separate documents.
April 2023	Added paragraph regarding Peripatetic Teacher supervision and other minor organisational and terminology changes.
Sept 2023	Updates in line with EYFS Framework update 2023

## **Purpose**

The purpose of this policy document is to offer guidance to all Mead staff regarding the proper supervision of all pupils throughout the school day, through appropriate deployment of school staff.

## **Legal Obligations**

The Directors of Wishford Schools and the Head have specific obligations to ensure, as far as is practicable, that a safe place of work is established and maintained for all employees, children and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is effective and adequate to ensure their health, safety and welfare.

Every Form Tutor, teacher and teaching assistant at the Mead has a duty of care to their pupils, which is based on the principle of loco parentis. 'Loco parentis' can be perceived as the standard of care that would be expected to be provided by prudent parents for their own children.

In order for Form Tutors and their supporting staff to be able to carry out their duties effectively and consistently, the Head and Senior Leadership Team will ensure that:

- Clear policies, guidelines and practice have been established, shared with and understood by all staff.
- All teachers and supporting staff receive the necessary information they need in order to carry out their professional duties effectively.
- Rules and routines that maintain good order and discipline throughout the school day are embedded in the day-to-day running of the school day to ensure the safety and welfare of all the children on site at all times of the day both before 8:20 am and after 3:45pm. During Reading Club, Breakfast Club, Munch Bunch Club, Number 1 Club, prep and club times, such routines must also be maintained.
- Appropriate policies and safeguards exist that ensure the safety, wellbeing and welfare of pupils engaged in activities off the school premises.
- The security, maintenance and effective supervision of the school buildings and the school grounds is maintained and checked rigorously and constantly.

## **Negligence**

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against the School or a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The employer is responsible for any

negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

### **Supervision before School (Reading Club & Breakfast Club)**

- Children may enter the school premises from 7:30 am onwards.
- The Mead School operates a Reading Club between 7:30am - 7:45am and a Breakfast Club between 7:45 am – 8:20 am.
- The main school door is the only point of entry. It is supervised by a member of staff from 7:30 am until the start of school at 8:40am, at which point it then reverts back to the Security Entry System. These members of staff take a Reading Club and a Breakfast Club register each day and signs children in as they enter the building.
- Children are supervised in the Reception entrance area and then the dining hall throughout this session by a member of staff on duty.

### **Supervision at the start of the school day**

- Children not using Breakfast Club can arrive at school between 8:20am and 8:40am.
- All Form Tutors are expected to be in their classrooms by 8:15am at the latest to prepare for the arrival of the children.
- Reception and Pre-Reception children enter school via their external play areas, and KS1 and KS2 children via the main door. All entry points are supervised throughout the period of entry (EYFS teams run a rota for opening and supervising their entry points and the main door is manned by the School Registrar and the Deputy Head) and the security entry system is re-engaged at 8:40am. The Head is also present on the main school gate each morning, with Mitzi (our school dog), to meet and greet everyone as they come to school.
- Parents arriving late with their children should go to the main school door and use the intercom system.
- All children are the responsibility of their parents/carers until they are observed safely entering the school building. Year 6 parents allowing their children to walk to school must put in writing that they give permission for their child to do so and in doing so acknowledge that the School cannot take responsibility for their child's safety until the point that they reach and enter school.
- Parents can only enter the building via the main school door and should avoid doing so before 8:40am each morning. Parents are asked not to come into school, past the Reception area of the building, unless their child is very upset or they are attending an organised event/fixture or have an appointment with a member of staff or the Head. All parents must check in at the Reception desk before entering school on every occasion and must be accompanied by a member of staff.

### **Break Supervision**

- There are multiple breacktimes throughout the School.

- Staff are given a duty rota at the start of each term and a copy is displayed in the staff room.
- Duty staff **must** be present on duty immediately at the start of each duty, **in their allocated area**, and should send a message to SLT asking for cover if there will be any delay.
- Duty staff must maintain a high level of vigilance at all times. They should look out for children who look sad or lonely and should help children to solve playground issues with guidance, suggestions and strategies. Children should never be dismissed and told to play with someone else or to solve a situation themselves. They have come to a duty member of staff for help after all! Any unkind or inappropriate behaviour should be stopped and solutions/redirection found with appropriate sanctions issued if necessary. Playground Buddies also help in this role and are available each day for children to seek out for assistance and/or support.
- Duty staff should report any concerns to the child's Form Tutor and record any behaviour incidents on the Behaviour Tracker as soon as possible.
- Duty staff must also follow first aid procedures closely if there is ever an accident/injury.
- Duty staff should remain observant and report any potential hazards to the School Business Manager immediately. Children should tidy up after playtimes remembering that it is the classroom for Games/PE!
- Children must ask permission from a member of the duty staff and collect a 'Playground Pass' before going to the toilet.
- Library passes are also soon to be available for children on selected days. A small group of children will be able to use the library during these breaktimes.
- Where the behaviour of a pupil during a break threatens the health and safety and welfare of others, the child should be escorted inside the building and the Deputy Head (Head of Pastoral) should be called to support. Staff must not restrain (make physical contact with) a child unless they feel there is immediate danger of harm to others. In this event, a full account should be put in writing directly and immediately passed to the Head and School Business Manager.
- The EYFS also operates a free flow system where pupils are able to access activities inside as well as outside the classroom during different times of the day. Staff ratios are sufficient (always compliant) in allowing continuous supervision in all areas.

## **Wet Break Supervision**

- Our aim is to have outdoor break whenever possible. Due to our all-weather play surfaces, the rainfall needs to be heavy and consistent to send/keep the children indoors.
- Duty staff are responsible for making the decision to have indoor break but SLT can be called if there are any issues.
- Children should wear their coat for break if the forecast/skyline suggests any chance of rain. Coats must always be worn in cold and wet weather.
- All indoor breaks are managed by the designated wet break team. The children are allocated specific classrooms and SLT will monitor the corridors.

- During indoor breaks something educational is put on the whiteboard, e.g. planet earth, news round, horrible histories, operation ouch etc. Children can also sit and read quietly.

## **Dining Hall Supervision**

- Staff on duty in the dining hall (breakfast, lunch or tea) must ensure consistently good behaviour & manners and an appropriate noise level.
- Duty staff encourage children to use a knife and fork appropriately to eat their food.
- Children must choose a main meal option. Jacket potatoes are available under the counter for those that really struggle to choose anything on offer. Salad is also available as an alternative at the salad bar. Children are always encouraged to select something from the daily menu but should never be forced/coerced into doing so.
- Each day, the kitchen team will decide on the main meal portion sizes for the children, with larger portions sizes being given to the older children, but they all must be substantial enough to sustain each child through a day at school. Every child receives this portion size regardless of their eating habits. Waste is then monitored and discussed by the kitchen team to ensure the menu continuously improves.
- Salad is available to all children.
- Children are allowed seconds of the main meal and/or salad if they would like more to eat.
- All children can have both the pudding on the daily menu and fruit.
- If a child refuses to eat their main meal (or eats very little) then the member of staff on duty should ask if they would prefer the other option/a jacket potato/salad then collect this for them if they say yes. If a child refuses then they should just be asked if they're *'sure they don't want to try anymore or have anything else to eat'*. No more discussion is needed. No child should be forced/coerced into eating their main meal or not allowed to eat their pudding as a result.
- Duty staff are responsible for keeping an eye on any child who repeatedly eats an insufficient/unbalanced diet at school and shares this with the Deputy Head (Head of Pastoral) and Form Tutor. They should seek SLT advice/support if this becomes a concern. Any intervention/pastoral support sessions should happen at a safe time and place and never during the lunch sitting itself.

## **Lesson & Corridor Supervision**

- All teaching staff must arrive on time for all lessons and activities.
- Children should not be left unsupervised during lessons for any reason (e.g. to go to the photocopier). A message should be sent to SLT if support/cover is needed.
- All staff are responsible for corridor supervision, ensuring behaviour is appropriate and flow is steady and safe.

## **Peripatetic Music Staff Supervision**

- Peri staff will always make a member of staff aware of when they are taking a child for their lesson (including classrooms, playground, dining hall).

- Peri teachers will ensure that children are returned to their classes (including specialist teaching rooms/playground) promptly and that the teacher is made aware of their return.
- No child should be left by a peri teacher in an empty classroom.

## **Off-Site Supervision**

Please refer to our Educational Visits Policy for off-site supervision procedures.

## **Supervision of Dismissal**

- The member of staff supervising a child's final session of the day is responsible for supervising them during the dismissal procedure.
- EYFS children are dismissed from their respective outside play areas.
- Children in Years 1 and 2 are dismissed from the main front door and Year 3 - 6 are dismissed from the big side wooden gate at the far end of the car park.
- Children must line up in single file order and be dismissed by duty staff one at a time. The member of staff should establish close proximity sight of the person collecting the child.
- If a member of staff has any doubt or concern, they should politely inform the person collecting that they need to be sure that there is appropriate permission in place and then ask the child to escort them inside so they can check with the Registrar/ Receptionist.

### **Late Collection**

Children will not be permitted to leave the care of a staff member unless a parent or nominated adult (advised in advance) is in attendance.

If a child remains uncollected at their expected dismissal time, they should be taken to, and registered at, the most appropriate after school club and the Registrar informed, who will then contact their parents.

If a child remains uncollected after 5:30pm, at least 2 members of staff will remain until the child is collected. In this instance, parents will be immediately contacted by the Registrar. If no contact can be made using all known contact numbers, including emergency contact details, after 6pm Social Services will be contacted and their advice sought. In instances when a child remains at the end of clubs (at 5:30pm) and contact has been made, indicating that the parents are experiencing an unavoidable delay, 2 members of staff will remain with the child in School until they are collected. Due to the nature of our children being under 11 years old, if a child remains uncollected at 10pm Social Services may be called for advice (this is in line with our 'Late Collection Procedure' in the Missing Child Procedure section of this policy).

## Registration procedure

A class register must be taken at the start of the day by the Form Tutor using the PASS system by 8:50am at the latest. The register must also be taken after lunch, by 1:30pm for EYFS and KS1 and by 2:10pm in KS2, using PASS. The registers are checked by the Registrar who then follows up on any unexplained absence.

All information required in the attendance register concerning the child's name, address and date of birth, parents' telephone numbers together with the name of the Form Tutor are held on PASS.

Munch Bunch (EYFS) and No1 Club (KS1) registers are taken between 3:45pm and 4:00pm. KS2 club register is taken between 3:45pm and 4:00pm by the tea duty staff. KS2 registers are online so that the Registrar can then follow up on any unexplained absence.

A register is a legal document. Failure to comply with the following instructions, by any member of staff, is a serious issue and could have legal consequences.

Registers will be marked with / for attendance and the relevant code for absence.

Any mistakes/amendments should be explained by a brief note in the register next to the original entry.

Children should be marked absent if they have not arrived by the end of the registration period before both morning (8:50am) and afternoon sessions (1:30pm/2:10pm). Each absence must be filled in with an appropriate code. **N.B. Concerns regarding a missing child should be reported to the Registrar and SLT as soon as they surface in line with the Missing Child Procedure later in this policy (i.e. not delayed until the end of the next registration period).**

The codes are as follows:

/\	Present
B	Educated off site (NOT dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registration (i.e. pupil attending other establishment)
E	Excluded (no alternative provision made)
F	Extended Family Holiday (agreed)
G	Family Holiday (NOT agreed or days in excess of agreement)
H	Family Holiday (agreed)
I	Illness (NOT medical or dental etc. appointments)
J	Interview (open mornings at senior school/taster days at other schools)
L	Late before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence

O	Unauthorised absence (not covered by any other code/description)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registration closed)
V	Education visit or trip
W	Work experience
Y	Enforced closure
Z	Pupil not on roll
#	School closed

NB: An N is first entered and this is later corrected (ideally within one week) to the appropriate symbol and N must not be allowed to remain indefinitely.

In the case of a planned absence, that is where the Form Tutor, Registrar or Head have been previously advised as to a reason for absence, the appropriate code can be filled in immediately. When absence is unplanned it will be necessary to wait for an explanation.

Parents are asked to advise the school by telephone or use [absence@thameadschool.co.uk](mailto:absence@thameadschool.co.uk) when a child is ill and this is recorded by the Registrar. Should the school not be notified by the parent as to the reason for the absence then the parent will be telephoned.

Lateness constitutes unauthorized absence but discretion is used when the school is made aware of an issue, e.g. unusual levels of traffic or a personal family issue on a particular morning. Code L is used if the register has been taken but arrival is before the registration period closes at 08:50am or otherwise U if late after registration period.

Frequent lateness should be reported to Head of Pastoral and the Registrar.

Daily totals are needed to assist rapid checks in case of fire. Head counts are faster and quieter than calling out names.



## **Appendix 1**

### **Missing Child Procedure**

There are a number of mitigating measures which reduces the risk of a missing child:

- A person (the Registrar) dedicated to following up on unexplained absence between 8:50am and 9:30am each day.
- Fully supervised entry and exit points during drop off and collection times.
- Termly reminders for all children regarding the boundaries of the school.
- Termly reminders for staff that they are responsible for knowing the absentee list emailed each morning and then following up on any unexplained absence during any lesson/session they are overseeing.
- Club register leaders are responsible for taking the register at tea and sports staff for children at fixtures.
- Reception area staffed throughout the day (7:30am – 6:00pm)
- One coded entry point during the school day. No visitors/parents allowed past the Reception area of the school without signing in/permission.
- Pupils must not be sent on errands beyond the established school boundaries (i.e. into the school car park or beyond) without staff or parental agreement and supervision.

**In the event of a child being found to be missing it is vital that prompt action is taken (NB: Please refer to our Educational Visits Policy for the approach to a missing child whilst off-site)**

All unexplained absences during formal registration periods (am, pm and after school) will trigger the missing child procedure. It will also be triggered at any other point during the day where an unexplained absence is identified.

#### **Procedure – Non-attendance without reason**

If a child does not arrive at school by 8:50am and parents have not informed the Registrar of the reasons for the absence, a N will be entered on the register and the following steps will be taken.

1. Final check of the absence telephone line plus Absence@ and Office@ email addresses as well as Form Tutor email to ensure no message has been received.
2. A phone call from the Registrar to all contact numbers for the child's parents. If unsuccessful, other/next of kin contacts will also be called. Voicemails will be left on every possible number. Immediate follow up emails will be sent to all provided contacts once phone numbers have exhausted.
3. Registrar will then wait until 9:30am for a response and then try all contacts again, if no contact has been made.
4. If still no response by 10:00 am, the Registrar will inform the DSL.
5. The DSL team will make a decision as to what, if any, action should be taken next.

## **Procedure – Child attends am registration but then goes missing during the school day**

Staff are responsible for knowing where every child is under their care and unexplained absences must be followed up on immediately (**NB: A member of staff should never rely on other children to explain why a child is missing from their lesson**). Staff are responsible for monitoring the length of absence when permitting a child to leave their lesson (e.g. to attend a peri lesson or visit the toilet). If they have any concerns, a message should be sent to SLT and the school office asking for support in ensuring the child is safe and well. All children that attend the start of a lesson should be present and accounted for before transitioning to the next.

If a child is thought to be missing, the following sequential actions must be taken:

- Our staffing/site means every member of staff would have close contact with a colleague whilst supervising children.
- As soon as any member of staff becomes concerned about a missing child they should immediately ask a colleague to supervise the children in their care and find a member of SLT or the office/admin team to report their concerns privately. The report should include the last known whereabouts of the child (if a specialist teacher reports a concern then they should speak to the child's Form Tutor first to see if there is a reason for their absence).
- The person receiving the report will then ensure every available member of the admin and maintenance team and SLT are informed and this group will then search for the missing child throughout the school, including all communal and possible hiding areas, starting with the most relevant areas (but not including classrooms for other year groups). The senior member of staff available will delegate search areas. The search will be carried out discreetly without raising alarm in the school community. Exit points are also checked to confirm they remain secure. If the child is found then all parties involved will be informed of the positive resolution.
- If the initial search is unsuccessful, then the search party will reconvene in the Head's office and each member allocated a group of classrooms to check so that all adults in the building can be asked if they know the whereabouts of the missing child. This will be a simple question and there is no need at this stage to cause alarm amongst staff and children. If the child is found then all parties involved will be informed of the positive resolution.
- If the classroom search is unsuccessful then the search party should reconvene again in the Head's office and ensure that all possible explanations/enquiries have been exhausted before informing external parties.

**If the child cannot be located then the following procedures are followed.**

**The Head or a member of the SLT (in the event of all of these personnel being off-site, the designated senior member of staff for that day) will:**

1. **Contact the police and/or any appropriate emergency services.** Police have the resources to conduct a search and speed is important.

- 2. Contact Parents of the pupil.** Once contacted the parents should be advised to stay at home or ensure someone remains in the home in case the pupil arrives there. Advise the parents that the emergency services have been contacted and that a staff member is searching the route the pupil may take home. Parents should be asked for information of anywhere else a pupil may head for e.g., grandparent, other relatives, the park etc.

### **Checking any possible route home**

If the child cannot be located on school premises a member of staff may if appropriate search along any possible routes home that the pupil might take to get home. They must take a mobile phone and keep in contact with the school. If the member of staff arrives at the home without finding the pupil they should make contact with the school immediately and await instructions.

### **Record of events and subsequent report**

The following details will be noted in order to help in any search and subsequent Investigations:

1. Date / time and location of pupil's disappearance
2. Who was responsible for the care of the pupil at the time
3. What was the pupil wearing
4. Any distinguishing features of the pupil
5. Circumstances surrounding disappearance
6. Time parents and other agencies were contacted
7. If the incident warrants a police investigation then all staff are required to give full co-operation

### **Informing other people**

In very serious cases due consideration must be given to notifying the following people:

1. The School's Insurance company.
2. Other parents
3. The Local authority
4. Children's Advice and Duty Service
5. Wishford Head Office

### **Dealing with reactions**

If such an incident does occur it will be natural for the pupil's parents to be frightened, distressed and angry. Other parents will also be rightly concerned for the safety of their children. Staff will be upset and shocked that any such lapse in security has occurred.

Emotions and reactions must be dealt with professionally and in a caring and understanding way. Should any staff be approached by parents or media regarding the situation they must refer them to the Head.

## **Appendix 2**

### **EYFS Supervision Meetings**

In accordance with the revised Statutory Framework for the Early Years Foundation Stage (2023) staff supervision meetings are a requirement for providers under Section 3 – The Safeguarding and Welfare requirements Clauses 3.22 and 3.23. All staff are expected to uphold Fundamental British values within meetings and ensure that these are promoted at all times.

#### **Purpose of supervision meetings**

The EYFS introduces the concept of supervision meetings as a way for staff to discuss issues – particularly concerning children’s development or wellbeing, including child protection concerns, and identify solutions as well as to receive coaching to improve their personal effectiveness. A supervision meeting is an individual meeting between a member of staff who works directly with EYFS children and a member of SMT or the Safeguarding team. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues. The purpose is to ensure staff are clear about what their responsibilities are (particularly in relation to supervision and safeguarding), what the school wants them to do regarding concerns about particular children and to ensure they feel supported in all aspects of their job. The supervision meeting does not replace the annual staff appraisals.

#### **Responsibility**

SMT, the DSL and Deputy DSLs are responsible for ensuring that supervision meetings are conducted with every member of staff necessary. The member of staff is responsible for ensuring that they meet the required standard for the job.

#### **Process and Frequency**

Supervision meetings will occur every 6 weeks on a one-to-one basis unless agreed by all parties that once a term is frequent enough. Date and time will be confirmed in advance at a mutually convenient time for both parties. The meeting is a two-way discussion and, to be effective, each person must take an equal responsibility for ensuring effective communication, cooperation and recognition of the value of supervision meetings for both parties. This is in addition to regular staff appraisal and other opportunities for staff training. Staff meetings also act as a means of supervision as it allows concerns to be raised and answers given to any issues. Safeguarding and H&S are standing agenda points.

#### **What to cover at supervision meeting**

The supervision meeting will be set to:

- discuss any issues, particularly concerning children’s development or wellbeing, including child protection concerns;
- identify appropriate support and guidance with regard to all aspects of working with EYFS children;
- receive coaching to improve personal effectiveness in their role; and
- identify any training and development needs.

Therefore, Supervision meetings will have a pre-agreed agenda. Each agenda must include the following:

- Matters arising from the previous meeting (if appropriate and not covered in the agenda);
- Children and families – development and well-being including child protection concerns;
- Discussion of role, responsibilities and any support required; and
- Any other concerns.

Supervision meetings may also cover the following, as and when required or relevant:

- Review of children’s records eg: learning journeys etc;
- Tracking and progress;
- Transition to the next class/phase (Summer term);
- Progress towards supervisee appraisal targets;
- Policy updates; and
- Upcoming events.

### **Supervision Standards**

*Staff should expect:*

- To be able to question how things are done and what is expected;
- To be given the opportunity and time to be express any concerns; and
- To be given appropriate support, and receive coaching where necessary.

*The Manager should expect:*

- To have their management responsibilities understood and respected by the staff they manage;
- That staff will demonstrate a willingness to strive for continuous improvements; and
- To be a voice for the EYFS staff and communicate matters raised with SLT to assist in action that is required.

### **Recording supervision meetings**

The supervision meeting will be recorded by the manager within 5 working days. See Appendix 2i for the Supervision meeting form. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff and stored in the EYFS folder.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record, no names of the children discussed will be used, only initials.

**Appendix 2i**  
**Supervision Meeting Record**

**EYFS Supervision Agenda**

<b>Name:</b>	<b>Position:</b>	<b>Term:</b>
<b>Matters arising from previous Meeting</b>		

<b>Questions:</b>		<b>Action Required</b>
<b>Do you have any concerns over safety in the school environment?            Any concerns about a member of staff?</b>		
<b>Issues of concern about particular children and families?</b>		
<b>Any support and guidance with regard to all aspects of work?</b>		

<p><b>Dealing with particular children and families and their individual needs</b></p>		
<p><b>Identify any training and development needs.</b></p>		

<p><b>Any additional comments</b></p>
<p></p>

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (manager)