



SUPERVISION OF PUPILS POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Duties and Responsibilities

Teachers have both a statutory and contractual obligation to maintain good order and discipline among pupils and to safeguard their health and safety whenever they are authorised to be on school premises or engaged in authorised activities elsewhere. Thus, the teacher has a responsibility to minimise the risk of injury and to promote good standards of behaviour and good attitudes and relationships amongst pupils.

The Headteacher and Deputy Heads have responsibility for the internal organisation, management and control of the school and for the deployment and management of teaching and non-teaching staff. Thus, the Headteacher and Deputy Heads must make appropriate arrangements to maintain reasonable supervision of all children on school premises or engaged in authorised activities.

Management

In determining the arrangements for supervision, the Headteacher and Deputy Heads must ensure that supervisors are aware of the extent of their duties and both supervisors and pupils must be aware of the areas on the school premises to which pupils have access

Broomfield House School has determined minimum levels of supervision, as follows:

At lunchtime and playtime, by reference to the following table, minimum staffing levels are defined:

PUPILS	SUPERVISORS
1-20	2
20+	2 (3 if this includes Pre-Kindergarten)

All staff, including those on supervisory duties must be allowed at least 20 minutes non-contact time between the lunch break.

Ratios in EYFS

We comply with statutory requirements in adult: child ratios. At all times, the following ratios will be adhered to.

During school hours and on the premises, the teacher to child ratio will be 1:13 for PK and for K.

Before and after school, after school clubs, and late class, and out of term time, including holiday club, the adult to child ratio will be 1:8 for EYFS.

Off site visits and trips, the adult to child ratio will be 1:4 for EYFS.

Supervision duties for Teachers and Assistants



There is a list of supervision duties issued each term. The teachers and other supervisory staff must be responsible for checking and noting their own duties. Any changes must be brought to the SMT meeting on a Wednesday and agreed by the Headteacher and Deputy Head. The outline arrangements for playground supervision are the same at morning break and at lunch times.

Before start of School

Children are not the responsibility of the school until they have been dropped off at the designated place at the usual time of 8.30 am. Unless they are in before school session agreed by the parents and school.

Extra-curricular duties

Teachers engaging in extra-curricular activities with pupils accept the full duty of care for them during the time of the activity including preparation and clearing up and, where appropriate, for the safe and orderly dismissal of pupils from the school premises.

Liability for children outside school premises

The standard of care which a teacher is expected to show is such care towards a child under his/her charge as would be exercised by a reasonably careful parent.

Children may be regarded by the Courts as in the care of Broomfield House School while they are on the way home although the responsibility for the school can be generally discharged by giving advice and instruction on behaviour and possible hazards.

Broomfield House School must continue to exercise a proper and reasonable measure of supervision until parents or other such persons come to fetch the children. However, if it is the parents' wish that the children be allowed to return home on their own, the school cannot be responsible beyond supervision of the departure from school.

A distinction is to be drawn between the duty of care owed to young children of such an age that they may be presumed to be unable to take any care for their own safety and the duty owed to older children whom a prudent parent would allow to go unaccompanied.

Broomfield House School is near a road and there is a duty to take care that the children do not become involved in nor cause a traffic accident.

Staff/pupil ratios on trips

The ratio of school children to adults varies according to the age of the children, the nature of the activity and the special educational needs. The school will err on the side of caution on this matter. There are no circumstances under which the staffing ratios are less generous than those to be found in school. With very young children, and those with special needs, it may be necessary to have a one to one staffing ratio. There will be times when the following staffing ratio is appropriate:

- Early Years – 1 adult for every 4 children;
- Years 1 and Year 2 - 1 adult for every 6 children;



- Years 3 – 6 – 1 adult for every 8 children.

The above are examples only and Group Leaders should assess the risks and consider an appropriate safe supervision level for their particular group.

Other Activities

For residential visits, supervision levels are to be in the ratio of at least one adult to twelve pupils (Key Stage 2) and normally at least two suitably qualified, experienced teachers will accompany the party. Where the party is of both sexes, there will be at least one adult of each sex.

Hazardous activities require higher ratios of adults to children and these are determined in consultation with the centre providing the activity.

Last reviewed: May 2025

Next review: May 2026