

# WOLVERHAMPTON GRAMMAR SCHOOL

## SUPERVISION POLICY – JUNIOR & INFANTS

### **Breakfast Club 7.30am - 8.00am**

There is an additional charge for this service, and children must be signed in by a parent, guardian, or carer. A supervisor and assistant, along with a member of JSMT will be on the premises from 7.20am. Children will be fed a healthy breakfast of cereal/toast & milk/fruit juice, followed by a range of short, educational activities. Children will be released onto the relevant playground (Reception to Year 2 on the Infant playground, Year 3 and 4 on the Junior School playground, and Year 5 and 6 on the netball courts) after 8.00am. Any Reception to Year 2 children already on site will be signed in with one of the classroom assistants on duty on the relevant playground.

### **Before School 8.00am - 8.45am**

Two assistants are on duty from 8.00am in the morning on the netball courts and a further two on the Junior School playground. The infant teaching assistant team are on duty on the Infant Playground daily, and all infant children must be delivered to the infant gate. See Appendix 1 for a full breakdown of ratios for EYFS children.

On mornings when conditions make it impossible to go outside, two members of staff are to remain at the entrance to welcome children and to sign Reception to Year 2 children in. The other members of staff will take Reception and Year 1 children to the Reception classroom, and Year 2 to Year 6 children into the hall and to ensure they play board games sensibly. The children are to be sent to classrooms ten minutes earlier at 8.30am

### **Registration**

A register of students is taken at start of the morning and afternoon sessions. Parents/legal guardians 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.

### **Morning Break 11.00am-11.20am (Infants: 10:10am-10:30am)**

At morning and lunch breaks, there is a staff duty roster which considers supervision of the playground area. Three members of staff are on duty each day (a member of JSMT accompanied by two break time assistants). Reception to Year 2 children play on the Infant playground, Year 3 and 4 children play on the Junior School playground, and Year 5 and 6 pupils use the netball courts.

No ball games may take place on the Junior School playground at break: it is too small a space.

One long whistle blow indicates the end of break time and tells the children to stand still. A second short whistle blow tells them to they line up in their form groups quietly. A third short whistle blow indicates that it is time to be silent and self-check uniform. Once the teacher on duty is happy that they are silent and smart, they are to dismiss them a line at a time.

### **Lunch Break 12.10pm-1.10pm (Reception: 11.45am-12.45pm, Year 1 & 2: 12 noon-1.00pm)**

Three lunchtime assistants are on duty each day from 12pm to 1.10pm. An additional member of the teaching staff is also present throughout infant lunch. Infant lunch sittings are approximately 11:45 (Reception), 12:00pm (Year 1), and 12:10pm (Year 2). See Appendix 1 for a further breakdown of EYFS staffing during lunchtime.

For the first few weeks of the autumn term, Year 3 are to go to lunch first followed by Years 4, 5 and then 6. Once Year 3 have settled in, Year 6 may take themselves straight to lunch every day. Year

groups not in a lunch sitting are to be supervised in a variety of play activities on the playground(s) or the fields if the weather is pleasant enough. Year 6 may also visit the senior school library, or complete one of their leadership roles, if applicable. The order of lunch sittings is Year 6 (12:10pm), Year 3 (12:20pm), Year 4 (12:30pm) and Year 5 (12:40pm), and with the exception of Year 6, year groups must be escorted to the lunch hall one at a time.

Occasionally, senior-school students run activities in the Junior School (e.g. story time for Year 3 on Tuesday lunchtimes), and this is to be encouraged. At no point must these students be allowed to assume responsibility for children, and a teacher must always be nominally in charge of such an activity.

#### **General guidance for break and lunch supervisors**

- Do not stay in one place for any length of time - make sure you patrol all areas of the playground
- Do not stand talking to other supervisors or spend a long time with one group of children.
- Do not let the children think they can misbehave because you are not watching them.
- Follow the Junior School Behaviour Policy.
- Aggressive play, bullying or rudeness should be reported to the teacher on duty.
- Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
- Do watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere.
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Pass all lunchtime issues to appropriate staff, no matter how small – it could help build a bigger picture
- Teachers on playground supervision duty should be wary about carrying full mugs of hot tea or coffee in a crowded playground, since they could end up scalding a child or themselves.
- Actively watch children on the adventure play area to ensure play is safe, sensible and appropriate for the area and equipment.

#### **Wet mornings/breaks/lunches/after school:**

Unless conditions are clearly unsuitable, children should go out at break time. Light rain is not a reason to stop children from playing outside. On days when the children are indoors because the weather is inclement, children should be sent to the Junior School Hall where members of the JSMT will help with crowd control. Teachers without form responsibilities are to bring refreshments to the staff and to free them to allow for comfort breaks to take place.

#### **Injuries at Breaks and Management of First Aid**

The Junior School Secretary, deals with the majority of injuries. She is assisted by Mrs Fletcher, a classroom assistant at lunchtime. Both members of staff have a Paediatric First Aid qualification. Injuries on the playground are to be managed initially by the members of staff on duty. The member of staff will assess the injury and decide what action should follow. When a child has suffered a minor injury, such as a bruise or abrasion, the child is to be sent to reception, ideally accompanied by another child. In the case of more serious injuries, a member of staff on duty must accompany the child into reception to hand over the child to the first aider on duty. All injuries are to be recorded in the accident record forms the same day. The forms are then to be sent to the Finance Director for review of any remedial actions required and for inclusion in the termly Health and Safety analysis of accidents in school. A list of all Paediatric First Aid trained staff can be found in the 'EYFS' area in the Junior School section on Firefly.

## **End of the Day**

Children in Reception to Year 2 are dismissed from their classrooms to the Infant playground at 3.10pm. At this point, the children have supervised recreational time until collection or until 3.20pm, whichever is the sooner. As is the case with all Junior School pupils, **children must only be released into the care of individuals who have been notified to the staff or the office by the parent (or carers)**. Children in Years 3 & 4 are dismissed from their form room to the playground at 3.45pm, and Years 5 & 6 at 4.00pm where they are all supervised by members of staff until 4.10pm.

Staff are to monitor the two entrances and exits to the Junior School to check that children are leaving accompanied by parents or carers. All staff have a responsibility to ensure that teachers are posted on the exits to the playground. A member of JSMT will take children leaving by bus down onto Compton Road to ensure they are placed on the correct vehicle. Children who have permission to walk home (usually Year 6 (and Year 5 in the summer term)) should be walked down to Compton Road alongside those catching the bus.

Quiet Club and a range of enriching activities operate from 4.10pm until 5.10pm (3.20pm to 4.10pm for Infant pupils) throughout the Junior School building. After 5.10pm a 'buffer time' of twenty minutes begins, where the children are allowed to play quiet games. The Quiet Club supervisors may take the children outside onto the playground once all homework has been completed.

Late Club commences at 5.30pm and runs to 6.15pm. Further activities and a light snack will be provided. There is an additional charge for this service.

All Junior School staff are expected to take two activities each week. If the Quiet Club supervisors are away, staff are required to share the additional homework supervision. A member of the JSMT will always be present in school until the last child has been collected.

Cancellation of activities should not occur unless this is unavoidable. When a member of staff is away from school and an activity needs to be cancelled, parents are to be given adequate notice (at least two days). Whenever possible the club is to be rearranged on an alternative evening. When a late cancellation to an activity is required, staff must take responsibility for the children who will be staying on after school – if they are sent to Quiet Club, staff are to aid the member of staff on duty to assist with the additional numbers.

Staff not on duty should not leave the premises before 4.15pm. It is possible for staff to leave earlier for medical appointments, where they have non-contact periods at the end of the day, provided they have requested permission from the Head. Staff leaving with such permission must sign out at the School Office.

## **Clubs and activities after school**

The first responsibility of a teacher taking a club is to take a register of all children participating in the activity. This register is to be returned to the school office as a record of who is on site. After the activity, the teacher taking the group must ensure that the children are handed over to the Quiet Club supervisors.

## **Supervision whilst traveling to and from school**

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

## **Supervision during Trips & Excursions**

The school is proud of its programme of off-site activity, and part of the valuable children's experience is managing risk at a level appropriate to age and prior knowledge. When it comes to group work and remote access, however:

- There will be occasions when children and staff will be working in remote locations (e.g. Year 6 Arthog Trip). It is imperative that all staff have fully-charged mobile phones with all other staff numbers, and the generic emergency phone number stored. A separate card should also be carried in the event of technology failure.
- There will be occasions where direct physical supervision is not possible (e.g. canoeing). It is imperative that (a) all safety accessories (e.g. lifejacket) are appropriately in place before commencement; and (b) children are kept in sight and within reach at all times during such activities.
- At least one Paediatric First Aid trained member of staff must accompany EYFS children on visits and off-site activities. Where some EYFS children attend an off-site activity, and others stay behind, there must be at least one Paediatric First Aid trained member of staff in each location.
- See Appendix 1 for EYFS ratios
- See Appendix 2 for guidance on road crossings.

More detail is to be found in the school EVC Policy, and Generic Risk Assessments, both located on the staff network.

### **Please also refer to the following policies and procedures:**

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|--|--|
| Behaviour Policy - website   | Anti-Bullying Policy - website                                     |
| Induction Procedure for New Staff (includes Safeguarding and Supervision Policies) | Health & Safety - website  |
| EVC Policy - staff network<br>(For staff organisers/participants of trips)         | Generic Risk Assessments<br>(For organisers/participants of trips) |
| Security, Access Control and Workplace Safety Policy - website and school network  |  |

### **Monitoring and Evaluation of this policy**

The school monitors and evaluates its supervisory procedures through the following activities:

- Senior leadership team discussion
- Frequent scrutiny of accident and near miss data
- Regular analysis of a range of risk assessments and concerns/complaints list.
- Logs of bullying/racist behaviour/complaints are reviewed annually by the senior leadership team and the governing body

DLP  
September 2025

Next Review:  
September 2026

## Appendix 1

### Ratios in the EYFS

| Activity requiring supervision                | Timings                             | Staff  |   |
|---|-------------------------------------|--|---|
| Breakfast club                                | 0730-0800                           | 1 x Level 3 (usually Sharon Fletcher)<br>1 x Additional body<br>1 x Level 6+ on site to support (usually a member of JSMT)   |   |
| Morning Duty                                  | 0800-0840                           | 1 x Level 3 (usually Sharon Fletcher)<br>2 x Additional adult (usually Helen Lyford and Carolyn Holles)<br>2 x Level 6+ usually within earshot (usually Gurprit Samra/Clare Cooper and Julieanne Burke)  |   |
| Lessons                                       | 0840-1010<br>1030-1145<br>1245-1515 | 1 x Level 6+ (usually Gurprit Samra or Clare Cooper)<br>1 x Level 3 (usually Sharon Fletcher)<br>1 x Additional adult in the morning sessions (Simon Palmer)   |   |
| Breaktime                                     | 1010-1030                           | 1 x Level 6+ (usually a member of JSMT)<br>2 x Additional adults (usually Simon Palmer and Karla Parkes)   |   |
| Lunchtime - shift 1<br>(in the Derry Canteen) | 1145-1210                           | <b>All staff on duty should have Level 2 Food Hygiene training and a Paediatric first Aid qualification</b>  | 1 x Level 6 (usually a member of JSMT)<br>2 x Level 3 (usually Sharon Fletcher and Evelin Rogers)<br>1 x Additional adult (Simon Palmer)  |
| Lunchtime - shift 2<br>(in the Derry Canteen) | 1210-1240                           |  | 1 x Level 6+ (usually a member of JSMT)<br>1 x Level 3 (usually Carolyn Holles)<br>1 x additional adult (usually Helen Lyford)  |
| Lunchtime - shift 3<br>(in the Derry Canteen) | 1240-1310                           |  | 1 x Level 6+ (usually a member of JSMT)<br>1 x additional adult on Mondays and Tuesdays (usually Lauren Hill)<br>1 x Level 3 adult on Wednesdays, Thursdays and Fridays (usually Kate Whyton) |
| Lunchtime<br>(on the playground)              | 1210-1245                           | 1 x Level 6+ (a member of the Junior School teaching staff)<br>1 x Level 3 (usually Evelin Rogers)<br>1 x additional adults/ Level 3 when all the children have finished their lunch (usually Lauren Hill on Mondays and Tuesdays; usually Kate Whyton on Wednesdays, Thursdays and Fridays).<br><br><b>Due to children finishing their lunches at different times, the decision is made by the Level 6 as to when additional support is required on the playground.</b><br><br><b>Reception children are encouraged to have finished their lunch and have left the Derry by 12.30pm</b> |   |
| Dismissal                                     | 1515-1520                           | 1 to 3 x Level 6+ (any combination of (usually) Gurprit Samra/Clare Cooper, Julieanne Burke, and Lynn D'Arcy/Emma Stanton)<br>1 x Level 3 (usually Sharon Fletcher)<br>2 x additional adult (usually a combination of: Helen Lyford, Lauren Hill or Carolyn Holles)  |   |
| Infant Extra-curricular clubs                 | 1520-1610                           | 1 x Level 6+ (all run by Junior School or Senior School members of teaching staff)   |   |

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|---|-----------|--|
| Uncollected children not signed up for a club | 1520-1610 | 2 x additional adult (usually a combination of: Helen Lyford, Lauren Hill or Carolyn Holles)<br><br><b>Uncollected Reception children should be ushered to join an indoor after-school club where they will be supervised by a Level 6+ member of staff.</b> |
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|------------|-----------|--|
| Quiet club | 1610-1730 | 1 x Level 3 (usually Evelin Rogers)<br>1 x Level 6+ on hand to support (usually a member of JSMT)                        |
| Late club  | 1730-1815 | 1 x Level 3 (usually Evelin Rogers)<br>1 x additional body<br>1 x Level 6+ on hand to support (usually a member of JSMT) |

**Other activities involving EYFS children:**

|               |           |   |
|---------------|-----------|---|
| Wet mornings  | 0800-0840 | 2 x additional adults/bodies on door duty to sign in and take messages<br>2 x Level 3 in the Reception classroom<br>1 x additional body in the Reception classroom<br>1 x Level 6 (usually a member of JSMT) when the number of reception children who have arrived reaches 15. |
| Wet break     | 1010-1030 | Children to remain in classroom with:<br>1 x Level 6+ (usually Gurprit Samra)<br>1 x Level 3 (usually Sharon Fletcher)  |
| Wet lunch     | 1145-1210 | As above  |
| Wet dismissal | Various   | See wet mornings  |

|              |                                |  |
|--------------|--------------------------------|--|
| Swimming     | 1000-1145<br>(Wednesdays)      | 1 x Level 6+ (usually Gurprit Samra)<br>2 x Level 3 (usually Sharon Fletcher & Kathryn Ralph)<br><br><b>Junior School staff accompany the children on the coach, assist with changing, and observe from poolside. Other adults include: Hills Coach driver, 2 x swimming instructors and 1 x lifeguard</b> |
| Trips        | As specified on trip paperwork | 2 x Level 6+ (usually Gurprit Samra & a member of JSMT)<br>1 x Level 3 (usually Sharon Fletcher)<br>1 x additional adult (usually Helen Lyford)<br><br><b>Always at least one member of staff with current/valid Paediatric First Aid training.</b>  |
| Medical Room | Various                        | 1 x PFA certificate holder (usually JS Secretary)<br>1 x Level 6+ is usually adjacent (Head of Junior & Infants' Office)<br>See also: Administration of Medicines Policy   |

### **Supervision of junior-school-aged children during road crossings**

1. First find the safest place to cross
  - If possible, cross the road at: subways, footbridges, islands, zebra, puffin, pelican or toucan crossings, or where there is a crossing point controlled by a police officer, a school crossing patrol or a traffic warden.
  - Otherwise, choose a place where you can see clearly in all directions, and where drivers can see you.
  - Try to avoid crossing between parked cars and on sharp bends or close to the top of a hill. Move to a space where drivers and riders can see you clearly.
  - There should be space to reach the pavement on the other side.
2. Stop just before you get to the kerb
  - Do not get too close to the traffic. If there is no pavement, keep back from the edge of the road but make sure you can still see approaching traffic.
  - Give yourself lots of time to have a good look all around.
3. Look all around for traffic and listen
  - Look all around for traffic and listen.
  - Look in every direction.
  - Listen carefully because you can sometimes hear traffic before you can see it.
4. If traffic is coming, let it pass
  - Look all around again and listen.
  - Do not cross until there is a safe gap in the traffic and you are certain that there is plenty of time.
  - Remember, even if traffic is a long way off, it may be approaching very quickly.
5. When it is safe, go straight across the road - never run
  - Keep looking and listening for traffic while you cross, in case there is any traffic you did not see, or in case other traffic appears suddenly.
  - Look out for cyclists and motorcyclists traveling between lanes of traffic.
  - Do not cross diagonally.

It is important to set a good example. Use the Green Cross Code yourself.

- Use pedestrian crossings even if it involves a small detour.
- Talk about the importance of not using a mobile phone or texting while crossing the road.
- Remind your child that they cannot hear traffic if listening to music through earphones or see it properly if wearing a large hood.
- Use the opportunity to perform a headcount