



KNIGHTSBRIDGE SCHOOL

Supervision of Pupils Policy

This policy applies to the whole school, including the EYFS. Please read it in conjunction with the Staff Handbook, the Staff Code of Conduct, the ICT and E-Safety Policy, Safeguarding: Child Protection Policy and the Educational Visits Policy as well as the relevant duty rotas.

1 Introduction

1.1 Knightsbridge School is committed to ensuring pupils are safe in school and on school activities or visits and recognises its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety.

1.2 It is very important, in the interest of safety and for the positive ethos of the school that an effective policy for the supervision of pupils is in place.

2 Aims

- Supervision of pupils takes into account the age of pupils, any additional needs of the pupils and the activities in which they are engaged
- Staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises
- Supervision of pupils in remote locations is safe and follows guidelines as outlined by the EVC. Detailed risk assessments are carried out for activities, and staffing ratios calculated accordingly

3 EYFS Provision for Staffing Qualification and Ratio Requirements

3.1 Qualifications & Child: Adult Ratio Requirements under the Early Years Foundation Stage Statutory Framework are as follows:

Children aged three or over. In Reception classes, where the majority of pupils are four or over within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children. Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the governors/proprietor are satisfied with the qualifications or experience). In such Reception classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full and relevant level 3 qualification.

In other EYFS classes for children of three and above, with a person with Qualified Teacher Status (or other suitable person as defined above), the ratio is 1:13, and at least one other member of staff is required to hold a full and relevant level 3 qualification.

In EYFS classes for children of three or above, without a person with Qualified Teachers Status (or other suitable person as defined above), the staffing ratio must be at least 1:8. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification.

3.2 Staffing Ratios and Qualifications for Nursery Classes 2025-26 (age 3 – 4)

Class	Number of Children	Teacher & Qualifications	Additional Adults & Qualifications
Nursery Lions	8	Gillian Conlon (equivalent to NVQ Level 3)	Ana Hijazi (Advanced Diploma in Childcare & Education) + Annette Riley

3.3 Staffing Ratios and Qualifications for Reception Classes 2025-26 (age 4 – 5)

Class	Number of Children	Teacher & Qualifications	Additional Adults & Qualifications
Reception S	13	Sarah Palangafkan (EYTS)	Angelle Roberts (working towards NVQ L3)
Early Years Lead and Reception G	13	Grace Kemp (QTS)	Chelsea Mervyn (working towards NVQ L3)

*These numbers are subject to termly review with Head of EYFS, DSL and Head

4 General Practice

4.1 Staff are expected to take great care over their responsibility to supervise children. When on duty and at all other times when children are in their care they need to do the following:

- Follow the Health and Safety policy and First Aid Procedure
- Ensure the environment and any equipment being used is safe
- Be vigilant and active
- Intervene where necessary to avoid incidents
- Have high expectations of behaviour
- Ensure children are where they are supposed to be and report any concerns to SMT
- Deal with minor injuries

5 Arrival at School

5.1 The school is open for pupils from 8.00 am. Foundation Stage and Junior School pupils arriving in school before 8:30 am should go straight to their classrooms where they will be greeted by their teacher or teaching and learning assistant. When arriving into school, Senior School pupils should arrive between 8:00 and 8:15 am and go straight to their classroom. Staff are on duty at each location to welcome children and ensure that they come into school safely. A member of staff is available on Reception from 8:00 am.

6 Staffing During the School Day

6.1 During the school day, children are supervised by their respective teachers or when members of staff are absent, by a suitably qualified alternative member of staff. Staff who teach in remote locations i.e. PE staff are equipped with mobile phones.

6.2 In the senior school, if a student is required to leave a classroom, to visit another room, staff member, or use the bathroom, their teacher will give them a corridor card which states what time they are leaving and their destination.

7 Break Time Supervision

7.1 At break a duty system operates and staff have responsibility for areas of the school. The responsibilities are outlined in the Staff Handbook and rotas can be found in Teachers Read.

7.2 In the Foundation Stage, Junior and Senior School, a rota for adult supervision of pupils is in place. A minimum of one qualified teacher will always be in place and we ensure that there will be at least two adult supervisors when children are not in the classroom.

7.3 The statutory ratios for supervision are in place for the EYFS.

8 Lunch Time Supervision

8.1 Children in Nursery and Reception classes are joined by all assistants for lunch in the Dining Room.

8.2 A rota for adult supervision of pupils is in place. The duty staff member will ensure adequate supervision is taking place in the lunch queue and during lunch along with the team of Teaching and Learning Assistants who are always on duty.

9 Dismissal & Clubs

9.1 Generally speaking, children are collected from school by their parents or carers. Children may be collected by a parent/carer or a nominated adult. Parents must notify the class teacher in advance if alternative arrangements are to be made for that day.

9.2 After school (staggered timings between 12 noon (Nursery), 3:00 and 4:30pm) all pupils are expected to leave the school site unless they are in a supervised activity, e.g. Clubs. A member of staff is available on reception until 18:00 and a member of SMT on duty in the school building until the last pupil has been dismissed.

9.3 Children are dismissed by their Class Teacher or Teaching and Learning Assistant. The staff member will wait by the door and look for the parent or carer who should be picking up the child. Meanwhile the children should be seated quietly in a line ready to be dismissed. On seeing the parent/carer they should call the child, shake their hand and say goodbye.

9.4 Additional members of staff are available on duty to help the dismissal process run smoothly and ensure all children are carefully supervised.

9.5 Several after-school clubs or squads are provided by members of staff, during which direct adult supervision will be provided in addition to an adult-supervised Homework/Prep. Staff are required to carry out risk assessments to ascertain the necessary staffing level for their activity.

9.6 In the event that a parent or nanny does not arrive to collect their child at school, the parent or nanny should be phoned and the duty SMT informed.

Additionally, if there is an after school club and the parent or nanny does not collect the child, the person responsible for the club should phone the parents or nanny and the duty member of SMT informed. If it is a later activity, for example singing in a local church (pick up at the church), the person responsible for the activity should try to ring the parents or nanny if they do not collect their child on time. A member of SMT/SLT will be allocated to all such out of hours activities. In the event of not getting through to the parents or nanny, the situation should be discussed with the member of SMT/SLT to decide the course of action.

9.7 No child should leave the premises during the school day, unless a communication has been received to that effect from a parent. KS4 pupils can, on occasion, have an exeat allowing them to go out at lunchtime. This will be agreed with the parent/carer and authorised by the Head of Senior School.

10 Senior School Pupils Working Without Direct Supervision:

10.1 As pupils display greater levels of maturity, they are encouraged to take more responsibility for their own behaviour.

10.2 In appropriate situations, they may be given the opportunity to work with greater autonomy, such as in the library, for example. Teachers must use their discretion to decide the circumstances in which this is appropriate, but are reminded that pupils should never be left in isolation and must be made aware of which member of staff is readily available and in overall charge.

11 Educational Visits

11.1 Please see the Educational Visits Policy for guidance on staffing ratios and supervisory roles and responsibilities.

11.2 All staff and EYFS/Junior children (up to Year Two) are required to wear high-visibility jackets when travelling between school buildings or on school trips.

12 General Safety

12.1 It is the duty of all members of staff to ensure that they are aware of the Health and Safety Policy, and that they adhere to it.

12.2 Traffic Duty staff should wear high visibility jackets when completing their duty in the mornings and afternoons.

12.3 Staff should not use their mobile phones whilst on duty although they are required to take a mobile phone to sport and on educational visits in case of emergency in order to call for assistance. School mobile phones can be provided for this purpose. Please refer to the IT and E-Safety Policy for guidance.

12.4 Any concern regarding safe practice should be reported to the Premises Manager, DSL or the Head at the first available opportunity.

13 Supporting Documentation

- Educational Visits Policy
- Staff Handbook
- Staff Code of Conduct
- Duty Rotas
- ICT and E-Safety Policy

14 Missing Children and Absence

14.1 The Class teacher or Class Tutor keeps an eye on unauthorised absences in registration and the Head of Section follows up with the parents in individual cases.

14.2 KCSiE 2025 states that schools should have procedures in place to identify and respond to children who go missing from school, especially on repeat occasions. Knightsbridge School has a legal duty to report certain attendance issues to the local authority, for example more than five days of authorised absence (other than for reasons of sickness or leave of absence), twenty days of unauthorised absence or failure to attend regularly and deletion from the school register when the next school is not known. In this latter case, the circumstances must be reported to the LA in which the pupil lives. Queries regarding absence should be referred to the DSL via the relevant Head of Section or DDSLs.

14.3 Knightsbridge School is required to inform the local authority (where a pupil is resident) when a pupil's name is going to be deleted from the admission register on the following grounds: when the pupil has been taken out of school to be home educated, when the family has apparently moved away, when the pupil has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.

Reviewed by: Shona Colaco (Head) Date: July 2025



Approved by: Aatif Hassan Signed



Date: July 2025

This policy will be reviewed termly to ensure EYFS pupil numbers are accurate.

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