



MANOR HOUSE SCHOOL PUPIL SUPERVISION POLICY INCL EYFS

Date of Issue: **February 2026**

Date of Review: **February 2027**

Responsibility: **Deputy Head, Head of Prep, Director of Nursery Education**

References:

[DfE: KCSIE](#)

Child Protection Policy

ISI Regulatory Requirements

Health & Safety Policy

EYFS Statutory framework

Overview

This policy is applicable to all those involved in pupil supervision at the school.

Objectives

The objectives of this policy are to ensure that pupils are appropriately supervised during school activities throughout the school day and to also consider supervision on arrival and departure from the school. This policy also considers the supervision of the Early Years Foundation Stage.

Guidance

Pupils arrival and departure:

- Pupils arrive from 07.45-18.00, which includes early birds and after school clubs. Pupils arriving from 07.45-8.25am should go directly to Early Birds in EGH.
- EYFS pupils to go to Breakfast club from 8am.
- Pupils are not allowed onsite without supervision
- Where pupils are on the site outside of normal hours, at least one member staff will be present

Teaching and/or support staff will supervise pupils during breaks and lunchtimes, separate supervision will be made during school events.

Members of the PE department will supervise pupils for home and away matches.

Registration

- Registration is taken of pupils at the start of the morning and afternoon sessions. Parents/carers are responsible for notifying the school if their child is absent for any reason. The school office will contact the parent/carer if a child fails to arrive at school without explanation.
- All pupils must sign in and out at reception for leaving the school or returning after appointments.
- In Early Years and Lower Prep a child will only be released at the end of their session into the care of the parent or individual whose name has been notified to the school in advance.

Medical Support

- During term time a qualified paediatric first aider is on duty each weekday between 08:00 and 16:30, to administer emergency first aid and to deal with any accidents or illness.
- Nursery and Kindergarten have their own qualified paediatric first aiders.
- Several additional staff are trained first aiders and are available to give emergency aid treatment.

Pupils will not have unsupervised access in designated areas, which are securely locked when not in use and include:

- Swimming pool
- Gymnastic/athletic & climbing equipment
- Science laboratories
- Maintenance areas
- Cleaning area
- The Dell

Before School

- Early Birds is from 07.45 - Registration for Year 1 to Senior and is supervised by a member of staff.

Break and Lunchtime

- There is a duty rota, which covers breaktimes (short and long break).
- EYFS, Prep and Senior staff should adhere to the duty rota.
- Clubs during breaktime are supervised by staff.

After School

Honeypots – Overview and Objectives

- To provide a safe, secure environment at the end of the school day for children
- To allow children to play together and enjoy a range of activities
- To provide a calm environment with a quiet space should the children want to read quietly or complete their homework
- To ensure there are qualified staff in ratio to care for the Early Years children under five
- To ensure consistent ratios are provided for children under five.
- To ensure there is a service that includes all children from Nursery to Year 2
- Honeypots runs from 16.00 to 18.00 daily and is for Nursery to year 2 pupils, (The school reserves the right to reduce the hours if staffing is affected due to sickness)
- The staff are made aware of the school safeguarding policy
- All children are registered when they arrive or when the Late Class teacher leaves
- Where necessary children will be given the opportunity and support to complete their evening Prep including reading activities
- A light tea will be provided, which will be prepared by one member of staff whilst the children are supervised.
- All staff will have completed an up-to-date Food Handling course
- One member of staff will have attended a First Aid Training course

- Clubs are available for Lower Prep, Upper Prep and Senior school pupils, late class is available for pupils from 15.30-16.00 (Reception to Year 6) where they are then taken to pick up.
- Prep is for year 3 upwards and supervised by a member of staff. Homework or private study can take place. Pupils are collected from the specified room. Prep is from 16.00-18.00.

Travelling to and from school

- Parents are responsible for ensuring their children travel safely to and from school or to the minibus pick up/drop off points. Please see Minibus guidance for further details on expected behaviour.

Educational Visits

Arrangements are detailed in Educational Visits and Educational Visits for EYFS children policy guidance.

Any changes to this policy will be distributed to all staff.

Authors:

Simon Hillier

Position: Deputy Head

Melanie Luke

Position:

Director of Nursery Education

Helen Redward

Head of Prep

Reviewed and Updated: January 2026