# Supervision of Children Policy

## The Bluebell Federation: Rooted and Established in Love.

Our Bluebell Federation Vision: Every child will blossom academically and emotionally in a nurturing environment rooted in love and kindness.

# This policy was adopted in September 2026

# This policy is due for review in September 2027

Please note that whenever the document refers to 'school', this applies to all schools in the Bluebell Federation (Chailey St Peter's CE Primary School, Fletching CE Primary School, Forest Row CE Primary School, Little Horsted CE Primary School and Wivelsfield Primary School and Nursery).

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**Aims**

All schools in the Bluebell Federation (Chailey St Peter's, Fletching, Forest Row, Little Horsted, Wivelsfield) are committed to provide, as far as is reasonably practicable, safe playground(s), outdoor area(s) and learning environments for the children of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies, and third-party organisations) and parents or carers are aware of the standards that are expected.

**Supervisory Responsibilities**

The Head of School will:

- Ensure that the EYFS ratios, training and supervision levels are always maintained for those in Nursery and Reception.
- Always ensure the maintenance of good order and discipline during the school day when pupils are present on the school premises or on educational visits.
- Ensure adequate staff are available to meet the required supervision requirements for before the start of the school day, during break times and lunch times, and at the end of the school day until all children have left the school grounds or are under parental or carer supervision.
- Organise appropriate training for school personnel.
- Ensure that staff are aware of their supervisory responsibilities.
- Continue to develop a culture of safety and a safe environment for our children.
- Ensure that this policy is communicated to parents or carers.
- Monitor the effectiveness of this policy by speaking with pupils, school personnel, and parents.
- Review and evaluate the supervision procedures as required.

**Supervising staff will:**

- Support and assist in the implementation of this policy.
- Be aware of the EYFS requirements of supervising those in Nursery and Reception, including the level of training required for staff.

- Reinforce a 'safe play time' message.
- Adhere to and follow the safeguarding and child protection, health and safety, and behaviour policies, and the staff behaviour policy/code of conduct, plus the additional policies listed on page 15.
- Report any concerns to the Head of School or member of the Senior Leadership Team (SLT), Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) as appropriate.
- Understand their prime supervisory responsibility; to be with the class or group all the time. Children should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.
- Have a strong awareness of the need for supervision at transition times. This includes supervision of cloakroom/toilet areas, supervision of transition to pick-up time, and supervision of use of toilets at the beginning and end of the school day. Risk assessments must be in place.
- Have an awareness of which pupils have specific health needs/conditions which may warrant an immediate response in an emergency e.g. pupils requiring an inhaler / EpiPen and that emergency medication is available as per an individual plan.

**Parents and Carers will:**

- Respect the arrangements provided for the supervision of their children and understand the times that supervision will be available.
- Support the supervisory staff by ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities.
- Report any concerns to the Head of School/member of the Senior Leadership Team (SLT), Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) as appropriate.
- Inform the school of any changes to the arrangements for the collection of their child.

**Before school**

Children, which includes pupils and their siblings, must behave in a way that respects the adults and smaller children on the playground.

- The staff member on duty will go outside to open the entrance at the agreed times below:
    - Chailey St Peters – Playground gate supervised and opened at 8.30am and closed at 8.40am.
    - Fletching - Main gate supervised and opened at 8.40am and closed at 8.50am.
    - Forest Row – Gates for both the carpark and school are supervised and opened at 8.30am for the school nursery and 8.40am for the school and both closed at 8:50am.
    - Little Horsted – school gate is opened at 8:40am and is closed at 8:50am.
    - Wivelsfield – Gates for both KS1 and KS2 will be supervised and opened at 8.40am and closed at 8.55am.
- The duty staff go outside at the above times and locations. Duty staff stand at each gate to ensure no children leave the premises after their arrival.
- Duty staff are situated by the main gate and other key entrances to ensure that children come in but do not go out again.
- From the time that the school takes responsibility for children, all teachers must be ready to receive their class.
- Any messages from parents will be passed onto the teacher from the staff members on duty.

Parent/carers should also note that there will not be staff on duty before the opening times and are encouraged to remain with their children until the gates are opened. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

Once gates are closed, any latecomers must report to the main school reception desk.

**Supervision Arrangements**

During the school day all visitors with business in the school will be admitted through the school office where they will sign in and receive a visitor's lanyard/badge. Certain visitors to the school will be accompanied by a member of staff throughout their visit.

Leaving the school site: Children should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, or in person) from the parents/carers.

Errands: Children should not be sent off-site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

Illness: When children are taken ill during the school day the school will contact the parents/carers, whether at home or at work. Information about contacts is kept on Arbor.

Lesson Time: Children must be supervised always. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

The school needs to ensure that arrangements are in place for the safe handover of children attending any clubs or extra-curricular activities.

Visitors: All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's lanyard/badge. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

Parents/carers are not allowed to approach children from other families to sort out disputes or arguments; staff or parents/carers should report any concerns about this to the school office.

**Break Times**

**The Head of School will:**

- Review break duty arrangements daily in the event of any staff sickness/absence thereby providing adequate supervision ratios.
- Make the decision about whether it is a wet break time and ensure that there are adequate levels of supervision throughout the premises.
- Provide supervision training for new members of staff to ensure children are safeguarded.
- Whilst EYFS children (Nursery and Reception) are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.

**Games/PE**

- If it is not appropriate for children to change together in the classroom for PE, then the teacher should ensure that there is some supervision of both groups whilst changing.
- Children who cannot take part in games activities can join their group as an observer (warm weather only). If this is not appropriate, then children must be designated a class or person and must report to that teacher with some work to do.

**Children's Responsibilities & Duties**

- When allocating jobs/tasks to pupils, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging electrical apparatus into the mains unless they were directly supervised, for example. Children doing jobs/tasks must be directly supervised by the teacher.
- Children should not be left in classrooms or communal areas during normal break times without appropriate adult supervision.

- All children have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet.
- Children who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

**Staff will:**

- Supervise the children in their care all the time.
- Dismiss their class to the playground and check that supervisory staff are present before leaving the area.
- If it is deemed inadvisable for a child to be on the playground during break times because of their behaviour, the class teacher will make the decision on whether the child should remain inside under the supervision of a member of staff and where they will be supervised.
- Ensure that toilet areas are adequately supervised during break and lunchtimes, ensuring pupils are returning to the playground as soon as possible.
- Once the bell has been rung, we expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested areas.

**Members of Staff on Supervisory Duty**: Staff have a rota indicating where they will be located; this identifies any areas where direct supervision should be provided e.g., play equipment

- Must be in the playground from before break time starts and remain there until all the children are sent inside.
- Use high-vis jackets/vests to be easily identifiable and be vigilant always.
- Not indulge in protracted conversation with other members of staff.
- Deal with any incidents of behaviour and report them to the relevant member of staff.

- Report any safeguarding incidents/concerns to the DSL/Deputy DSLs immediately via the school safeguarding system e.g. MyConcerns/CPOMS.
- Must be clear about the procedures in relation to the administration of emergency medication during lunch and playtimes, including, which pupils are managing their own emergency medication e.g. inhalers and EpiPens or know which staff member/s has delegated responsibility to manage this.
- First aid is administered on the playground by trained first aiders. The outside areas have at least two members of staff to supervise. If first aid is requiring longer treatment then they are to be treated inside by a member of the admin team who are also first aid trained.

**First Aid is recorded on MediTracker or Evolve at all schools. All members of staff have access to this recording system.**

**Lunchtimes**

- The Head of School or a member of SLT will make the decision about whether it is a wet lunchtime and review arrangements daily in the event of any staff sickness/absence to ensure there are satisfactory levels of supervision throughout the lunch break.
- It is considered that these adults have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly.
- The Head of School is responsible for the management, training, and welfare of the supervisors in school.
- The playground and/or field will be supervised if used at lunchtime by staff wearing high vis jackets in designated areas. Staff to supervise play equipment, connecting pathways from lunch hall to play areas and toilets as well as ensuring that children do not access out of bounds areas such as Forest School woodland areas during this time.
- Communication between the supervising members of staff and the school office is undertaken by attending the office in person or via radio/walkie-

talkie.

- In the event of an incident or unexpected occurrence, the Head of School, or SLT member, will ensure additional support will be provided to assist in the situation. The Head of School can be communicated with by attending/calling the office or by radio/walkie-talkie.

**The Role of the Staff on Duty at Lunchtime**

Staff on duty at lunchtime are responsible for:

- Supervising children on the school site as required by the Head of School.
- Ensuring EYFS children (Nursery and Reception) always being within sight and hearing whilst eating. Where possible, staff should sit facing children whilst they eat so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- Whilst EYFS children (Nursery and Reception) are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.
- Dealing with minor incidents and accidents following the health and safety policy.
- Following clear policy procedures in relation to the administration of emergency medication during lunch and playtimes, including, which pupils are managing their own emergency medication e.g., inhalers and EpiPens themselves or which staff member has delegated responsibility to manage this.
- Organising activities for the children during wet lunch breaks; staff must not leave their designated areas.
- Over-seeing children's care and welfare during the lunch break, especially in the playground and/or field.
- Undertaking training as required.

- Reporting any safeguarding incidents/concerns to the DSL/DDSL as soon as possible via the agreed systems.

**General organisation**

Each member of staff on duty at lunchtime has a specific role to play within the general organisation and is given a specific schedule to follow. The tasks are timetabled; staff **must** keep to the schedule.

**General duties**

Members of staff on duty at lunchtime are responsible for:

- Supervising children eating their lunch.
- Managing the children's behaviour, including orderly queuing.
- Monitoring the playground, cloakrooms classrooms and toilets to make sure children are safe.
- Making sure all children observe the behaviour policy.
- Ensuring the dining hall is cleared up after use.
- Assisting children with their meals as necessary.
- First aid is administered on the playground/field by trained first aiders. The outside areas have at least two members of staff to supervise. If first aid is requiring is a longer treatment then the child (if safe to move) should be treated inside by a member of the admin team who are also first aid trained.
- All children with known allergies, who need an epi-pen, wear a bumbag around their waist which they carry with them at all times or have their epi-pen in their classroom medical box which is taken to the school hall and playground/field. There are spare Epi-pens in school in case of any unknown allergies. All locations are within 5 minutes from the children (see Allergy Policy)

**Guidelines**

- Move around to observe all children within your designated areas – avoid staying in one place for any length of time.
- Make sure you supervise the areas of the school building for which you are responsible.
- Inform the Head of School / DSL if you become aware of an area which you believe requires additional vigilance or falls outside of sightlines in terms of supervision.
- Do not stand talking to other staff or spend a long time with one group of children.
- Follow the school's behaviour policy.
- Aggressive play, bullying or concerns should be reported to the class teacher and/or SLT.
- Record all accidents on MediTracker and seek help if the accident is a cause for concern.
- Read the health and safety policy for advice.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere - be vigilant.
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid playing games with the children after you have initiated them; encourage play between them to facilitate a high level of supervision.
- Avoid questions to children that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff e.g., class teacher/DSL.
- Treat the children fairly, equally and with respect.
- Be vigilant of groups of mixed-age children; pay attention, particularly, to EYFS/KS1 pupils and use of toilets.
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs. This may include having an awareness of what measures should be implemented in response to specific behavioural incidents

to ensure the safety of others and appropriate support for the individual pupil.

**After school**

- The doors for all classes will open at 3.00pm for Chailey, 3.15pm at Fletching, Forest Row and Wivelsfield and 3:25pm for Little Horsted. Staff are responsible for ensuring that children are met and collected by an appropriate person, unless they have permission to walk home.
- The class teacher should only let children leave with their parent unless they have been personally informed by the parent, or via the office staff or SLT of any alternative arrangements.
- The class teacher should use the home time collection list provided by the office. Where a child has said they have permission to walk home but this has not been confirmed, advice needs to be sought before the pupil is allowed to leave the school site.
- Staff **MUST NOT** release children to persons that are not known to them, and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.
- Children should never wait outside for lifts or taxis. They should be collected from the reception area.
- For pupils who qualify for travel assistance and are transported to and from school via a taxi and/or other school transport, staff should ensure that unfamiliar/new transport personnel are confirmed as the appropriately assigned persons to transport that pupil. They will check and seek reassurances before releasing the pupil.
- Children, which includes pupils and their siblings, must behave in a way that respects the adults and smaller children on the playground at the end of the school day.
- A member of staff will be on duty at the exit to ensure all children leave with an appropriate adult.

**Safeguarding – After School Provision**

- The school and club leaders will ensure that a clear procedure is in place for the transition of children from school to after school provision and that this is known and understood by all.
- It is the school's responsibility to ensure third party providers are prepared to adopt the school's policies.
- All providers will be informed of the systems, procedures, and expectations for safeguarding.
- It is the responsibility of the provider to contact SPOA / the Head of School/ Designated Safeguarding Lead (DSL) in the event of a safeguarding incident / concern e.g., child disclosure.
- All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education' (DfE – 2026).
- Insurance: All third-party providers offering activities provide a copy of their public liability insurance and their employer liability insurance as appropriate.
- It is important that the school ensures that they have written confirmation from third party providers that their staff have been safely recruited.

**Club Expectations**

All club leaders ensure that every term there is a reminder about the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour, and changing arrangements. Registers of attendance must be taken at the start of each session.

**Special Arrangements**

- Upon the completion of after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, parents/carers are asked to collect their children from the main entrance. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone or be collected by another named person.
- Pupils who qualify for travel assistance after school staff will ensure that they do not release pupils unless they are aware that said arrangements have been put in place.

**Activities Off-site**

During all class trips/ activities off-site staff have a heightened responsibility for supervision and must always follow procedures and risk assessments.

**All Other Times**

Parents/carers must be aware that the school will **not** provide supervision for children in the playground outside these times, including open days, parents' evenings, and parent events. The children will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

**Relationship to other policies**

- Early Year Foundation Stage Framework
- Behaviour Policy
- Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- ESCC First Aid Policy and Guidance

- ESCC Model Supporting Children with Medical Conditions Policy
- ESCC Model Health and Safety Policy
- ESCC Incident Reporting Policy and Guidance
- ESCC Policy on Outdoor Play Equipment
- Educational Visits Policy
- Crisis Management Plan

**Relationship to risk assessments**

- EYFS
- First aid
- Security
- Movement around school
- Playground activities
- Play equipment
- Slips, trips, and falls
- Access and egress
- Individual pupil risk assessments

**Roles and supervisory responsibilities**

This policy applies to:

- All staff and contractors, agency, and other third-party organisations
- Children
- Parents/carers (at dropping off and picking up times).

**Arrangements for monitoring and evaluation**

The Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) will monitor the minor injuries recording forms/behaviour logs, individual pupil risk assessments where appropriate and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.