



Beachborough School

Supervision of Children Policy (Including EYFS and Boarding)

Updated: August 2025

Date of next Review: August 2026

Policy Lead: Ms S J Lapper (Deputy Head Pastoral - DSL)

Reviewed by: Mrs S Mitchell (Head)

1. Policy Statement

At Beachborough, the safety and well-being of every child is paramount. We are committed to ensuring that all pupils are appropriately supervised at all times, whether on school grounds, in boarding settings, during co-curricular activities, or while on educational visits. Supervision is underpinned by vigilance, respect, responsibility, and care, and considers the age, maturity, and needs of each pupil.

2. Aims of the Policy

- To provide a safe, secure, and supportive environment.
- To ensure appropriate supervision during all school activities.
- To adhere to statutory requirements and best practice for supervision, including staffing ratios.
- To support children in developing confidence, independence, and a strong sense of personal responsibility in a safe setting.

3. Scope

This policy applies to:

- All pupils in Nursery to Form VIII, including EYFS and Boarding
- All staff, including volunteers and visiting professionals
- All school-led activities on or off site

4. General Principles

- All staff involved in supervising pupils must be suitable, competent, and, where required, hold an enhanced DBS check.
- Pupils are never left unsupervised.
- Supervision procedures adjust to the age, needs, and number of children and the nature/location of activities.
- Pupil supervision is embedded into all Risk Assessments for educational visits, residentials, co-curricular clubs, and sports fixtures.

5. Staffing Ratios

In accordance with DfE and EYFS statutory guidelines, the following ratios are maintained:

EYFS (Early Years Foundation Stage):

- 2-year-olds: 1:5 (minimum)
- 3+ year-olds (without qualified teacher): 1:8
- 3+ year-olds (with qualified teacher or EYPS): 1:13
- Reception classes (age 5+): 1:30

PP1 to Form VIII:

- General class size supervision: 1:30
- Off-site visits (minimum guidance):
- EYFS: 1:5
- Years 1–2: 1:6
- Years 3–8 (Prep): 1:10–15
- Residential: Agreed at planning stage, typically 1:10 with extra adult capacity

6. Key Areas of Supervision

6.1 Arrival and Departure

- Pupils are supervised from their arrival on campus (from 8.00am). Pupils who arrive before 8.00am, up to 7.50am are sent to breakfast in the Dining Hall to be supervised. Pupils who arrive between 7.50am and 8.00am are asked to wait in Reception. In the Boardman pupils go to their classrooms at

8.00am are supervised by their class teacher. In the Manor House, the children in Form 5 to Form VIII are supervised in two areas: the Front Terrace and the hard surface

- Registers are taken promptly and maintained through iSAMS. Morning registration is between 8:30am - 8:45am at the start of Period 1. Afternoon Registration is at 13:30 – 13:50 for Nursery to PP2 pupils and 14:15 - 14:40 for pupils in FIII - VIII. Staff are asked to take a register at the start of every lesson and notify the School Reception immediately if a child is missing. Information regarding Music and LAMDA lessons and in addition any other specialist appointments can be found on a shared area available to all staff.
- If children have to leave the school site during the day, they must sign out at the School Reception. Children also sign out at the end of the school day. Registration for Boarding is at 6.00pm for Forms III and IV and at 6.45pm for Forms V to VIII.
- Secure drop-off and pick-up procedures are in place; EYFS children are individually handed over to a responsible adult.
- If a child remains uncollected at the end of the school day, they are taken to the Head of Boarding to join the Boarders until they are collected. A member of SLT or a member of the duty team will stay with the child if necessary.

Commented [HT1]: @Matthew Phillips I have altered the times here as N-PP2 will need to register earlier in the afternoon. I have emailed Louise Dodd (who oversees iSAMS) to check that this is OK.

6.2 Break and Lunchtimes

- All playtimes and lunchtimes are staffed by duty personnel following a published rota. An appropriate number of staff are present across each of the designated playground zones.
- Pupils are not permitted to enter the woods without staff supervision.
- Staff wear a high visibility jacket and are responsible for maintaining good visibility and actively monitoring pupil welfare and behaviour.
- Year Group Leads and Tutors remain with their groups during wet breaks.
- Lunchtime supervision includes active monitoring of eating habits, table manners, and food choices.
- Staff eat with children where possible to encourage healthy social interaction and appropriate mealtime behaviour.

6.3 Lesson Time

- Children are never left unattended in classrooms.
- If a teacher must leave, a suitable adult is summoned.
- Pupils may be granted short periods of independent responsibility (e.g., library use), with staff awareness and boundaries in place.

6.4 Clubs and Co-Curricular

- Clubs are registered and supervised by staff or external providers who meet safeguarding requirements.
- Walkie-talkies are carried during remote activities.
- Should Nursery/Kindergarten pupils attend a club at lunchtime, they are accompanied by EYFS staff.
- All clubs finish at designated times; late pick-ups are supervised in Late Stay or the After Care Hub.

6.5 Trips, Fixtures, and Residential

- Trip leaders complete full risk assessments, including supervision plans.
- Walkie-talkies are carried during remote activities.
- Residential include additional staffing for contingency support.

7. EYFS-Specific Supervision

- Children have constant access to safe indoor and outdoor environments, with regularly reviewed risk assessments.
- Keypad-secured doors, gated gardens, and high fencing ensure safety.
- Supervision is continuous during toileting, transitions, and free play.

8. Boarding Supervision

- Boarding pupils are supervised at all times by designated the Head of Boarding and Assistant Houseparents and boarding staff.
- Registers and sign-outs are closely monitored.
- Staff are trained to be vigilant to safeguarding, emotional well-being, and behaviour standards.

9. Medical supervision

There is a qualified First Aider on duty in Medical Room whilst school is open (8am – 6:45pm) who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. In addition, a number of the teaching and non-teaching staff, are trained and qualified as First Aiders are able to give emergency first aid.

The Head of Boarding is also a qualified First Aider and is available for the Boarders. First Aid boxes are in all potentially high-risk areas, as well as in the staff room. (See 'First Aid Policy')

10. Security Measures

- Secure entry and exit systems are in place for all school buildings.
- All visitors must sign in and wear a visitor badge.
- Only vetted adults may work directly with pupils.
- Children are not permitted to leave campus without authorisation.

Unsupervised access by Pupils

Pupils do not have unsupervised access to potentially dangerous areas, such as the Car Park, Boarding House, the Science Laboratories and the TED Suite. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

10. Uncollected Child

If a pupil is not collected by their parent/guardian at the expected time:

- The pupil is taken to a safe, supervised space and the School Reception is notified.
- The member of SLT on duty is notified and a duty member of staff is responsible for initiating contact with the parent or emergency contacts.
- A record is kept of attempts to contact the family.
- If necessary, and a child remains uncollected at the end of the school day, they are taken to the Head of Boarding to join the Boarders until they are collected. A member of SLT or a member of the duty team will stay with the child if necessary.

11. Monitoring and Review

- Supervision procedures are reviewed annually or as legislation/policy changes require.
- Linked policies include Safeguarding, Risk Assessment, First Aid, Missing Child, Equal Opportunities, and Educational Visits.

Beachborough School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Procedures

To ensure pupils' personal safety:

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.

- Adults who have not been DBS checked (volunteers working less than three days per month) have no unsupervised access to pupils. All pupils are supervised by adults at all times.
- Where an activity is off site at remote locations – e.g. Sports, outdoor learning, staff always carry a walkie-talkie or mobile phone to be able to contact the school.
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Sport procedures and Risk Assessment documentation.
- All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Security

- Systems are in place for the safe arrival and departure of pupils and ensuring registers are accurately maintained.
- The times of the pupils' arrivals and departures at Beachborough are recorded in line with EYFS requirements.
- The arrival and departure times of adults - staff, volunteers and visitors are recorded on the school site's log in system.
- Systems are in place to prevent unauthorised access to our premises.
- Systems are in place to prevent children from leaving our premises unnoticed.
- A full site security risk assessment is in place and regularly reviewed by the Executive Leadership Team.

This policy applies across the whole school including Boarding and EYFS and will be reviewed and updated regularly. *Linked Policies and read in conjunction with: Attendance, Safeguarding, Equal Opportunities, Missing Child, First Aid, Risk, Educational Visits and Activities Off Site.*