THE MOUNT SCHOOL
SUPERVISION POLICY
2026-2027

Policy detail	Information
Version	2.0
Policy writer	Euan Burton-Smith
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Approval	Approved by - Chris Sellers, Director / Proprietor

1 Principles and responsibilities

The Director / Proprietor oversees effective arrangements and resources. The Headteacher leads School supervision; the Nursery Manager and EYFS teachers coordinate early years deployment; the office staff support registers, collection information, site security and operational communication. Activity and trip leaders are responsible for their assigned groups. Every member of staff must follow the current rota, know their responsibilities and report unsafe gaps promptly.

Supervision is active: staff observe, engage with children, anticipate risks and remain able to intervene. It must reflect age, development, SEND, medical needs, behaviour, the activity, layout and foreseeable hazards. Minimum staffing figures do not establish safety by themselves.

A member of staff must not leave a group or duty area without ensuring that another authorised adult has accepted responsibility. Permission to stay indoors, go to a toilet, receive first aid or attend an intervention must include suitable supervision and accountability. Children are never left without an appropriate arrangement for their safety.

2 Framework and related policies

The policy supports the Education (Independent School Standards) Regulations 2014, particularly the requirement for appropriate pupil supervision, current KCSIE, the EYFS framework for group and school-based providers effective from September 2026, applicable health and safety and equality duties, and current registration requirements.

It should be read with Safeguarding and Child Protection; Health and Safety; Missing Child; Attendance; Educational Visits and School Journeys; SEND; Accessibility; Behaviour; Anti-Bullying; First Aid; Supporting Pupils with Medical Conditions; Administration of Medication; Allergy Safety; Intimate Care; Online Safety; Safer Recruitment; Staff Conduct; and Data Protection policies, together with current Nursery care procedures and emergency plans. Those policies remain the source of their detailed response procedures.

3 Premises deployment and daily planning

Leaders maintain a current record of room use, routes, entrances, outdoor zones, toilets, stairs, blind spots and staff positions. It must be updated when groups or rooms move. The School's multi-building layout requires planned supervision during movement between areas; a closed gate or CCTV does not replace staff oversight.

Before children are received, leaders check expected attendance, available staff, qualifications, first-aid cover, breaks, individual support and any room or equipment restrictions. Rotas identify adults, times, areas and cover. Staff undertaking administration, breaks, training or another duty must not be assumed available to supervise children simultaneously.

Where staffing or conditions become unsafe, staff contact the Headteacher or Nursery Manager immediately. Leaders arrange competent cover, adjust the activity or restrict access to an area; provision must not continue on the assumption that the gap will resolve itself. A statutory staffing exception is not a routine cover strategy.

4 Arrival and start of the day

School supervision begins at the agreed staffed arrival point when a child is accepted into School care. Standard School arrival is from 8.40am, with the bell at 9.00am. Class teachers or arranged cover are ready to receive children from 8.40am and the Headteacher or delegated senior leader oversees the entrance. Gate closure follows the current arrival and security procedure.

Cedar Club receives booked children from 7.30am. Nursery operates from 7.30am to 6.00pm. Staff record arrival and accept a clear handover from the parent or authorised carer. Families must not leave a child before a staffed handover or during a period when no provision is operating.

Parents remain responsible before handover and after authorised collection. Once staff have accepted a child, an absent or delayed register entry does not remove the School's responsibility. Late arrivals report through the designated office or Nursery entry procedure and are handed over to the responsible adult.

Parents and visitors enter teaching areas only with permission under the current access arrangements. Nursery handovers follow the designated route and must not allow unverified adults to move freely through child areas.

5 Registers absence and child accounting

School morning and afternoon attendance is recorded on Compass, using the correct codes, with registers submitted by 9.00am and 1.35pm respectively in line with the Attendance Policy. Attendance is taken promptly for each session; uncertainty about a child's whereabouts is raised immediately, not held until the closing time.

The office keeps current collection, club and early-departure information available to relevant staff. Nursery arrivals and departures are recorded by staff on Famly or the approved Nursery system. Clubs maintain a register and record transfers and collection. An electronic record must reflect actual attendance rather than a booking alone.

If a system is unavailable, staff use the agreed secure temporary record, tell the office or leader and reconcile entries as soon as practicable. Reliable emergency accounting information must remain accessible during an outage.

Unexpected absence is followed up promptly under the Attendance Policy and Nursery absence procedures. A child whose whereabouts become unexpectedly unknown while in School care triggers the Missing Child Policy immediately. Head counts and named checks are used at transitions; a numerical match alone may not establish that the correct children are present.

6 Lessons interventions and movement

The teacher or activity leader is responsible for the group throughout the timetabled session and its handover. Children do not wait unattended in classrooms, specialist rooms or club areas. Staff who need to leave request cover through an adult communication route.

Movements to specialists, interventions, dining, outdoor areas and other buildings are planned. The sending adult knows which children have left and where they are going; the receiving adult accepts responsibility and checks arrival. Age appropriate independence may be permitted only where routes, risks and accountability arrangements make this safe.

Children are not sent on errands to unsupervised or restricted areas or used to carry confidential records or medicines. Independent toilet use is supported through permission, awareness of location, a safe route and prompt follow up where a child does not return as expected. Privacy is respected; children needing assistance follow their care plan.

7 Breaks lunch and wet weather

The current duty rota covers all occupied outdoor and indoor areas. Adults take up duty before children enter and remain until the receiving staff have accepted the children. Positions cover gates, entrances, play equipment, blind spots and movement through cloakrooms. Staff patrol and interact rather than gather together where oversight is reduced.

First aid availability follows the First Aid Policy and needs assessment. If a duty adult must attend an injury or other incident, cover for the remaining children is secured. Staff must not leave a duty area because another adult is nearby without an agreed handover.

Wet-weather arrangements identify the classrooms or indoor spaces in use and allocate adults to each group or safe supervision zone. Equipment and outdoor areas that are unsafe in the conditions are taken out of use.

Dining is supervised with attention to choking, allergies, food sharing, medical needs and safe movement. Staff check prescribed meal arrangements and the School's coloured-mat procedure where used. Children remaining indoors for support, illness or another reason have a named responsible adult.

8 Nursery and Kindergarten supervision

Early years deployment meets the current framework's age, qualification, suitability and first-aid conditions and the needs of the children actually present. The Nursery Manager records the staffing basis for each group; Kindergarten arrangements are checked by the Headteacher.

In EYFS, children are normally observable and audible to staff and must never be beyond both sight and hearing. Eating and sleep require both visual and auditory supervision throughout. For every sleep, a baby younger than six months has an adult present in the room. Sleeping children receive frequent recorded checks under the safer-sleep procedure; cameras or audio monitors do not replace required staff deployment.

The Mount retains the Nursery's operational staffing baselines of one adult to three children under two, one to five two-year-olds and one to eight children aged three and over. These do not remove qualification requirements or the need for additional staff. Any proposal to use a different permitted teacher-led ratio requires the Nursery Manager, Headteacher and Director to verify and record the applicable framework conditions before it is introduced.

Kindergarten is an independent school Reception class and follows the applicable teacher led or non-teacher led EYFS route; it must not be assigned a ratio simply by copying the Nursery's 1:8 figure. Qualified deployment, the ages within the class and all relevant conditions determine the legal staffing basis. The current framework, rather than this summary, controls the calculation.

Ratios and supervision remain safe during breaks, sleep, meals, nappy changing, toileting, outdoor play, room transfers and emergencies. Staff counted in deployment are suitably checked, competent and genuinely available for the children. Volunteers, students or staff awaiting checks are not counted automatically.

A key person supports knowledge of each child, but all supervising staff must know essential communication, healthcare, allergy, collection and safety needs. Before and after School care for Reception-age children follows the framework's separate wraparound requirements and a recorded assessment of activity, ages and needs; Nursery age care retains its applicable age based requirements.

9 Toileting personal care and individual support

Care routines are organised so that one child's need for assistance does not leave others without supervision. Intimate care uses authorised, suitably checked and trained staff and follows the Intimate Care Policy. Staff communicate respectfully, protect dignity and respond to distress or refusal.

SEND, disability, medical needs and known risks such as leaving supervision may require a specific safety or support plan. Plans identify adult responsibilities, communication, locations, transitions, triggers and response arrangements. Necessary adjustments enable participation and must not be replaced by blanket restrictions or reduced attendance.

Privacy does not prevent staff sharing information needed for safe care. Relevant plans are available to staff who need them, including supply and club staff, with secure access and proportionate recording.

10 Illness first aid and emergency assistance

An ill or injured child remains appropriately supervised while first aid and parent contact are arranged. Staff follow the First Aid, Medical Conditions, Medication and Allergy Safety policies and individual healthcare plans. Sending a child to the office does not establish a handover until a responsible adult receives them.

Staff call for assistance through the approved phone, or other adult communication system. Red-triangle assistance cards may be used where retained in the current classroom procedure, with an age appropriate safe messenger route only if this is suitable. Children must not be the sole emergency call method, must not be sent into danger, and must not carry private medical or safeguarding details.

Call 999 immediately where emergency help is required and inform the office and senior leader as soon as practicable. Secure supervision of the rest of the group. A casualty needing ambulance care receives appropriate adult support until an authorised handover, subject to emergency service instructions.

Parent contact and collection reflect the child's authorised arrangements, parental responsibility and any relevant legal or safeguarding restrictions. Staff do not automatically release a child to whichever parent arrives first where the arrangements require further checks. Infection management follows current health advice and School procedures.

11 Visitors volunteers and external adults

Visitors use the designated entrance, sign in, verify identity and purpose and wear the issued identification. Green and red lanyards communicate the access and supervision arrangements authorised by the School; a lanyard alone does not prove that all legal checks are complete or that the person may undertake every role.

Adults requiring supervision are escorted or supervised as directed and must not gain unsupervised access to children. Staff safely challenge unidentified adults or obtain help and report the concern. Parents must not approach other children to resolve disputes.

The School verifies suitability, DBS and any barred-list requirements under the current Safer Recruitment Policy before duties are assigned. Supervision is a control and does not remove checks that the law requires. External coaches and peripatetic teachers receive safeguarding briefing and a clear agreement about pupil responsibility.

Concerns about adult conduct follow safeguarding reporting routes, including the Director route for concerns about the Headteacher. Staff do not investigate allegations themselves or treat site access as evidence that a concern can be ignored.

12 Educational visits swimming fixtures and transport

Off site supervision follows the Educational Visits and School Journeys Policy and the approved risk assessment. Leaders identify responsibility during travel, arrival, changing, instruction, breaks and return. Instructors, lifeguards or drivers do not automatically take over the School's responsibility for accounting for children.

Swimming and fixtures require named group lists, checked departures and returns, safe transport and changing arrangements, medical information, emergency medication and appropriate staff positions. The current swimming rota records each group's departure, accompanying staff and cover for children remaining at School.

Individual support requirements, EYFS ratios and paediatric first aid are considered where applicable. Adults and children are briefed on separation and emergency arrangements. Any missing child is reported and responded to immediately while the remaining group stays safely supervised.

13 Collection early departure and late collection

The responsible class or activity adult releases a child only through an authorised handover. Early departures are verified through the office or Nursery procedure and recorded in the appropriate system. Changes are checked through an established School contact route, particularly where the collector is unfamiliar.

An unfamiliar collector's identity and authorisation are verified with the office or Nursery lead and, where necessary, a person with parental responsibility or other lawful authority. A password supports verification but is not sufficient proof of authorisation by itself. Children remain supervised while uncertainty is resolved.

Staff understand parental responsibility, recorded permissions and relevant court orders accurately. A family disagreement alone does not establish a legal restriction; where safety is uncertain, the DSL seeks appropriate advice. Proposed sibling collection requires prior approval based on age, maturity, the child's needs and safe travel.

A child not collected at the normal finish remains supervised and is transferred to the designated provision with a named handover and updated register. Kindergarten to Form II normally use Cedar Club and Forms III to VI use Homework Club before the scheduled Cedar Club transfer. Staff do not simply direct an uncollected child to another room.

At the published closing time, staff contact parents and emergency contacts and escalate to the Headteacher or Nursery Manager. If no safe collection can be arranged, leaders seek children's social care or police advice according to risk. Staff never leave a child alone, release them to an unverified adult or arrange an unapproved private journey home. Repeated late collection is reviewed for practical support and safeguarding concerns.

14 Clubs and extended day

Each club leader receives and checks a named list, records attendance and knows collection and onward care arrangements. Registers are reconciled with the office and receiving provision. Absence from an expected club is checked promptly rather than assumed to be parental collection.

The existing 4.30pm transfer to Cedar Club and 6.00pm close are retained, subject to the published current club timetable. Receiving staff confirm every child arriving and record the transfer in the approved club register. Drinks and snacks follow the planned routine and allergy and supervision procedures.

The current approved register may include a controlled backup book where needed; the previous Blue Book reference does not require an obsolete system where digital arrangements have replaced it. Staff confirm where the live attendance and collection record is kept before taking responsibility.

15 Staff competence communication and assurance

Staff receive induction and updates on supervision, duty rotas, handovers, missing-child response, first aid, visitors, collection and individual plans. Supply staff, students and volunteers receive information appropriate to their roles and restrictions. Staff must report if they cannot safely carry out a duty.

The separate EYFS requirement for reflective supervision of staff remains in place: managers arrange support, coaching and discussion of practice and concerns for staff working with children and families. These meetings do not replace immediate safeguarding reporting or the staffing needed to supervise children.

Supervision of technology use follows the Online Safety Policy. Staff maintain awareness of screens and activity and report concerns directly; filtering, monitoring and CCTV support professional vigilance rather than replace it.

Leaders check implementation through rota review, observations, register and handover sampling, incident review and feedback. They investigate gaps and near misses, record actions, owners and deadlines and confirm completion. This policy is reviewed annually and sooner after a serious incident, significant change in law, room use, provision or staffing model.