



ST NEOT'S
PREPARATORY SCHOOL

Policy Name:	Pupil Supervision Policy
Policy Number:	SG11

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
Bronwyn Kidd (Deputy Head), Jon Overton (Head of Pre-Prep)	September 2022	Jonathan Slot	September 2022	Annual update
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This policy is applicable to the whole school including Early Years

<u>Contents</u>	Page Number
Introduction, Link to St Neot’s Aims and Policy Aims	2
Section 1: General Information <ul style="list-style-type: none"> ● Security Arrangements ● Daily Registration ● Late Arrivals and Early Departures ● Children who are Uncollected 	3
Section 2: Nursery and Reception (EYFS) <ul style="list-style-type: none"> ● Arrival and Departure ● Classroom Supervision ● Breaktimes ● Lunch ● After School Activities and Care ● Trips and Off-Site Activities 	4
Section 2: Pre-Prep (Year 1 and Year 2) <ul style="list-style-type: none"> ● Arrival and Departure ● Classroom Supervision ● Breaktimes ● Lunch ● After School Activities and Care ● Trips and Off-Site Activities 	6
Section 4: Year 3 to Year 8 <ul style="list-style-type: none"> ● Arrival and Departure ● Classroom Supervision ● Breaktimes ● Lunch ● After School Activities and Care ● Trips and Off-Site Activities 	7

Introduction and Link to St Neot's Aims:

A St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.

The St Neot's Way is:

- Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.
- Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.
- Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.
- Where the children's character, contribution and service is as valued as their academic success.
- Where the children's physical wellbeing is surpassed by their mental wellbeing.
- Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.

The safety and security of children at school is of paramount importance. We recognise the need for stringent registration procedures and that children should be adequately supervised at all times. St. Neot's School operates an open-door policy, welcoming parents into the school making informal contact with staff on a regular basis. However, we emphasise the need to ensure the safety of our pupils and thus we regularly review and assess access arrangements so that safety and security is not compromised.

Policy Aims:

- To ensure the safety and security of pupils at St. Neot's School
- To create a warm and welcoming reception for our pupils
- To ensure pupils are adequately supervised
- To ensure that St. Neot's School can comply with fire and safety regulations and can adequately evacuate and account for all pupils should a fire or emergency occur
- The policy is based on the principles outlined in relevant government and local authority legislation and guidance.

The School covers pupils from the age of two years up to thirteen years and therefore there are slight differences regarding the activities undertaken and the supervision requirements. As a result, the policy has been split into four sections so these can be discussed in detail. The sections are:

- Section 1: General Information
- Section 2: Nursery and Pre-Prep (including the EYFS)
- Section 3: Year 1 and Year 2
- Section 4: Year 3 to Year 8

Section 1 - General Information

Security Arrangements

Pupils and parents are not granted access to any school building outside of school hours, except in exceptional circumstances and by prior arrangement (for example a play rehearsal). In order to ensure the safety and well being of all our pupils, a duty rota is produced to ensure that adequate pupil supervision is in place for pupils when they are outside of the classroom. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties.

Daily Registration

A formal registration takes place twice each day for Nursery and Pre-Prep and three times a day for Year 3 upwards. This is recorded on the School's database: iSAMS. Formal registration takes place at 08.20, 11:00 (Year 3 upwards) and 14.00 each day. In addition, staff take an informal register at the start of each lesson. Please see the Schools *Pupil Attendance and Missing Child Policy (SG10)* which outlines, in detail, the schools normal registration procedure and actions to be taken if a child is missing.

Late Arrivals and Early Departures (Whole School)

Any pupils, from Reception to Year 8, who miss morning registration at the beginning of the day must sign the 'Late-in' book located in Main Reception. This is regardless of the reason that registration was missed. For example, if a child was at an early morning club or music lesson but missed registration they must still sign in.

Any pupil who needs to leave school early, such as for a medical appointment, must be collected from Main Reception and signed out. The parent or guardian should have informed the School that they will be going home early. If they return to school later that day they must sign in again at Main Reception **before** going to their class/lesson. If a child is in the Pre-Prep, they must still be signed out at Main Reception, by their parent.

Parents arriving to collect pupils before the end of an extracurricular activity or Prep must report to the School Office and **MUST** sign out in the 'early out' register book. Parents are firmly discouraged from entering and moving around the building without making a member of staff aware that they are on the premises and being escorted where necessary. They are required to sign in and wear a lanyard if they are attending a meeting with a member of staff.

Children in Tiny Tuskers and Tuskers are signed in and out by the staff, regardless of what time they arrive or leave. Parents are asked to inform staff if their child is going to be late or leave earlier than normal. If a child is expected but does not arrive, and no email or phone call has been received from the parents, then absences are followed up by Nursery staff from 9am.

Children who are Uncollected

A member of the Senior Leadership Team is always on duty at the end of the working day. Any child, for whatever reason, who has not been collected by 18.00 will be taken to Main Reception and handed over to the member of SLT on duty with whom they will stay with until their parent arrives. The office staff will try to contact the child's parents, and if that fails, the Child's Emergency Contact. If no contact can be made with any parents, or the emergency contact within an hour of School closing, then the out of hours Hampshire Children's Services will be called.

[Hampshire Children's Social Care Contact](#)

Out of hours: 0300 555 1373

In an emergency, call: 999

Section 2 : Nursery and Reception (EYFS)

Arrival and Departure

In the Nursery (Tiny Tuskers and Tuskers), children can arrive from 8:00. They are signed in and out by staff on paper registers, as well as recorded on SIMS. All entrance and exit doors are locked and parents/visitors enter by ringing a bell. Staff open the door and receive the children from their parents in the mornings. This allows a handover of care to take place if required. Parents are able to access the cloakrooms to help their children with their belongings. At the end of the day, the system works in reverse with children being released into the care of their parents or nominated person.

In Reception, the children are not allowed to enter the classroom until their teacher is present. They can arrive from 08.00 and are greeted by their teacher who receives the children from their parents in the mornings. This allows a handover of care to take place, if required. At the end of the day, the system works in reverse with children being released into the care of their parents or other nominated person.

Parents of Early Years children will be asked for a password if there are any changes to their pick up arrangements. Parents are also asked to sign a parental consent form, naming authorised adults to collect their children on a regular basis. If there are changes to the pickup, the staff must be notified and permission for a different adult to pick up to be granted. Parents will always be contacted should anyone unknown or unauthorised attempt to collect a child. We will not release a child to anyone without **authority of the adult with parental responsibility for the child**. The DSL or an SLT member is always available to support if it is unclear and to offer guidance.

Classroom Supervision

Throughout the school day, children in Tiny Tuskers, Tuskers and Reception are always supervised under the EYFS Statutory Framework. This includes playtime, lunch, specialist lessons and movement around the school site.

The Tiny Tuskers children are supervised throughout the day inline with the staffing qualification and age specific ratios as outlined in the EYFS statutory framework, with at least 1:5r ratio for under 3s as per the updated framework and ratios. When the children are resting or sleeping, there are always two adults in the room, one of whom is designated to specifically check on the sleeping children regularly. In Tuskers, children are supervised by at least one qualified teacher (1:13) and one qualified teaching assistant (1:8). Please note that not all children attend every session.

In Reception, there is an allocated qualified teacher and qualified teaching assistant per class. Early Years Ratios (1:30 for Qualified Teachers) are adhered to.

Breaktimes

Both Tiny Tuskers and Tuskers have their own secure, dedicated play area attached to their classroom which allows free play to occur. When children are able to access their dedicated outside areas, they will always be supervised by staff. They will be accounted for at the start and end of play, before returning inside.

SG11 (previously A1)

Due to the extensive grounds and facilities, the children are able to utilise a variety of areas whilst supervised, such as the Pre-Prep adventure playground which they share with Reception at morning break times. If they leave the nursery building, they are escorted in small groups by a member of staff. They are accounted for on exit and then on arrival at the destination. If walking in the woods, as well as for any Forest School lessons, they will wear high-vis bibs to ensure they are highly visible at all times.

During break times, the Reception children play in the Pre-Prep playground, Pre-Prep wood area or the secure area outside their classroom, where the regulatory EYFS requirements are maintained. They will be accounted for at the start and end of play before returning inside. As with the nursery children, they are also able to access and make use of the extensive grounds and facilities. They will be accompanied at all times and will be accounted for on exit and then on arrival at the destination.

It is the responsibility of the teacher on duty to ensure that the children comply with expectations of behaviour and playtime 'rules'. Staff must be observant that the children do not engage in rough play or in any activities which cause distress to others or danger to themselves. Instances of inappropriate behaviour should be dealt with instantly, with serious or repeated instances of poor or inappropriate behaviour being logged. Such instances should also be reported to the Head of Pre-Prep as well as the form teacher.

Lunch

Children, in all year groups, are supervised by their designated staff during lunch. If they use the dining room, they are accompanied and supervised at all times, including accounting for them all before leaving and on arrival at their destination.

After School Activities and Care

Children in Tiny Tuskers and Tuskers can receive additional hours care in the Nursery Building, with the same supervised care as during the day, until 6pm. If a parent is late to pick their child up from Nursery, they will remain in the care of the nursery staff, joining this after school provision until their parent arrives.

Children in Reception, who attend clubs or After School Care, will be supervised by a teacher or an allocated teaching assistant. If a child is attending an after school club/care they will be accompanied to that activity and handed over to the staff running the activity. A register will be taken and at the end of the activity they will be handed over to their parents as per normal procedure.

Any Reception child not collected by an authorised person by 4:00pm will automatically be transferred into After School Care, who will register the child. They will remain in care until their parents arrive.

Any child, not collected by 6pm, will be cared for as detailed in Section 1.

Trips and Off-Site Activities

If a trip off-site is organised, a thorough risk assessment will be undertaken and procedures followed as laid out in our Educational Visits Policy. The trip and risk assessment will be discussed by the Senior Leadership Team and the Educational Visits Coordinator. As part of the planning and risk assessment, the supervision and safety of pupils will be considered, including transporting children, moving them around the venue, comfort breaks, lunches etc. Staff ratios, as set out in the EYFS Framework and as per school policy, will be adhered to. The safety of all pupils is of paramount importance.

Section 3 - Pre-Prep (Year 1 and Year 2)

Arrival and Departure

In Year 1 and 2, the children are not allowed to enter the classroom until their teacher is present. They can arrive from 08.00 and are greeted by their teacher who receives the children from their parents in the mornings. This allows a handover of care to take place, if required. At the end of the day, the system works in reverse with children being released into the care of their parents or other nominated person.

Parents of Pre-Prep children will be asked for a password if there are any changes to their pick up arrangements. Parents are also asked to sign a parental consent form, naming authorised adults to collect their children on a regular basis. If there are changes to the pickup, the staff must be notified and permission for a different adult to pick up to be granted. Parents will always be contacted should anyone unknown or unauthorised attempt to collect a child. We will not release a child to anyone without authority of the adult with parental responsibility for the child. The DSL or an SLT member is always available to support if it is unclear and to offer guidance.

Classroom Supervision

Each classroom has a designated teacher and there are shared teaching assistants. Children are supervised at all times. Children attend some lessons in different areas of the school (such as music). They will be accompanied to these lessons by their teacher or teaching assistant and are handed over to the specialist teacher, where they will remain in their care until the end of the lesson. Teaching assistants must prioritise supporting the specialist teacher, if needed. At the end of the lesson, the children will either be collected by their teacher or teaching assistant, or the specialist teacher will accompany them back to their classroom. All pupils must be accounted for when departing and on arrival.

Break Times

Pre-Prep has a designated adventure playground and small woodland area for playtime. Adequate supervision ensures that all the pupils remain within those areas. There are two members of staff on duty each break time, in each area.

Pre-Prep pupils are expected to remain in their designated play areas for the duration of the playtime but when appropriate will be able to 'free-flow' between the adventure playground and the woodland. Children are sent to the toilet before the break begins, to reduce the need for staff to leave the designated play area to escort children. In the event that a child has to leave the play area, they will often be sent in pairs if deemed suitable, or escorted by a member of staff to the closest classroom toilet. A member of staff will watch for their quick return. If a child needs to receive First Aid, a member of staff will always accompany the child or will phone for the Nurse or another member of staff. No pupils should be in the school buildings unaccompanied.

It is the responsibility of the teacher on duty to ensure that the children comply with expectations of behaviour and playtime 'rules'. Teachers must be observant that the children do not engage in rough play or in any activities which cause distress to others or danger to themselves. Instances of inappropriate behaviour should be dealt with instantly, with serious or repeated instances of poor or inappropriate behaviour being logged. Such instances should also be reported to the Head of Pre-Prep and class teacher.

SG11 (previously A1)

The end of playtime will be signalled by the ringing of a bell. Pupils must then line-up quietly in class groups. The teachers come and collect their classes from the play area. Once the staff on duty and the form teacher have ensured all are present, they are escorted quietly back to the cloakrooms and are supervised changing to go back into their classrooms.

Any play equipment will be collected and returned to the allocated storage area. The duty staff will ensure hand-over to Form Teachers is clear, detailing any incidences and supporting that all children are safely accounted for.

If a staff member runs a breaktime club, or peripatetic music lesson is place during a break time, the staff member running the club or lesson will collect the children from the Pre-Prep area and the staff on duty will do a verbal handover of these children, ensuring that they know where they have gone. At the end of the session or club, the staff member will return the child/ren to their lines following the end of break signal.

Lunch

Pupils eat their lunch in the dining room at a designated sitting time. They are accompanied to lunch by their teacher and/or teaching assistant. There are allocated Pre-Prep staff on duty. At the end of lunch, they are escorted back to their classroom by their teacher and/or teaching assistant. At all times, all pupils must be accounted for at departure and on arrival.

After School Activities and Care

Children who attend clubs or After School Care, will be accompanied to that activity and handed over to the staff member in charge. A register will be taken and at the end of the activity they will be handed over to their parents as per normal procedure.

Any Pre-Prep child not collected by an authorised person by 4:00pm will automatically be transferred to the After School Care staff who will register the child on their register. They will remain in care until their parents arrive.

Any child, not collected by 6pm, will be cared for as detailed in Section 1.

Trips and Activities Off-Site

If a trip off-site is organised, a thorough risk assessment will be undertaken and procedures followed as laid out in our Educational Visits Policy. The trip and risk assessment will be discussed by the Senior Leadership Team and the Educational Visits Coordinator. As part of the planning and risk assessment, the supervision and safety of pupils will be considered, including transporting children, moving them around the venue, comfort breaks, lunches etc. Staff ratios as per guidance and school policy, will be adhered to. The safety of all pupils is of paramount importance.

Section 4 - Year 3 to Year 8

Arrival and Departure

Children can arrive from 08.00. They are dropped at 'Flower Pots' (outside Main Reception) where a member of the Senior Leadership Team will be on duty to greet them. They can then proceed to their form rooms where

SG11 (previously A1)

their form teacher will be waiting for them. No access is allowed to the classrooms, or changing rooms, prior to 8am.

At the end of the school day, children are brought down to Flower Pots for dismissal by their form teacher (or allocated staff member). Parents must inform the School, in writing, if anyone other than them is collecting their child. Parents will always be contacted should anyone unknown or unauthorised attempt to collect a child. We will not release a child to anyone without written authority of the adult with parental responsibility for the child, unless in the case of an emergency where verbal permission will be gained. If a person is not known to us, a password may be requested.

Children in Year 3 and Year 4 are dismissed from class at 16:00 and are taken to the Flower Pots by their form teacher. The teachers have a list of clubs that the children are attending and also a list of those attending After School Care. Children will then be collected, or escorted to, the appropriate place to be registered by the receiving member of staff. Any child who is not collected by their parents or authorised carer by 4.00pm will be taken to After School Care, until their parent or authorised carer arrives.

Children in Year 5 to Year 8 are dismissed from class at 16:30 and go to Flower Pots for collection or to attend their club/activity. The form teachers have a list of clubs and activities (including prep) that the children will be attending and are aware of where the children are going. All after school activities and Prep are required to register the children on arrival and account from any absences.

At Flower Pots, there is a member of staff on duty at 16.30, 17.30 and 18.00 to supervise dismissal. This is in addition to form teachers, clubs or prep staff. **Pupils in Main School are instructed to NEVER** to leave the duty staff member unless their parent, or authorised adult, is visible to them and they have been dismissed. Pupils are instructed that they **MUST NOT** wait for parents further than the flower pots.

Classroom Supervision

Pupils in Year 3 and Year 4 are classroom based, although they do move around school to attend specialist lessons. They have an allocated form teacher who teaches core subjects with the support of trained teaching assistants.

In Year 5 to Year 8, pupils have an allocated form tutor, but attend lessons in various areas of the school and are taught by subject specific teachers. With this increased independence, it is important that staff take an informal register at the start of every lesson to ensure that all pupils are present and to account for any missing children.

Break Times

Children have allocated areas where they can play at break times. This includes the astro courts, the woods, 'Roses' lawn and the library. There are staff allocated to supervise each area and these duties are recorded on the Duty Sheet. This includes supervision of the changing rooms. Should a member of staff be absent, another member of staff will be allocated to cover.

The staff on duty must ensure that all pupils are appropriately attired for the prevailing weather conditions. All Main School children must wear their boiler suits (Year 3 to Year 6) or sports kit (Years 7 & 8) as well as outdoor shoes, when playing in the woods. If the children are on the astro, suitable trainers must be worn. Should a child attend school without the appropriate clothing, wherever possible, spare items should be provided. The Form Teacher should be informed so that a request can be made to parents to send in the correct kit. Should a child

SG11 (previously A1)

attend school with incorrect clothing on two successive days, staff should liaise with the Head of Year to escalate discussions with parents and provide support where needed.

Staff will be vigilant and should immediately intervene should they spot inappropriate or potentially dangerous activities at breaktime. Staff will 'mediate' in any disputes that occur and should remember that collaborative play and co-operation is a skill that needs to be nurtured in some children at this age.

It is the responsibility of the staff member on duty to ensure that the children comply with expectations of behaviour and playtime Behaviour Expectations. Staff must be observant that the children do not engage in rough play or in any activities which cause distress to others or danger to themselves. Instances of inappropriate behaviour should be dealt with instantly and logged on CPOMS. Serious or repeated instances of poor or inappropriate behaviour will also be recorded. Such instances must also be reported to the child's form tutor or Head of Year as soon as possible. In some cases, the Deputy Head may also need to be informed.

During break time, pupils in Year 3 to Year 8 have access to the Health Hub. Duty staff can direct pupils there if required (this could be for a medical reason or pastoral reason, such as anxiety or worry). If a more serious accident occurs, the Health Hub can be contacted to attend to the location of the accident.

At no time are pupils allowed to play around the parked vehicles, inside any school building (unless supervised during poor weather), in or around any of the storage sheds, behind the Arts Centre or near the back drive. There are trees sprayed with paint designating 'out of bounds' areas in the woods. The children are directed and toured around the boundary zone at the start of Year 3, until they are secure in their knowledge. The children are reminded about the 'out of bounds' area in assemblies and form time. The children are aware of a map showing the boundaries and these are displayed in classrooms around the school. There is a member of staff on 'boundary duty' each playtime. Trees marked with a circle demarcate the whole school boundary areas, to be identifiable during Outdoor Learning sessions. Children at St. Neot's on a Trial Day will have a buddy assigned to them for the whole day and staff will be aware that they are in and able to support and monitor closely.

The end of break is signalled by the ringing of the outside bell. Duty staff must ensure it is rung long enough and loud enough, for those in the woods to hear. The duty staff walk around their area to ensure that all pupils have left the area. Pupils must quickly remove outdoor footwear and clothing and then return straight to their form room where they will be formally registered at 11:00 within their lesson or at 14:00 with their form teacher for afternoon registration. Any missing children must be accounted for without delay.

Lunch

Children eat their lunch in the dining room where they are supervised by duty staff. We also encourage family dining, so staff eat with the children. Children with dietary needs carry a card that identifies dietary restrictions. They make sure these are visible to the catering staff and it helps the children to make suitable lunch choices or to be provided with a specially prepared meal. Children have an allocated seat, according to our seating plan. They sit in mixed age groups, to encourage friendships and community across the school. Children are dismissed out to break by the supervising staff.

Changing rooms

Children in Years 3 to Year 8 have designated single sex changing rooms. They are expected to keep these areas clean and tidy and aware of the expectations of behaviour in these areas. These areas are checked daily by staff.

SG11 (previously A1)

When changing for sport, there will be supervising members of staff who will be in attendance during changing. Depending on the age of the pupils, this may not be in the changing room but supervising from a distance. Any instances of poor behaviour will be managed as per our behaviour policy.

After-School Activities and Prep

Children who attend clubs, after school After-School Care (Year 3 and Year 4) or Prep (Year 5 to Year 8) will be registered on arrival. Missing children will be accounted for and then, at the end of the activity, taken to Flower Pots and dismissed to their parents as per normal procedure.

Any child not collected by an authorised person by 16:00 (Year 3 and Year 4) or 16:30 (Year 5 to Year 8) will automatically be taken to After-School Care or Prep. They will remain there until their parents arrive.

Trips and Off-Site Activities

If a trip off-site is organised, a thorough risk assessment will be undertaken and procedures followed as laid out in our Educational Visits Policy. The trip and risk assessment will be discussed by the Senior Leadership Team and the Educational Visits Coordinator. As part of the planning and risk assessment, the supervision and safety of pupils will be considered, including transporting children, moving them around the venue, comfort breaks, lunches etc. Staff ratios as per guidance and school policy, will be adhered to. The safety of all pupils is of paramount importance.