



Radnor House

— TWICKENHAM —

Supervision of Pupils Policy

Radnor House Prep School

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Policy Statement

This policy applies to the whole school, including the **Early Years Foundation Stage (EYFS)**. It sets out the expectations and procedures for the effective supervision of pupils to ensure their **health, safety, and welfare** both on and off school premises.

The policy is publicly available on the school website and, upon request, a copy may be obtained from the School Office (large print and other accessible formats are available if required).

Duties and Responsibilities

- **Teachers and staff** have both a statutory and contractual duty of care to maintain good order, promote positive behaviour, and safeguard pupils whenever they are in school or engaged in authorised school activities elsewhere.
- **The Headteacher and SLT** are responsible for the internal organisation, management, and control of supervision arrangements, ensuring staff are deployed effectively, adequately trained, and aware of their duties.
- **All staff** are expected to take reasonable steps to minimise risks of injury, uphold safe standards, and model respectful and caring relationships.

Supervision During the School Day

Arrival at School

- Pupils are supervised from **8:00am**, if attending Breakfast Club, or from **8:30am** at the designated and supervised drop-off points.
- Children are not the responsibility of the school before these times unless they are attending an authorised before-school session.

Morning Break and Lunchtimes

- Duty rotas are published termly and circulated to all staff.
- Staff must arrive promptly at duty stations and remain vigilant throughout the duty period.
- Supervisors must patrol allocated areas actively, intervening to prevent unsafe behaviour.

Minimum Supervision Ratios (Playground/Lunchtimes):

Pupil Numbers	Minimum Supervisors	Notes
1–20	2 adults	At least 1 qualified teacher or designated support staff trained in first aid and child protection
21–50	3 adults	EYFS included
50+	4+ adults	Increased if additional needs present

- Staff on supervision duties are entitled to at least **30 minutes' break** away from pupils during lunch.
- Contingency plans are in place to ensure supervision ratios are maintained during staff absence. This includes use of float staff, supply teachers, or temporary redeployment.
- Volunteers and visitors may support supervision but are not counted in statutory ratios unless they are employed by the school and meet qualification and safeguarding checks as per EYFS and KCSIE guidance.

Dismissal

- Pupils remain under the school's supervision until handed over safely to parents or authorised adults.
- Parents who wish their children (Year 5/6 only) to walk home independently must give **written consent**.
- Staff remain responsible for ensuring safe dismissal from the premises.

- In the event of late collection, pupils will remain under supervision in the school office or after-school care. Parents will be contacted, and if contact cannot be made within a reasonable timeframe, the school's safeguarding procedures may be followed.

EYFS Supervision

We comply with the Statutory Framework for the Early Years Foundation Stage (EYFS) (2024/25), ensuring all supervision ratios are in line with statutory guidance and adjusted based on staff qualifications and the nature of the activity.

On-Site Ratios

- Reception (4–5 years):
1 adult to 13 children (if a qualified teacher is present), otherwise 1:8.
- Nursery / Pre-Reception (3–4 years):
1:8 with a Level 3 qualified staff member.
- Toddlers (2–3 years):
1:4 with a Level 2 qualified staff member.

Extended Care and Clubs

- EYFS pupils: 1:8 minimum, subject to age and qualifications.
- Additional staff are deployed where activities involve higher risk (e.g., outdoor play, sports).
- Ratios may be adjusted in accordance with activity type, risk level, and staffing qualifications.

Off-Site Trips (EYFS)

- Minimum supervision ratio: 1 adult to 4 children.
- Ratios are reduced further based on risk assessments and activity-specific considerations.

Note: All supervision ratios assume that staff hold appropriate EYFS-recognised qualifications and that the setting adheres to the full safeguarding and welfare requirements of the EYFS framework.

Ratios for Off-Site Visits (Years 1–6)

Staffing ratios are determined by **risk assessment**, pupil age, nature of the activity, location, and individual needs. The following are **minimum ratios**:

- **EYFS:** 1:4
- **Years 1–2:** 1:6
- **Years 3–6:** 1:8
- **Residential trips (KS2):** 1:12, with at least **two qualified staff**. Mixed-gender groups must have both male and female staff.
- **Hazardous activities:** Higher ratios required, to be agreed with activity provider.

Extra-Curricular Activities

- Teachers leading clubs or activities accept full duty of care from the time pupils are collected until dismissal.
- Registers must be taken and children released only to parents, carers, or authorised persons.
- Children in after-school provision remain supervised until collected, or until **6:00pm** latest (unless otherwise specified).

Pupil Movement Around School

- Teachers dismiss classes in an orderly manner and ensure children move safely through corridors and stairwells.

- Children must not be left unsupervised in classrooms or changing rooms.
- Older pupils (Year 5–6) may be permitted limited movement (e.g., to the toilet, office) without direct line-of-sight, where staff have appropriate knowledge of their whereabouts, and risk is minimal. Pupils must not be left alone in classrooms or other areas unsupervised.
- The school's duty of care applies until the pupil is collected, leaves with parental consent, or is safely escorted to transport.
- Parents retain responsibility for children travelling home alone where prior written agreement is in place.

Monitoring and Review

- The **Senior Leadership Team** (SLT) reviews supervision arrangements each term.
- Duty rotas, incident logs, and trip risk assessments are monitored to ensure effectiveness.
- This policy is reviewed **annually** or sooner in light of regulatory updates or safeguarding concerns.

Linked Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour and Discipline Policy
- Educational Visits Policy
- EYFS Policy