



Pupil Supervision Policy (inc. EYFS)

Date last reviewed	Mrs G. Erdil (Senior Deputy Head)
Reviewed by	July 2025
Approved by	Mr. F. Adak (Headteacher)
Next review due by	July 2027

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Overview

This Policy is applicable to all those involved in pupil supervision at North London Grammar School (the “**School**”). The objectives of the Policy are to:

- Ensure that pupils are appropriately supervised during school activities
- Consider supervision on arrival and departure from the School
- Consider the supervision of boarders and Early Years Foundation Stage (“EYFS”) pupils.

The Deputy Head Pastoral will be responsible for the implementation of this Policy.

Pupil Registrations

An electronic register of all pupils is taken on the School’s MIS ‘iSAMS’ at the start of the morning and in the afternoon.

Pupils who are late for registration should sign-in at the School Office. Parents are responsible for notifying the School if their child is absent for any reason. The School Office will always contact parents whose children are not in school by 9:20 am each day and for whom no notification of absence has been received. In the first instance form tutors check reasons for absence with concerns being passed to the Head of Year. The Deputy Head Pastoral oversees the registration system and tracks patterns of absence as part of safeguarding procedures. This is in conjunction with the Head of Junior School. Where there is a safeguarding concern, the School will follow the School’s Child Protection and Safeguarding Policy.

All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. Copies of pupil timetables are ‘live’ on iSAMS. If a pupil cannot be found, the Missing Child Policy and Procedures must be instigated.

Pupils from all year groups are expected to remain on site throughout the school day.

If any lesson has to be cancelled or moved for any reason i.e. staff illness, pupils are informed and given instruction by their form tutor / class teacher.

If a pupil has to be sent home unwell, they will not be allowed to leave the School site until they are collected by their parent or guardian. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

Reception Class Children’s Arrival and Departure

Parents should bring and collect their children to and from the secure Reception class gate. It is important that parents and staff are able to liaise at this time, and equally important that the staff are available to the pupils. For this reason, we ask for interactions to be fairly brief.



Junior School Pupils' Arrival and Departure

Pupils may arrive at school from 08:30am, any pupils arriving before 08:30am should report to the Main School Dining Room to the Breakfast Club (chargeable online) which is available from 07:30am. The children enter the Junior School and go straight to classrooms. Registration takes place before lesson one.

If pupils are late, parents should accompany them to the main School reception. After signing the child in, the Office staff will accompany the child their class.

The end of the day is on a dismissal from 3.20pm for the Junior School. However, from 3.30pm any child not picked up or at a club will then be the responsibility of After School Care.

In the morning, there is one member of staff on the Junior School door greeting children. Each class teacher is responsible for dismissing their own children and reporting any changes to the pick up.

All Junior School members of staff are expected to take their share of break and lunchtime duties. The aim of the duty system is to ensure that pupils are safe in the School and its grounds and to supervise behaviour.

The main duty times are:

- Break times
- Lunchtime
- After School Clubs

Staff are timetabled to be in the playground to supervise pupils at break times and lunchtimes, as well as at other times of the school day.

During the School Day

Every effort is made to ensure that classes are not left unsupervised. No pupils in Reception to Year 6 should be left unsupervised in class at any time. In case of an emergency, a pupil will be sent to alert a second member of staff (e.g. from a staff room or the School Office). If a member of staff does not arrive for a lesson two pupils are expected to alert another adult/the main office.

EYFS students require additional supervision and protection, in line with stated ratios (see EYFS Policy). Children are usually in sight and always within hearing of staff.

With professional judgement, individuals/pairs of pupils above Reception class may be sent unaccompanied for a specific purpose as long as it is in their area of the school or to the reception desk. All staff take an active interest in the conduct and demeanour of pupils as they move around school. Any untoward or dangerous behaviour will be challenged.



Collection by an adult who is not parent or legal guardian

Pupils from Reception to Year 6 may not be collected by a person who is not the parent or legal guardian unless by prior written agreement. If this is by email, it must be from an address/ number registered with the school.

If a pupil is not collected by 15:30

If a pupil is not collected by 15:30 (and a prior arrangement to go to an after-school activity or the After School Club has not been made) the following procedure will be implemented:


1. If a Reception class pupil has not been collected, they will remain in the classroom with two or more staff members and the office will be notified to contact the parents by phone.
2. If a Year 1 - 6 pupil has not been collected by 15:30 they will go to the School Office and parents contacted.
3. At 15:30 the pupil's parents will be telephoned and an arrangement made.
4. If the parent will be at the School after 18:15 the pupil will be taken to the Dining Room to be supervised by a member of the Boarding Staff.
5. The Head of the Junior School will be informed.
6. The School will alert DSL if the pupil is still not picked by 18.30 and we cannot contact the parents or emergency contacts.
7. We will ascertain why the parents did not pick up the pupil on time.

Missing Child Policy and Procedures

Whilst we take every care in ensuring that all pupils are safe and secure at all times, as a statutory requirement, we need to explain our procedures in the unlikely events of a pupil going missing in school and whilst on a visit out of school. The following procedure will be implemented.

In school - staff will:

1. Alert the school community using the Tanoy system, or internal phones
2. Search all classrooms, playground, toilets and all areas of the building
3. Ascertain if and how the pupil may have left the building
4. Continue to search in the surrounding areas of the School
5. Inform parents of the missing pupil
6. Alert the police

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7. When the missing pupil is found ascertain why and how the pupil left the site
 8. Ensure the pupil is well and not injured or ill in anyway
 9. Inform the parent/guardian immediately
 10. Review and, if required, improve school security to ensure that no other pupil can leave the premises again in the same way.

On visits out of school – staff will:

1. Search all areas of the visit venue
2. Ascertain if and how the pupil may have left the area
3. Inform the administration at the visit venue immediately
4. Inform school administration immediately
5. Continue to search in the surrounding areas of the visit venue
6. Inform parents of the missing pupils
7. Alert the police
8. When the missing pupil is found ascertain why and how they left the site
9. Ensure the pupil is well and not injured or ill in anyway
10. Inform the parents/guardian immediately
11. Review and, if required, improve school visit security to ensure that no other pupil can leave the designated adult again in the same way.

For further information, please refer to the School's Missing Child Policy and Procedures.

Supervision of Boarders

Boarding pupils must sign in and out of the Boarding Houses at all times.


Boarders are all times under the responsibility of an identified member of staff who is suitably qualified and experienced. Staff are on duty in the boarding houses at all times when boarders are in the House. Boarders are able to call on a member of staff at any time, if necessary.

House staff must know the whereabouts of boarders (or how to find their whereabouts) in their care at all times. Boarders' mobile numbers are recorded by House Staff. The signing in and out registers are monitored regularly by House Staff. There is a procedure that must be implemented if a boarder is missing which is on display in the Boarding House office.

During the weekend, the House Staff check on all boarders' whereabouts during the day.

Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from the School. Pupils are not supervised by a member of staff when travelling on school coaches; but are



expected to behave responsibly. We would always investigate complaints about poor behaviour. Pupils from Year 3 upwards are entitled to travel on a school coach.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of school are set out in the Educational Visits Policy.

Unsupervised Access by Pupils

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, the art rooms, etc. Doors to these areas are kept secured at all times when not in use. All flammables are kept securely locked in appropriate storing facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School. Clear signs are displayed and each are locked.

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, and is available in the Staff Handbook.