



Supervision of Pupils Policy (including the EYFS)

Policy applies to:

Prep School

Person responsible:

Head of Prep School

Review Dates:

Last Review: September 2025

Next Review: September 2026

Introduction

The School regards the appropriate supervision of its pupils to be of paramount importance in line with our aims to provide a safe and nurturing environment where every child is known as an individual. Pupils are under the responsibility of an identified member of staff at all times during the school day, either through timetabled lessons or through break and lunch duties.

Pupils' arrival and departure

Pupils may arrive and depart from school at the times below. Pupils are not allowed on site without supervision. At least one member of the teaching staff is present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties. A rota is prepared by the Deputy Head, Academic, each term. Pupils are able to call on a member of staff at any time if necessary.

	Farmhouse Site Nursery to Year 3	School House Site Year 3 to Year 6
Breakfast Club (pre-booked)	7.15am	7.15am
Arrival at school	8.00am	7.45am
School day begins	8.20am	8.20am
School day ends	3.30pm (R-Y2) 4.40pm (Y3)	4.40pm
Clubs / After School Care / Waiting	Until 6pm	Until 6pm

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of staff supervise pupils moving around the school (i.e. to swimming), during PE lessons and on both home and away matches.

	Farmhouse Site Nursery to Year 3	School House Site Year 3 to Year 6
Early morning duty	8.00am	7.45am – 8.20am
Break duty	10.10am – 10.30am	10.15am – 10.35am
Lunch duty	11.45am – 1.25pm	12.30pm – 1.25pm
Afternoon break / 'buns' duty	n/a	3.30pm – 3.40pm
After School Care / Clubs / Waiting / supper	3.30pm – 6.00pm	4.30pm – 6.00pm

Start of Day routine

Pupils booked into Breakfast Club arrive from 7.15am are signed in and supervised either in the Farmhouse Nursery or School House Dining Room (Years R-6).

On arrival, Nursery children are taken to the Farmhouse Nursery and remain inside.

From 8.00am, Farmhouse children are met by a member of staff, hang up their bags and play with staff supervision until registration at 8.20am.

On arrival, School House children go to the Terrace registration begins at 8.20am.

Members of the SMT are on duty either at Kiss & Drop, the Terrace, or at the Farmhouse Gate.

Form Teachers are in their form rooms ready to receive the children before the children come in to begin registration.

Registration

This is carried out twice a day and is a legal requirement. It is essential that this procedure is carried out correctly and at the right time. Registration is done electronically using ISAMS, while we revert to a paper exercise if the computers are down or if away from the school site.

Pupils are registered at the start of the morning and afternoon sessions with their Form Teacher. If a child is unexpectedly late to register, Farmhouse children Years R to Year 3 should be brought to the main Prep Office on the School House site to register with their parents, before being walked down to the Farmhouse site by staff. Children who are unexpectedly late in School House should register with the Prep Office.

Pupils are never unregistered – if their whereabouts are unknown at the time of registration they are marked absent and given an ‘N’. The office will telephone parents if a child is absent in the morning without explanation. If a pupil is absent in the afternoon, Form Teachers will check the reason given for the morning absence and will establish why they are not there, checking Music / LAMDA registers. If no reason is found, Missing Student protocols will be followed.

Parents are responsible for notifying the school via the Parent Portal 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.**

If a pupil leaves the building with their parents during the school day e.g. for a medical appointment, they will sign out with their Form Teacher (Farmhouse), who will electronically notify the main Prep Office, or Prep Office (School House). On their return, parents should bring their child to the School House office to sign back in again.

End of Day and Clubs Routine – Farmhouse Nursery to Year 2

Children finish school at 3.30pm unless doing after school activities. They are escorted to the classroom door by their Form Teacher from where their parents/guardians are expected to pick them up. Staff in charge of dismissing the children signs out each child as they go to their parents. Staff observe the child leaving the building until they are safely in the care of their parents. It is not assumed that a child will run to a parent or that the parent is aware of their child’s presence.

Every family of children in Nursery to Year 3 is issued with a unique password when joining the school to ensure secure collection of their child. Should an unknown adult be collecting a child they are required to provide the correct password. If staff are in any doubt about the identity of the person collecting a child they will ask for the password. In this case the identity and name of the adult collecting the child is noted on the signing out register. If there is any doubt at all about the validity of the password or the identity of the person collecting staff will retain the child and contact parents for confirmation. Passwords are stored securely and not revealed to any non-staff member. Children not collected by 3.45pm are taken by their Form Teacher to After School Care. It is the teacher’s responsibility to find out what the collection arrangements are by contacting parents.

After School Care and Clubs

Children attending the 3.45pm – 4.30pm session of After School Care (ASC) are escorted there or watched as they walk along the corridor to the Atrium and then signed out to indicate that the child has arrived in ASC. On arrival in ASC the staff supervising signs the child in using the ASC register. Children attending After School Clubs or activities are signed out of class by the Form Teacher or Learning Support Assistant and supervised to their club. Staff ensure children arrive safely and do not assume they have made their way to the correct club. The class signing out register indicates which club the child has gone to.

On arrival at the club, the adult leading the club signs the child in using either the register provided by the school office or equivalent system of their own. Most children that are doing After School Clubs finish at 4.30pm. The member of staff responsible for the club escorts the pupils to the classroom door from where they are signed out. Parents are expected to pick their child up and the password system applies for any other adults.

A child who has not been collected by 4.40pm is taken to After School Care and this is noted on the signing out register. On arrival in ASC they are signed in as above. A minimum of two staff are on duty Children in After School Care are collected by the parent or guardian from the Atrium. Staff sign the child out in the register provided noting the time of leaving.

End of Day and Clubs Routine – Years 3 to 6

Pupils finish school at 4.40pm. They are escorted by their Form Teacher to sign out of their classroom (Year 3) or to the Bricks (Years 4-6) from where their parents/guardians are expected to pick them up. All children that have not been collected by 4.45pm are taken by their Form Teacher to Supervised Study, usually held in School House 6 classroom, the Drama Studio on Fridays, or in the Atrium in the Farmhouse, where they are signed in on the register. Pupils who have not been collected by 5.40pm from the Bricks will be taken to the dining hall for supper.

Clubs

Pupils sign out with their Form Teacher to say which club they are attending. At 4.30pm the Form Teacher sends children to meet their club leader on the Bricks (or inside a classroom if an indoor club). Children attending a club in the Farmhouse meet a staff member on the Bricks who registers the children before escorting them to the Farmhouse. The club leader registers their club group and checks the reason for absence with teaching staff via Teams or in person. Club leaders establish a reason for absence before beginning their club. Children are supervised throughout their club and return to the Bricks, escorted by the club leader, for sign out to their parent at 5.30pm. Club leaders make sure that they have visible sight of parents before signing them out. A child not collected from the Bricks will be taken to sign in at Waiting.

Uncollected Children

A child who is expected to go home without doing after school activities is kept in ASC or Waiting. Form Teachers contact parents at this stage to establish when they are collecting. If no contact can be made with parents, the child is registered into ASC or Waiting and is given supper.

A child not collected by 6.10pm from either Farmhouse or School House site is taken to the Health and Wellbeing Centre and the most appropriate provision made, considering both age and need. Prep SMT are contacted. Every attempt is made by staff to contact both parents and emergency contacts as provided to the school on ISAMS. The College Designated Safeguarding Lead is informed to follow up with parents accordingly. This may result in contacting Social Services.

Staff Supervision Ratios

In the Nursery, pupils are supervised as follows:

For children aged two 1:4

For children aged three and over, 1:8 or 1:13 if a qualified teacher is in charge.

There is always at least an Early Years Level 3 qualified member of staff (for EYFS ratios) and the Nursery Manager monitors this.

In Reception, pupils are usually within sight of a member of staff and always within sight or hearing. The minimum staffing ratio is 1:30 when the class is with their Form Teacher. In the absence of a qualified teacher, the staffing ratio is at least 1:8 and at least one member of staff holds a full and relevant Level 3 qualification.

Children in Years 1 to 6 - adequate supervision of pupils in Years 1 to 6 is maintained at all times with recognition that children grow in responsibility, particularly as they move around the School in the Prep years. Risk assessments (including 'dynamic' assessments of risk, where professionals exercise their own judgement) are carried out as appropriate.

Break Times

Early Years staff operate a free-flow routine giving children the option to work both inside and outside throughout the day. Staff are aware of the ratio requirements and move with the children to supervise as required. The site is secure and gates are kept closed during free-flow periods.

Children in Years 1, 2 and 3 in the Farmhouse have two break times each day, one in the morning and one at lunchtime. Year 3 also have a short afternoon break. Staff remain vigilant at all times and ensure that they cover all areas of the playground. Incidents or accidents are reported in the online form managed by the HSE and Compliance Advisor. Club providers may use paper documentation for accidents.

At the end of Morning break time a bell is rung 5 minutes before the end of break and Year 2 children are sent to the toilet. At the end of break time the bell is rung again and children line up outside their classrooms in a quiet and orderly manner. Year 3 children have free-flow to the toilet and outside during break times. At the end of lunch break children line up outside their classrooms in a quiet and orderly manner.

Form Teachers are ready to receive the children at the end of each break and children are registered on ISAMS after lunch break.

In School House, children's breaktimes are supervised by staff on either the Prep Playground, Adventure Playground or Terrace. Staff remain vigilant at all times and ensure that they cover all areas of the playground. Incidents or accidents are reported on Teams by the HSE and Compliance Advisor. At the end of break times, children are sent into the school in a quiet and orderly manner. Teachers are ready to receive children either for their next lesson, or after lunchtimes, to register on ISAMS with their Form Teacher.

Wet Play

In the event of wet break in both Farmhouse and School House, children go to the Atrium and / or classroom where they are supervised by members of staff on break duty. Snacks are brought to each classroom by staff.

Lunch Time

Across the Prep School, children are asked to remain seated throughout their lunch, to try food even if it is new for them and to learn and adopt good table manners. Children are asked to drink all their water and to clear away their plate, cup and tray.

In the Farmhouse, lunchtimes are supervised by EYFS staff for Nursery and Reception. Children from Nursery to Year 3 line up and are supervised walking carefully to and from the Friends Barn. Children are supported to eat a balanced meal and staff sit at the table with the EYFS children to monitor closely. Children clear their own plates and wait for the class to line up before going out to play.

In School House, pupils in Years 3 - 6 are supervised both when lining up to go into the dining room, when seating themselves and throughout their lunch. Children's food choices are monitored, and all children are expected to have a balanced meal. Behaviour is monitored in the dining room and reminders to show good table manners are given. Children are dismissed to break by SMT when they have finished their meal and staff check that children have eaten well.

Breaks are supervised by staff. In School House, children are encouraged to use break times to go to the toilet, to fill water bottles and can visit the Library and Wellbeing Room when a member of staff is on duty. Otherwise, children are expected to remain on the designated playground (Adventure Playground or Prep Playground). Staff are walking around the campus throughout breaktimes. If children are seen spending too long in the West Quad near or inside the toilets, appropriate sanctions are given.

Medical Support

There is a qualified first aider on duty in the Medical Centre 24 hours a day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Members of staff who are trained and qualified as First Aiders are able to give emergency first aid. Names of First Aiders are held by the Health Centre and Katrina Levett, Health and Safety. There is always a qualified paediatric first aider on duty while our Nursery children are in school. First aid boxes are in all potentially high-risk areas, as well as in the surgery. Health Centre staff regularly check emergency EpiPens / inhalers in the Prep School.

Visitors

As part of the School's requirement to protect the pupils in its care, all visitors to the College sign in and out at Prep Reception or with Farmhouse staff, where they receive a visitors badge, which they wear for the duration of their visit.

The three public rights of way exist within the College campus:

- A public footpath across the Northfield
- A public bridleway along the College main roadway from the Prep Farmhouse entrance, up the hill, along the roadway to the main vehicle entrance, across the tennis court car park and into the wooded area
- A public footpath from the bottom of the hill, past Saucelands Pond and into the woods.

All staff are reminded to challenge strangers on the premises, and to report concerns to the Designated Safeguarding Lead.

Access to School Premises

All visitors and contractors, as defined in the 'Security Policy', are escorted at all times by a College employee while on the College campus or within the College buildings while the College is in session. This does not apply to those visitors or contractors that have undergone a DBS check. In addition, local rules may be implemented where the area of work activity is quarantined from the rest of the College area. Additionally, any visiting speakers are made known to the College DSLs at least a week prior to their visit and sign the Visiting Speaker Risk Assessment. (See Visiting Speaker Policy)

Supervision while travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Any pupil wishing to walk to or from school can do so only following a request from the parents and with the Head's permission. School transport is booked through the Transport Office who provide a register of children travelling by this means. Children not on this register will not be sent home on the school bus. (See Supervision of Children on School Journeys policy)

Supervision during educational trips and visits

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Trips and Visits Policy. Statutory ratios for younger children are considered the minimum and where possible, additional adult support will be provided. (See Trips Policy)

The wider campus

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool or the science laboratory. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

Children in School House are taught to use established routes, pathways, pavements and crossings when travelling around campus. Children are expected to walk independently and sensibly, without delay or deviation, to their next lesson. All roads on campus have pavements, safe paths or zebra crossings. Children travelling from the main school to the Music School will go via the cloisters, past the Thomas Beard building and Dance Studio, avoiding the need to be near or to cross roads. Children are given regular reminders to remain safe near roads and in PSHE, lessons on road safety are delivered in Years 1 to 6.

Children in Year 4 and below are not permitted to travel between Farmhouse and School House without adult supervision. Children in Years 5 and 6 can access the Farmhouse site independently using safe paths and crossings. Children use the pavement route, not the Headmaster's Field or Cinder Path routes. When with supervising staff, children travelling between Farmhouse and School House can use the Headmaster's Field, crossing the driveway at the bottom. Staff will supervise all children crossing both roads at the bottom of the Headmaster's Field and the children's onward journey to either Nine Acre or the Farmhouse site. Steps from the opposite corner of the Headmaster's Field behind Toynbee House can be used when supervising staff are present. When with supervising staff, children travelling between Farmhouse and School House can use the Cinder Path to approach Nine Acre. Staff will supervise children crossing the main road at the driveway.

Farmhouse children coming to events e.g. assembly in School House are registered prior to leaving site and re-registered once seated in chapel or the venue. School House Form Teachers register their forms before taking children to the Farmhouse for e.g. House Meetings. Once at the Farmhouse, Forms or Houses are registered once the house is gathered, across both Reception and Key Stages 1 and 2 using House Lists on Teams. Absences will be immediately reported to SMT and Missing Student Policy protocols will be followed. (See Missing Student and Attendance Policy)

School House children returning from Farmhouse to School House will first gather on Farmhouse playground with their Form Teacher and are registered prior to walking up the hill. Before leaving the Farmhouse, staff will ensure that the gate is closed. Children are reminded to always close the Farmhouse gate behind them.

Instances where children have music / LAMDA lessons and are either at Games or at Farmhouse / School House site will have special arrangements made by the Form Teacher so that the child knows in advance what to do.

When taking part in Games lessons, staff will remain on the school driveway between the North Quad and The Green and cross children over safely.

The pedestrian crossing is used to cross College Road under the supervision of at least one member of staff. No **pupils in the Prep School are permitted to cross College Road unsupervised.**

Security, Access Control and Workplace Safety

Our policy: Security, Access Control Workplace Safety and Lone Working describes the arrangements for safety of the entire school.

The below policies and procedures describe the arrangements for safety of the entire school:

- First Aid Policy
- Accident Reporting Policy
- DSE and Eyewear Procedure
- Health and Safety Policy
- Security Policy
- Crisis Management Plan
- School Fire and Evacuation Procedures
- Asbestos Management Plan

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.

This policy should be read in conjunction with the following additional College policies:

- Supervision of Students on School Journeys Policy
- Behaviour Policy
- Missing Student and Attendance Policy
- Visiting Speaker Policy
- Trips Policy

