



Northbourne Park School (including EYFS)

Supervision of Pupils Policy

Date created: June 2019

Last Reviewed: September 2026

Date for review: September 2027

Owned by: Designated Safeguarding Lead

Reviewers: SMT

Approved by: Board of Governors

1 Scope

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

2 Objectives

- 2.1 To ensure that pupils are appropriately supervised during school activities
- 2.2 To consider supervision on arrival and departure from the school
- 2.3 To consider the supervision of boarders and Early Years Foundation Stage ("EYFS") pupils

3 Guidance

3.1 The Designated safeguarding Lead will be responsible for the implementation of this policy.

- Normal school hours are 0800 - 1800
- Pupils are not allowed on site without supervision
- Where pupils are on site outside of normal hours, at least one member of the teaching staff will be present

3.2 **Pupils arrival and departure:**

Arrival

Children attending breakfast club in both Pre-Prep (from 8am) and Prep school (7:30am) are brought to the front door by the adult dropping them off and then taken by a member of staff to the breakfast area, where they are supervised by staff. The children are signed in on arrival.

A register is taken of pupils at the start of the morning and afternoon sessions. Parents Are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.

Pre Prep

Children arrive accompanied by an adult at 8:30am the Class Teacher will greet the class and escort them into school.

Registration takes place at 8:30am once the children reenter the school building.

Prep

Children arrive from 8am. On arrival the children are supervised in the Double Classroom until 8:15am where they report to their form room and registration takes place.

Registration takes place between 8:15am and 8:25am.

Pupil dismissal at the end of the day

We will only hand over a child (including the EYFS) at the end of the school day into the care of a parent or an individual whose name has been notified to us in advance in writing or in person.

Pre-Prep

Classes are dismissed by their class teacher at the end of the day into the care of the authorised person.

The class teacher or teaching assistant will supervise the children going to an after school club or late stay provision.

Lates runs from 4:00pm-6:00pm and is supervised by teaching staff and teaching assistants. A register of children present and the times of their collection is taken. Children are dismissed by a member of staff.

Prep

At 4:20pm children going home will be escorted to the front of the school and signed out by the teacher teaching the final lesson of the day.

The children staying at school for Prep or a Club report to the Dining Hall which is Supervised by a member of staff.

The Club member of staff will collect their children for their club and supervise them for the club.

The Prep member of staff will collect the children for Prep and supervise them for the Prep session.

At 5:30pm the staff member responsible for their group (Prep or club) will sign the children out of school into the care of the parent or designated person.

3.3 Teaching staff will supervise pupils during breaks and lunchtimes.

Duty Rotas

The PrePrep Duty Rota is compiled by the Head of PrePrep, considering compliancy in

relation to the Early Years requirements. The Prep Duty Rota is compiled by the Deputy Head.

These rotas are shared with staff and displayed in the staff room. At the Prep School staff receive cover emails, as well as notice of the week ahead for cover of duties. The duty rotas ensure that all pupils are adequately supervised at all times.

Morning Breaks

Pre-Prep

EYFS, Year 1 and 2 play together in the Pre-Prep. Children are accompanied to break time, where they are supervised by members of staff. Class teacher accompany the children at the end of break time back to the classroom.

Prep – Year 3 – 8

Children from Year 3-8 are dismissed from their lesson and they change their shoes and go to the play areas. All children at the start of the year receive a 'boundary walk' to understand the areas they are allowed to play in. When a new pupil arrives they will receive a 'boundary walk' at the time of arrival. The children are supervised by teachers, teaching assistants, boarding assistants. A bell is rung at the end of break and the children change their shoes and arrive at their next timetabled lesson.

Lunch and Lunch Break

PrePrep

Children are accompanied to the PrePrep hall by a member of staff. Nursery children eat in their setting. The children then play outside with the same arrangements as morning break with staff members supervising their activities. At the end of lunch time a bell is rung to signal the children to tidy up and then the bell is rung again with the children line up and are met by their teacher to escort them into school.

Prep

Years 3-6 go to eat first in the Prep School Dining Hall whilst Years 7 and 8 go to play. The lunch hall is supervised by two staff. One staff member is registering the children as they enter lunch and one member of staff is monitoring the Dining Hall.

Outside the children are supervised by teaching staff, teaching assistants, boarding staff. At lunch time the children are allowed to play in their allocated woods if they choose. The children must be in a minimum group of three and are supervised by the duty staff. A bell is rung and Year 7 and 8 go to eat and Year 3-6 go out to play.

At the end of break a bell is rung and the children change their shoes and report to their next timetabled lesson.

Prep – Afternoon Break

Year 3-8 – the children are dismissed from their lesson. They change their shoes and play as during the morning break time. This break time is supervised by teachers, teaching assistants, boarding assistants. The bell is rung at the end of the break and the children report to their time tabled next lesson.

- 3.4 Separate arrangements will be made for supervision during play / concert rehearsals or similar events.
- 3.5 Members of the PE department will supervise pupils for home and away sports events and matches
- 3.6 Boarders are supervised at all times and are supervised by staff when off-site.
- 3.9 Pupils will not have unsupervised access in designated areas which will include:
 - swimming pools
 - science laboratories
 - design and technology rooms
 - ceramic stores
 - flammable material stores
 - grounds, maintenance, catering and caretaking areas
- 3.10 Designated areas will be kept securely locked when not in use.
- 3.11 Travelling to and from school:
 - Parents are responsible for ensuring that their children travel safely to and from school
 - Pupils are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
 - A member of staff will be on duty when school buses arrive and depart.
- 3.12 Educational Visits:

The arrangements for the supervision of pupils, including EYFS during educational visits is described in our Educational Visits Policy.
- 3.13 All staff will be given details of this policy on induction and when any significant changes occur.