



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School,
and
Woodentops Day Nursery**

SUPERVISION OF CHILDREN POLICY

1. Statement of Intent & Legislative Context

The White House Preparatory School and Woodentops Day Nursery are committed to ensuring the safety, protection, and well-being of all children. This policy complies with the **Early Years Foundation Stage (EYFS) Statutory Framework**, the **Education (Independent School Standards) Regulations**, and **Keeping Children Safe in Education (KCSIE)**. Proper supervision is maintained across the school day, during wrap-around care, and on off-site visits.

2. EYFS Ratios & Staffing Standards

Staff-to-child ratios strictly adhere to EYFS statutory mandates:

- **Under 2s (Woodentops):** Minimum 1:3 ratio. At least one staff member holds a Level 3 childcare qualification.
- **2 Years Old:** Minimum 1:4 ratio (or 1:5 where compliant with updated EYFS standards, subject to risk assessment).
- **3 Years and Over (Nursery/Pre-Prep):** Minimum 1:8 ratio (where a Qualified Teacher/EYPP Level 6 is present) or 1:13.
- **Reception to Year 6:** Supervised in accordance with statutory requirements, maintaining appropriate teacher-to-pupil ratios based on age and activity risk profiles.
- **Paediatric First Aid (PFA):** At least one qualified Paediatric First Aider is on site and accessible at all times, including during off-site EYFS trips.





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3. Arrival, Registration & Departure Procedures

Morning Arrival

- **8:00 AM:** Day Nursery and Early Bird Provision open. Controlled access is managed by duty staff and the School Office.
- **8:30 AM – 9:00 AM:** Main school drop-off. Entrances (Main Building, Pre-Rec Side Gate, New Building Gate) are actively staffed by senior leadership and duty teachers.
- **9:00 AM Secure Closing:** All gates and outer doors lock automatically. Late arrivals must report to the School Office via the intercom, sign the late register, and be escorted to their activity.

Registration

- Formal registers are taken twice daily: at **9:00 AM** and immediately following **lunch break**.
- Class teachers or activity leaders record attendance via the electronic management system. Unaccounted absences trigger immediate escalation under the **Missing Child Policy**.

Departure & Handover

- Dismissal occurs at designated staggered times via supervised access points.
- Staff hand children over only to parents, legal guardians, or pre-authorized individuals recorded on the pupil consent system.
- **Unplanned / One-Off Pick-Ups:** Require prior notification to the School Office and verified single-use password protocols before handover.
- **Late Pick-Ups (Post-6:00 PM):** Pupils are escorted to After-School Care; persistent late collection triggers safeguarding review.





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4. Duty Schedules & Campus Supervision

- **Break and Lunchtime:** Duty rotas ensure continuous coverage of playgrounds, dining areas, and corridors. Duty staff must be in position before pupils enter designated areas.
- **Classroom Safety:** Pupils must never be left unsupervised in classrooms or indoor spaces.
- **High-Risk & Off-Limits Areas:**
 - Unsupervised pupil access is strictly prohibited in caretaking/maintenance hubs, and catering kitchens.
 - PE, swimming and adventurous activities require presence of qualified instructors/coaches at all times.

5. Off-Site Trips, Sports Matches & Minibus Transport

- All off-site movement is governed by the **Educational Visits Policy**.
- Minibus transport requires seatbelt checks and a dedicated staff supervisor in addition to the driver where required by risk assessment.
- Off-site sports fixtures require designated supervision from PE staff from departure through return to campus.

6. Independent Travel (Years 5 & 6)

- Pupils in **Year 6** (and **Year 5 from the Summer Term**) may walk or cycle independently to/from school provided they live locally.
- **Requirements:** Signed parental consent forms must be filed with the School Office. Parents retain full legal responsibility for their child's safety during unescorted travel to and from the school site.
- **Non-Arrival Protocol:** If an independent traveller is not present by 9:00 AM registration, duty staff notify the School Office immediately to contact parents.





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7. First Aid & Emergency Medical Support

- First aid kits are maintained in high-risk zones (sports halls, labs, playground, early years areas) and the School Office.
- All injuries, first aid interventions, and medication administrations are logged centrally in compliance with the **First Aid Policy** and **Administration of Medicines Policy**.

Would you like me to draft an accompanying risk assessment template or an updated parental consent form for Year 5/6 independent travel?

Introduction

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.

Statement of Principle

Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty to supervise pupils whenever they are in the school outside normal school hours.

Arrival and Departure

Arrival:

The Day Nursery and School Early Bird Provision opens at 8am and members of staff are ready at this time to welcome and supervise children. The School Office is open from 8am and supports the arrival of parents and children.

The School opens at 8.30am and children arrive from 8.30am-9am. Children enter as appropriate to the classroom or morning activity via:

- The main school door for the main building.
- The Pre Rec side gate
- The gate and door to the new building.

Each entrance is supervised by members of staff, most usually senior members of staff.





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At 9am the entrances are secured, after which late arrivals use the entry mechanisms to alert the school office that they have arrived. School staff meet the child at the appropriate entrance and escort them to their classroom or timetabled activity. Children are signed in immediately, Class Teachers informed who will then update the register.

Departure:

There are set departure times for children in different year groups and all children are expected to be collected at the end of normal school, after end of clubs or at the end of Ms Nat's after school club and by 6pm latest.

At set departure times. Children are supervised by staff at the main door, Pre Rec gate and door to the new building otherwise these access points are secured at all times.

For the school, class teachers bring children to the front door at the end of normal lessons and support the handover of children to parent/carers. At the end of clubs, club leaders escort the children to the front door and supervise handover of children. For homework club, Natalie supervises the handover of children.

Children are handed to parents/carers or those confirmed as having responsibility for picking up the children. Alternatives to parents/carers are confirmed either in annual consent forms or in advance of pick up via the school office and class teacher. Normally an agreed password will be used for a "one off" alternative collection arrangement.

Outside of set pick up times parents/carers report to the main door or side gate and use entry mechanisms to alert the school office of their arrival. The School Office will supervise collection of children from class/activity and handover to the parent/carer.

Registration

Children are registered in the morning 8.30-9am and immediately after they return from the lunch break. Registers are taken by class teachers or activity leaders (e.g. sports teachers immediately after lunch).

The Missing Child Policy details procedures to be followed if a child has not arrived at school without explanation or if a child is thought to be missing or if a child is not picked up on time.





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Break/Lunchtime Supervision

All members of the teaching staff, including the Headteacher, are expected to take their share of break and lunchtime supervisory duties, as well as late duties. These are timetabled in advance, usually termly but are subject to change. **A member of staff whose absence is known in advance (e.g. offsite INSET) is expected to arrange a swap of their duties.**

Around the school

Children should never be left in a room unsupervised.

We encourage independence and responsibility therefore on school site occasionally children may move from place to place unsupervised. We ask some children to take responsibility e.g. picking up snacks, taking registers to the office. Staff must be especially alert and vigilant at these times.

Break and lunch time:

- Class teachers/activity leaders must escort children to the dining room or garden at the beginning of these sessions to support a good start but also to ensure supervision is in place before they leave the children.
- At the end of each break class teachers/activity leaders should collect children from the garden and escort them to their destination.

Other school activities

Specific 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.

Medical Support

Please see First Aid Policy and/or Administration of Medicines Policy.

All EYs staff, Class Teachers and as many other staff as we are able are trained as Paediatric First Aiders and they are expected to administer first aid, medicines as agreed and to deal with any accidents or emergencies, or to help if someone is taken ill.

The names of First Aiders are displayed around the school.





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At Break and Lunchtimes, the School Office is often the first point of call/contact for staff on duty.

Any administration of first aid or/and medicines is witnessed and recorded appropriately according to our policies.

First aid boxes are in all potentially high-risk areas, as well as in the School Office.

Supervision of Children to and from School

Parents are responsible for ensuring their children travel safely to and from school. Older children (most usually Year 6, then Year 5 from the summer term) may travel to/from school independently of their parents/carers and this if they are very local and with school/parent permission and agreement. This supports the transition of these children to senior school. Particular attention of these children is made at registration and any non-arrival should be reported immediately to the school office at 9am. Year 5&6 children may cycle to school unsupervised by parents in the Summer Term; parents must provide written permission and a disclaimer to remove all liability from the school should an incident happen on the way to or from the school.

School Trips and Visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "**Educational Visits including EYFS**". Where possible we use the school minibus where pupils are supervised by a member of staff when travelling on the school minibus and are expected to behave responsibly.

Unsupervised access of children

Children are not allowed to access the school unsupervised.

Children are not allowed into a swimming pool without a qualified lifesaving member of staff in charge, nor are they allowed to use gymnastic, computing, 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 gymnastics or when at the swimming pool.





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Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

EYs children

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow children to go home with parent/carers who have been agreed in advance most usually on the consent forms. Any change to this requires advance permission from the parents (preferably in writing) that their child/children may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

Policy will be reviewed annually			
Policy reviewed:	Sept 26	By:	Headteacher
To be reviewed:	Sept 27	By:	Headteacher

