



Gosfield School

Pupil Supervision Policy

Whole School, including EYFS

Pupils' Arrival and Departure

Pupils may arrive at school from 8.20 am (7.30 am if attending Breakfast Club which is booked in advance) and are expected to go home by 5pm Monday to Thursday and 4pm on Fridays unless they are staying for Late Club which is booked in advance or staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.

The main duty times are:

- Breakfast Club (7.30am - 8.20am)
- Early morning duty (8.20am - 8.35am)
- Break duty
- Lunch-time duty
- After-school duty (3.50pm - 4pm)
- Late Club (4.45pm - 6pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

All pupils are expected to remain on site throughout the school day, except for sixth form students who must be authorised by the Head of Sixth Form, students are required to sign in and out with the school system at the main school reception.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

We operate identical registration procedures in the Prep and Senior School.

Medical Support

In the Nursery and Prep School there is a First Aider on duty from 8.00am until 5pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is

taken ill. In the Senior School there is a First Aider on duty from 8.15am to 5pm. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office. The Principal First Aider regularly checks and replenishes the first aid boxes.

Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses but are expected to behave responsibly. We always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses arrive and depart.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy.

Unsupervised Access By Pupils

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas such as the science laboratories, workshops and the cellars. 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. Clear signs are displayed.

Staff Induction

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.

EARLY YEARS

A lockable gate and fence surrounds the area where the children play both in the playground and in the Reception/Nursery outdoor areas.

We follow the guidance set out in the Statutory Framework for the Early Years Foundation Stage regarding staff pupil ratios to ensure staffing arrangements meet the needs of all children and ensure their safety:

- For children age 2 and over there must be at least one member of staff for every 4 children if the member of staff is Level 3 qualified.
- For children age 3 and over there must be at least one member of staff for every 8 children if the member of staff is Level 3 qualified
- For children age 3 and over there must be at least one member of staff for every 13 children if the member of staff is Level 6 qualified or has qualified teacher status

- Where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children

Movement around the site

Pupils are supervised at all times with the appropriate staff to child ratio. When travelling between buildings, such as to the Sports Hall for PE, the dining hall for lunch or over to Forest School they are walked in pairs with at least one member of staff at the front of the line and one at the back.

Early Years arrival

Nursery children are brought in by parents to the Nursery entrance (from 8.00am onwards) and signed in by the staff. The Reception children are greeted at the beginning of the day 8.20am-8.35am at the drop-off point and dismissed safely by Early Years staff from the playground at 3.50pm or from the main door of the Prep school (after activities) at 4.50pm. The playground back gate is locked at 8.35am by teacher on morning playground duty and unlocked for parents at approximately 3.45pm by a member of the Prep staff.

Early Years departure

In the Early Years (Nursery and Reception) we will only release a pupil at the end of their nursery session or at the end of the school day into the care of a parent or other individual whose name and photograph have been notified to us in advance.

Signed  Date 4/9/25
Mr Rod Jackson, Principal

Date of next review: September 2026

