



# **Pupil Supervision Policy**

## **A19**

**Dolphin School Trust**  
**inc. Noah's Ark Nurseries**

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	August 2025
Next review:	August 2027

## **1. Scope**

This policy applies to all those involved in the supervision and care of pupils at Dolphin School and Noah's Ark Nurseries, including teaching staff, support staff, peripatetic staff, coaches, volunteers, and visitors. It forms part of the school's safeguarding and child protection framework and should be read alongside the Safeguarding and Child Protection Policy.

## **2. Objectives**

- To ensure pupils are safeguarded and appropriately supervised at all times while in the care of the school or nursery.
- To set out clear arrangements for supervision on arrival and departure.
- To define supervision requirements for pupils in the Early Years Foundation Stage (EYFS), in line with the statutory framework.
- To demonstrate compliance with ISI regulations, DfE statutory guidance, and KCSIE expectations.

## **3. Responsibilities**

The Head has overall responsibility for the implementation of this policy and ensuring that supervision is sufficient to meet safeguarding and welfare requirements.

The Nursery Manager is responsible for ensuring statutory ratios, qualifications, and safeguarding practices are maintained in EYFS.

- Rachael Strachan - Noah's Ark West Side
- Adam Woodcraft - Noah's Ark Dolphin

All staff are responsible for safeguarding the pupils in their care, ensuring appropriate supervision at all times, and immediately reporting any concerns in line with safeguarding procedures.

## **4. Hours of Operation and Supervised Provision**

- Nursery: 09:00–12:30 (morning); 12:30–15:00 (afternoon).
- Lower School: 08:30–15:30.
- Upper School: 08:30–15:45.
- Early Morning Drop-off: 08:00–08:30.
- After School Care: 15:45–18:00.

Pupils are not permitted on site unless supervised. Where pupils are present outside of normal hours, at least one member of staff will be on duty.

## **5. Arrival and Departure Procedures**

- Staff are expected to be on site from 08:00 unless otherwise specified by contract.
- A member of staff is on door duty to welcome children, ensure safe handover, and maintain site security.
- Registers of all children and staff must be completed promptly at the start of each session. Late arrivals are recorded with the time noted.
- Pupils are released only to their parent/carer or an authorised adult named in advance. Written or verbal consent is required for alternative arrangements.
- For EYFS pupils, children will only be released into the care of an authorised individual. Where there is any doubt, staff must verify identity before releasing the child.
- Procedures for non-collection of children are outlined in the Non-Collection of Children Policy.

These arrangements prevent unauthorised access, ensure secure handover, and reduce safeguarding risks at key transitions.

## **6. EYFS Supervision and Ratios**

In line with the Statutory Framework for the EYFS (2024):

- Children aged 2: 1 adult to 4 children.
- Children aged 3 and over:
  - 1 adult to 8 children (where a qualified level 3 practitioner is working directly with children, and at least half the staff hold a full and relevant level 2).
  - 1 adult to 13 children (only where a teacher with QTS, EYTS, or EYPS is working directly with the children).

Additional safeguarding practices:

- Children are always within sight or hearing of staff.
- Sleeping children are checked regularly and parents informed if necessary.
- Children are never left unsupervised when eating, drinking, or toileting.
- Outdoor play and trips are always supervised.
- The Nursery Manager holds a Level 3 (or above) qualification. At least half of all other staff are qualified to Level 2 or above.
- A named deputy is appointed to take charge in the Manager's absence.

- Claire Tomes - Noah's Ark West Side
- Silvia Marri - Noah's Ark Dolphin

## **7. Supervision During the School Day**

- Teachers and support staff supervise pupils during break and lunch in line with the published duty rota.
- Pupils are supervised during rehearsals, practices, and other activities.
- The PE Department supervises pupils during fixtures and practices, both home and away.
- Pupils are not permitted unsupervised access to areas containing hazardous or flammable materials, cleaning products, or chemicals.
- These measures protect children from harm, in line with KCSIE and the school's Health and Safety Policy.

## **8. Registration and Attendance**

- Registers are taken at the beginning of the morning and afternoon sessions.
- Additional registers are maintained for Early Morning Drop-off, After School Care, and extracurricular clubs.
- Parents must notify the school if a pupil is absent. The school will contact parents if a pupil fails to arrive without explanation.
- Attendance monitoring ensures the whereabouts of every pupil is known at all times, reducing the risk of a child going missing.

## **9. Medical Support**

- A qualified First Aider is always on site.
- At least one Paediatric First Aider is always present in the Nursery, in line with EYFS statutory requirements.
- First aiders are present during off-site visits and sporting activities.
- Refer to the First Aid Policy for further details.

## **10. Supervision of Changing Rooms and Toilets**

- Pupils are supervised appropriately when changing for PE, with staff remaining nearby and vigilant while respecting pupils' privacy.

- Children in EYFS and younger years using toilets or potties are always supervised or monitored safely.
- Safeguarding guidance (KCSIE) is followed to ensure supervision avoids any risk of inappropriate contact or opportunity for abuse.

## **11. ICT and Online Supervision**

- Pupils using computers, tablets, or the internet are supervised by staff.
- Appropriate filtering and monitoring systems are in place.
- Staff remain alert to online safety risks and follow the school's E-Safety Policy.

## **12. Supervision of Pupils with SEND or Medical Needs**

- Pupils with SEND or medical needs receive supervision appropriate to their individual risk assessment or care plan.
- One-to-one support is provided where required.
- Staff are briefed on pupils' individual needs and emergency procedures.

## **13. Clubs, Peripatetic Lessons, and Extracurricular Activities**

- All after-school clubs and extracurricular activities are supervised by staff or vetted external providers, who follow the school's safeguarding requirements.
- Peripatetic teachers are expected to comply with school safeguarding and supervision protocols at all times.
- Registers are maintained for all clubs and lessons.

## **14. Supervision During Emergencies and Evacuation**

- During fire drills, lockdowns, or site evacuations, staff maintain active supervision of pupils.
- Registers are taken at designated assembly points to ensure all children are accounted for.
- These procedures are detailed further in the Health and Safety Policy and Fire Policy.

## **15. Educational Visits**

Supervision ratios and arrangements for trips and visits are set out in the Educational Visits Policy, with EYFS ratios applied as above. Risk assessments always include safeguarding considerations.

## **16. Travel to and from School**

Parents remain responsible for ensuring that their children travel safely to and from school. Staff remain vigilant for any safeguarding concerns relating to travel and report them in line with safeguarding procedures.

## **17. Visitors**

- All visitors must report to reception or the nursery door, show identification if unknown, and sign in and out.
- Visitors are accompanied as appropriate and never left unsupervised with children unless DBS clearance and safeguarding checks are in place.
- Secure visitor management prevents unauthorised access and ensures compliance with KCSIE.

## **18. Induction and Training**

- All staff are inducted in this policy and related safeguarding procedures.
- Regular updates are provided, especially where supervision or safeguarding guidance changes.
- Training reinforces staff awareness of supervision as part of their duty to keep children safe.

## **19. Related Policies**

- Safeguarding and Child Protection Policy
- First Aid Policy
- Non-Collection of Children Policy
- Educational Visits Policy
- Health and Safety Policy
- E-Safety / Acceptable Use Policy