Beachborough School

Supervision of Children Policy (Including EYFS and Boarding)

Updated: August 2026

Date of next Review: August 2027

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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

- The school will ensure that volunteers undertaking regulated activity are subject to the appropriate statutory recruitment and DBS checks in accordance with KCSIE 2026 and safer recruitment requirements. The school will not rely upon supervision as an alternative to legally required vetting checks.
- Pupils are supervised at a level appropriate to their age, stage of development, individual needs and the activity being undertaken. Older pupils may be permitted appropriate independence where risk assessments and school procedures allow.
- 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.
- Staff are expected to exercise professional judgement and undertake dynamic risk assessment during activities, responding to changing circumstances and adjusting supervision accordingly.
- Any pupil whose whereabouts cannot immediately be established will be managed in accordance with the school's Missing Child Policy and safeguarding procedures.
- Where a child's absence is unexplained or presents immediate safeguarding concerns, the Designated Safeguarding Lead (or deputy) will be informed without delay and appropriate safeguarding and police procedures followed where necessary.
- The Head and Senior Leadership Team are responsible for ensuring that suitable staff deployment arrangements are in place to maintain effective supervision throughout the school day.
- Staff supervision arrangements are reviewed regularly and adjusted where necessary in response to risk assessment, pupil needs and operational requirements.
- Supervision arrangements include consideration of pupils' online activity, use of technology and digital learning environments, in accordance with the school's Online Safety and Acceptable Use Policies.

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
- 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:

Supervision ratios are determined through risk assessment, taking account of age, needs, destination, activity and safeguarding requirements. The following ratios are typically used as 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

These ratios represent minimum statutory requirements. The school may deploy additional staff where required by risk assessment, pupil needs, medical requirements, SEND considerations, behaviour, site layout or activity risk

In all cases, staffing levels will be determined not solely by numerical ratios but by professional judgement, risk assessment, the layout of the environment, the needs of individual pupils and the nature of the activity being undertaken.

6. Key Areas of Supervision

6.1 Arrival and Departure

- Pupils are supervised from their arrival at school (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 where they are supervised by their class teacher. In the Manor House, the children in Form V to Form VIII are supervised from 8am – 8:15am in two areas: the Front Terrace and the Hard Surface area, the bell goes at 8:15am and the children go to their tutor room.
- Registers are taken promptly and maintained through iSAMS. Morning registration is taken by the tutor or class teacher at 8:30am. Afternoon Registration is at 13:10 – 13:40. 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.
- Attendance registers are completed in accordance with the school's Attendance Policy
- 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.

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 not left unattended in classrooms unless this forms part of an age-appropriate and risk-assessed arrangement approved by the school.
- 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 Residentials

- Trip leaders complete full risk assessments, including supervision plans.
- Walkie-talkies are carried during remote activities.
- Residentials include additional staffing for contingency support.
- The Educational Visits Co-ordinator (EVC) oversees visit planning and supervision arrangements in accordance with the Educational Visits Policy.

7. EYFS-Specific Supervision

- Children have constant access to safe indoor and outdoor environments, with regularly reviewed risk assessments.
- Children will usually be within sight and hearing of staff and always within either sight or hearing. During mealtimes, children will always remain within both sight and hearing of an appropriately deployed member of staff.
- Keypad-secured doors, gated gardens, and high fencing ensure safety.
- Supervision is continuous during transitions, and free play.
- Children are appropriately supported and supervised during toileting and personal care in a manner that preserves dignity, privacy and safeguarding.
- Where children sleep or rest, arrangements will follow current safer sleep guidance, with appropriate supervision, checks and recording procedures in place.

8. Boarding Supervision

- Boarding pupils are supervised by the Head of Boarding, Assistant Houseparents and other designated boarding staff.
- Registers and sign-outs are closely monitored.
- Staff are trained to be vigilant to safeguarding, emotional well-being, and behaviour standards.
- Boarders always have access to a member of boarding staff, including overnight, through established house procedures and call systems.
- Each boarding house, girls and boys, always has a member of staff on duty in the house.
- Staff meet regularly to discuss any needs of the boarding and share information.
- The children are signed in at 6.00pm (Forms III–IV) and 6.45pm (Forms V–VIII).
- There are regular check-ins throughout the evening and before lights out.
- There is always age-appropriate supervision in place and during all activities.

9. Medical supervision

There is a qualified First Aider on duty in Medical Room whilst school is open who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. In addition, several teaching and non-teaching staff are trained and qualified First Aiders and are able to provide 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.
- Visitors, contractors and volunteers who have not undergone appropriate vetting checks will be supervised in accordance with the school's safeguarding and visitor procedures
- 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.

11. 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.
- Where a child remains uncollected and contact cannot be established with parents or authorised emergency contacts, the DSL and Head will be informed and appropriate safeguarding procedures will be followed, including consultation with children's social care or the police where necessary.

12. 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:

- All staff are subject to appropriate safer recruitment and vetting checks in accordance with Keeping Children Safe in Education and the school's Safer Recruitment Policy.
- Volunteers who have not undergone all relevant vetting checks will be appropriately supervised and will not undertake regulated activity unless the required checks have been completed.
- 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 and Child Protection, Equality, Missing Child, First Aid, Risk Assessment, Educational Visits and Activities Off-Site.*