

**INWOODS SMALL SCHOOL**  
**CHILD SUPERVISION + LOST CHILD POLICY**

Last Review Date	August 2025
Policy Endorsed by	The Trustees & School Management Committee
Policy is Maintained by	Inwoods Coordinator
Next Review Date	August 2026
Review Body	School Management Committee

## Child Supervision Policy

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## Rationale

All staff at Inwoods Small School have a duty of care to provide adequate supervision of children at all times. Supervision is one of the key requirements in the prevention of accidents and to injury throughout the school. Staff members require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents or injury. New staff should be informed of potential supervisory risks appropriate to the individual child in a confidential and sensitive way. Approved child/staff ratios must be adhered to, and extra staff provided for children with additional needs.

The School Coordinator ensures that this policy is effectively implemented and reviewed. They consider the following DfE guidance.

- EYFS Statutory Framework (2025)
- Keeping Children Safe in Education (KCSIE 2025)
- Health and Safety at Work Act 1974
- DfE “Health and safety: responsibilities and duties for schools”
- [Independent School Standards \(April 2019\)](#)

## Aim

- To ensure the safety of children at all times
- To reduce the potential for accidents and injury to children
- To ensure staff are aware of the variables relating to supervision
- To ensure safety for children when participating in class visits
- To ensure that staff have the capacity to evaluate supervisory practices and respond appropriately

## Implementation

### Parents will

- Personally deliver children to a staff member and ensure a staff member is informed if a child is taken out of school during the school day (see Missing Child Policy for more details).
- Inform staff if a person, other than the parent, will be collecting the child. This can be done in person, or by email or via a phone call to the office, or a message to the school mobile in the event of an emergency. (See Missing Child Policy for more details).

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- Ensure that parents are confident with the procedures that are in place to be followed when going on class visits with the school – Inwoods Educational Visits Policy and Safeguarding and Child Protection Policy also give more information.
- Adhere to correct “Sign-in and out” procedures in the office when necessary.
- Be familiar with all safeguarding policies, including access too and behavioural expectations on all of the school grounds if they come onto the school site and take over supervision of their children.
- Be made aware of the health and safety processes in place in the school and how activities are risk assessed. The school will ensure risk assessments are regularly updated and signed, including supervision arrangements for all off-site visits.

Staff will

- Ensure that the site is secure and that playground gates are closed and bolted after entry or exit.
- Be close enough to children to intervene in the event of any potential issue occurring.
- Ensure that children are not left alone in the playground or in the Inwoods buildings.
- Maintain clear sight lines to all children in the class at all times. Staff must place themselves in a position to ‘supervise’ as much of the ‘whole group’ as possible.
- Ensure that where multiple areas are available to children at the same time (indoor/outdoor activities) that such areas are appropriately supervised.
- Communicate effectively to other staff when they are moving from an area.
- Ensure children are only released to authorised people.
- Ensure younger children’s safety is not compromised in mixed age groups.
- Complete accident/incident forms for all injuries that require medical attention under their supervision and put a copy into the children’s files for a record of incidents and log them on to Salesforce. These records are stored securely and retained in line with your Data Protection Policy.
- Do regular head counts of children in their care, especially when entering the playground and on leaving the playground to return to classrooms.
- Regular headcounts of children are taken during excursions from school and be aware of the location of each child at all times.
- Ensure staff ratios are correct at all times to assist supervision.
- Do not take hot drinks out of the staff room unless a covered cup is used.
- Children who wish to use the bathroom from the classroom / playground / school field must inform a staff member.
- Question any strangers to the school in a friendly way and report any concerns immediately.
- Ensure that the supervision of class visits adheres to policy guidelines.
- Ensure all areas are visible, accessible and free of potential hazards.
- Lunchtime supervision - The teacher on duty must stay with all the children until they have finished their lunch and for EYFS children the person supervising will have up to date paediatric first aid training.

- That there is always an adult to accompany hurt children to a first aider and wait until they are handed over.
- Make sure that relevant risk assessments are up to date and adhered to.

This policy is shared with staff and parents to ensure there is an understanding of the importance of child supervision.

## EYFS Requirements

At Inwoods the classes are taught in mixed age groups, but we adhere to the EYFS ratios of staff to child. Reception aged children have a key person who is a qualified teacher who has paediatric first aid training. At no time will the class size exceed more than 30, at Inwoods the class sizes are around 10 children per teacher.

We are also aware that while eating, the EYFS children will always be supervised by a member of staff that has paediatric first aid training.

## Safeguarding Training

All staff will receive regular safeguarding training, including new staff, to ensure they are aware of the procedures and their responsibilities, especially in relation to KCSIE 2025. Training will be conducted annually by the DSL Mina Masoumian, or the Inwoods Coordinator Kate Power and upon the induction of new staff members.

More information on this can be found in the schools Safeguarding and Child Protection Policy.

## Health and Safety Compliance

The school will comply with all relevant health and safety laws, in particular the Health and Safety at Work Act 1974. Daily health and safety checks will occur on the school site at the beginning of each day. Regular in-depth health and safety checks will be conducted monthly, and findings will be documented and addressed promptly by the school's maintenance team.

## Procedure for Uncollected Children

At Inwoods Small School we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/ carers are asked to notify the School Coordinator and school staff if they will be late to collect their child.

Our school day ends at 3:15pm and children are supervised by Inwoods staff at the point of collection until their parents arrive.

In the event that a child is not collected by the due time a telephone call will be made to parents, not later than 3:40pm, to ascertain the situation. The child will remain supervised at Inwoods until the parent/carer arrives.

## Authorisation

At Inwoods Small School, a child is never released to an unauthorised person, even if the collection is late, unless an authorised person telephones or messages the school mobile phone to state that, because of an emergency, a different person will be collecting the child. The authorised person should give the name and physical description of the unauthorised person and the member of staff should check this description and details before permitting the child to leave.

If someone other than the parent/carer will be collecting a child, we ask that the parent/carer introduce the third party to staff prior to the arrangement and inform us in writing. In some cases, when there are multiple people involved in the collection of a child, a password will be agreed with the parent.

## Lost Children Policy inc. EYFS

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Children are not allowed to leave the premises during school time without the permission of a teacher. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to the school, should a child leave the premises unauthorised.

### Objectives

- To locate any missing child quickly
- To ensure that all children are kept safely on the school premises during school hours unless they have a teacher's permission to leave
- To ensure that children who leave school during the school day only do so with a teacher's permission and that they are accompanied by an authorised adult
- To ensure that the building, grounds and play areas are safe and secure during school hours.
- To ensure that all teachers and school staff always keep the children under proper supervision
- To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school

### Strategies

- If a child cannot be found by the Class Teacher, the School Coordinator must be notified immediately and told where and when the child was last seen. Time is of the essence and prompt actions must be taken by all.
- The remaining children in the class will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds.
- The Police must be called by either a classroom teacher or the School Coordinator if the child cannot be found within 15 minutes. If there is evidence or concern that the child may be at risk of harm or abduction, the Police will be contacted immediately
- Members of staff, where available, may be sent to search the local area.
- If a child is lost during an outing or school visit the teacher in charge must ensure that the remaining children are safely cared for by other staff and adult helpers. An urgent but

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thorough search should be made of the immediate vicinity and if the child is not located quickly the Police must be called after 15 minutes and the School Coordinator and Co-Chairs at Brockwood must be notified.

- The Inwoods Coordinator will immediately notify the child's parents.
- The Local Authority will be notified by the Co-chairs of Brockwood Park and Inwoods that a child has gone missing.
- If the child has been located the Co-chairs, Police, parents and the Local Authority will be notified.
- The School Management Committee will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

The safety of all children will be given our highest priority. A missing or lost child should be an extremely rare occurrence. This policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any child, and to notify and involve parents and the authorities at every point.

## Monitoring and Review

- The supervision policy and the lost child policy will be reviewed annually to ensure it remains effective and up-to-date with best practices and legal requirements. Staff and parents will be informed of any changes to the policies

This policy is shared with staff and parents to ensure there is an understanding of the importance of child supervision.