



WISBECH GRAMMAR SCHOOL

Supervision of Pupils Policy (A12)

Scope:	Prep School
Release date:	January 2026
Author:	Assistant Deputy Head Prep School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors <i>(released pending ratification at EdComm meeting)</i>
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Linked documents

This Policy should be read in conjunction with:

- WGS Prep School Behaviour Policy (A4)
- First Aid Policy (A7)
- Health and Safety Policy (A9)
- Trips and Educational Visits Policy

Availability

This Policy may be viewed on the School website and a printed copy is available on request from the School office/Pupil Services Team.

Edition Changes

Edition Release 2026	
Location of change	Clause impacted
Page 2	Breaktimes first aid updated
Page3	Lunchtime section updated
Page 3	Key Supervision & Safety Requirements in EYFS added

Introduction

Above all other considerations the safety and well-being of the pupils must be an over-riding consideration. All members of staff are responsible on a day-to-day basis for ensuring that pupils in the school are safe.

Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom, the Senior Deputy Head Prep School, or another appropriate adult should be summoned.

Staffing during the School Day

Before school

Breakfast Club - Pupils are met at the entrance to the tunnel by the member of staff on duty. The member of staff on duty will accompany the pupils to Skelton Hall and return with them at 0820.

At least one member of the Senior Team will be on duty in the car park from 0810. There are always two members of the Prep School staff on duty from 0800 in the Prep School playground. These staff will be posted in the school playgrounds and will take responsibility for supervising the pupils who arrive before 0840 except for those attending the Breakfast Club.

Children take their belongings to their cloakrooms then return to the playground until it is time to go in for registration. In the event of inclement weather all pupils will go to designated rooms and are supervised there until the beginning of lessons.

Pupils who travel to school by bus will make their way to the Prep School playground, accompanied by members of the senior classes of the Grammar School.

Break times

A rota system is employed to ensure effective supervision of the playground areas. Kindergarten play within their allocated area, Reception play within their allocated area, Prep 1, Prep 2 and Prep 3 play within the Pirate ship playground and Prep 4 - Prep 6 pupils on the other 2 play areas.

There will be a minimum of five members of staff on duty during morning breaks. First Aid can be given either directly on the playground (when dealing with near miss or minor incidents), or by a designated First Aider located in the staff room. There are first aid supplies available in small packs to be taken outside, and the main location for supplies is in the medical room of the Prep School. Morning break takes place from 1035 – 1050.

Lunch times

Teaching Assistants and Teachers are on a duty rota responsible for the children during the lunchtime break. They also supervise the pupils in the Skelton Hall, in addition to the serving and general kitchen staff who are responsible for setting out and clearing away the plates and cutlery and assisting the younger pupils with cutting up food and carrying their trays. The Teachers and Teaching Assistants accompany pupils to Skelton Hall. When the pupils have finished their lunch, they are escorted outside to the playground by the Teaching Assistants and Teachers. The duty staff remain on duty until 1240 when the Class Teachers escort the pupils back to their classrooms in time for afternoon lessons.

Pupils in Reception are escorted to Skelton Hall by members of staff who have a full 12 hour paediatric first aid certificate. This adult stays with the pupils until they have finished eating. Food is cut up according to the Food Standards Agency guidance for Safer Eating to avoid choking. Kindergarten pupils eat in the Kindergarten Classroom. They are supervised by adults with a full 12 hour paediatric first aid certificate. This adult stays with the children until they have finished eating.

Key Supervision & Safety Requirements in EYFS

- **Constant Supervision:** Children must never be left alone while eating; they must always be in sight and hearing of a staff member, preferably sitting directly in front of them.
- **Positioning:** Children must be seated securely in a highchair or appropriately sized low chair.
- **Choking Hazards:** High-risk foods (e.g., whole grapes, nuts, raw vegetables) should be avoided or modified (e.g., quartering grapes, slicing sausages lengthwise).
- **Staff Training:** A staff member with a valid paediatric first-aid certificate must be present.
- **Distraction Management:** Mealtimes should be calm; loud talking and toys at the table should be discouraged to prevent choking.
- **Allergy Management:** Prohibit food sharing to avoid allergic reactions.
- **Responsive Feeding:** Children should not be rushed and should be allowed to eat at their own pace.

Clubs

Pupils can participate in the daily club programme which runs from the end of afternoon school at 1530. Clubs finish at 1610, except for a few which may run slightly longer to enable the children to take full advantage of the activity.

Staff supervise pupils attending the clubs in the designated area relating to the activity. For such activities that take place off school premises the relevant risk assessment forms need to be completed by the member of staff running the club, and permission obtained before the club takes place. Some clubs need to be limited in numbers owing to safety factors, such as Tennis and Science Club.

Bus pupils

Any pupils who travel home by bus are released from the club they are taking part in at 1600 when they are released to the staff members on duty. A register of pupils travelling each day will be taken. A member of staff is assigned to each of the three bus stops and will accompany the children to the different bus stops (Harecroft Road, Jarvis Carpark and Skelton Hall). The members of staff escorting them will ensure that the children are on the correct bus and that they are wearing seatbelts and seated at the front of the buses before they leave. Staff will remain at the bus stop until all the coaches/minibuses have departed.

End of the Day

At the end of the teaching day most pupils will remain at school to take part in the Clubs programme. Any pupils going straight home at 1530 will be accompanied to the carpark to waiting parents/carers. Following the end of Clubs at 1610 pupils will be accompanied to the carpark to waiting parents/carers. Those pupils staying for Late Club will be dismissed to parents/carers from Pupil Services prior to 1730. A member of the Prep School Leadership Team will remain in school until the last pupil has been collected.

Accidents and Injuries

There is a separate policy, (A7) First Aid Policy, in place giving guidance for staff dealing with accidents and injuries, and a record is kept of all such occurrences. Parents are informed in the case of any head injury, and in addition they are notified when the first aider dealing with the injury feels any level of concern. All staff are trained in First Aid procedures, and there is always at least one member of staff on the premises who holds a current certificate in specialised training in paediatric first aid.

Trips and Educational Visits

A separate policy is in place dealing with these events. Ratio guidelines for adult: child supervision are always adhered to, with the majority of trips having more staff than the recommended number. Any member of staff taking children off school premises must take the school mobile phone with them and be always contactable.