



PRESTFELDE

Pupil Supervision policy

Author(s)	Deputy head Teaching and Learning.
Review body	Education and Pastoral
Governor approval date	
Date of review	September 2023
Date of next review	September 2024
Website requirement	No
Inspection folder requirement	

Significant amendments

Date	Amendment	Initials
02/08/2023	Not needed on school website	CLW
02/08/2023	Middle and Senior School timetables now accessible on iSams.	CLW
02/08/2023	Staff are on duty in Prestfelde House in the evenings <u>three nights per week.</u>	CLW

02/08/2023	Removal of detailed paragraph about where staff stand at duty. See duty rota.	CLW
02/08/2023	Removal 'Due to our play area also partially being a car park, children are expected to walk in the area where cars are parked e.g. to the side of the Music School.' Car parking now roped off.	CLW
02/08/2023	Removal of ' First Aid Matron available 24 hours a day '.	CLW
02/08/2023	FS1 and FS2 changed to nursery and reception.	CM
02/08/2023	Changes to school day reflected throughout the document.	CM/CLW
31/08/23	Page 5 LP deregistration – removed 'collection book' all LP staff have weekly registers on a clipboard	CM

Prestfelde acknowledges the assistance provided by guidance documents prepared by the following public bodies, charities and not for profit organisations:

- The Department for Education (DFE)
- DFE guidance regarding COVID 19
- The Independent Schools' Inspectorate (ISI)
- The Office for Standards in Education (OFSTED)

GUIDANCE ON PUPIL SUPERVISION POLICY

A Legal Requirement, ISI, Ofsted and EYFS Reporting Standards

References:

School Attendance Requirements May 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073591/School_attendance_guidance_May-2022.pdf

Early Years Foundation Stage Framework 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

INTRODUCTION

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. Boarders require additional arrangements for their supervision outside the normal school day. EYFS pupils require additional supervision and protection, both on site and during visits.

It is our duty to ensure that all children attending Prestfelde School are safeguarded and supervised to ensure their safety and wellbeing throughout their time at school.

Timetables of organisation

Little Prestfelde

Groups	Early Morning drop off	Arrival time	Morning Play time	Lunch time	Lunch time – Outdoor play	Snack & story 1540	Departure time	A/S provision 1600-18:00	Departure time after den/clubs
LITTLE PRESTFELDE									
Nursery	0800 Nursery	0820	Nursery and covered area	1130 Dining Room	1200 Nursery environment	May depart from 1540	1230 + 1540	Den	Anytime between 1600-1800
Reception	0800 LP Foyer	0820	0950-1020 snack in dining room	1150 Dining room	1215 - 1300	In class rooms	1600		
Y1	0800 LP Foyer	0820	Adventure playground and outside front of LP and cage		Adventure playground and outside front of LP and cage		1600	Clubs 1600-1700	
Y2	0800 LP Foyer	0820					Den 1700-1800	1700 unless otherwise stated *Ballet/choir	

Middle School

MIDDLE SCHOOL								
Groups	Early Morning drop off	Arrival time	Morning Play time	Lunch dining Hall	Lunch Outdoor play	Departure time	A/S Provision	Pick up – home options
Y3	08:00 LIBRAR Y	0815	1020 – 1050 Snack in MS	1215	1245-1330	1600	Clubs across MS	1600
Y4	08:00 LIBRAR Y		Front of LP Adventure Playground, tennis courts and front of Music Fields if not wet					1700
Y5	08:00 Dining Hall		or bus 1745					

Senior School

SENIOR SCHOOL								
Groups	Early Morning drop off	Arrival time	Morning Play time	Lunch dining Hall	Lunch Outdoor play	Departure time	A/S Provision	Pick up – home options
Y6	0800 Dining Room	0815	1020-1050 Snack in dining hall Different tables for each year group Play area Front of LP, cage music school field if not wet	1250 Wed 1300	1315 – 1350	1600	16:10-17:00 Clubs across Senior School Or Prep	1600 1700 or bus 1745
Y7	0800 Dining Room	0815	1020-1050 Snack in dining hall As Y6	Children sit in House groupings Y6-8		1600		1600 1700 or bus 17:45
Y8	0800 Dining Hall	0815	1020-1050 Snack in Dining hall As Y6			1600		1600 1700 or bus 1745

TIMETABLES

Timetables for each class can be found within School Drives for both Little Prestfelde
<https://prestfeldeschool.sharepoint.com/:f:/s/Team-academicmatters/EiXmhUxLoJlOgHaJdYowRfEBq2Qe0QN32qzipwDulL-fVg?e=cTS3sN>

All Middle and Senior School timetables are accessible via ISAMS.

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 0800 and are expected to go home by 1800 unless they are staying late for a function or boarding on site.

Pupils are not allowed on site without appropriate adult supervision. At least two members of DBS checked staff are always present on duty, within these times, in order to supervise pupils whenever they are in the school grounds.

All members of the teaching and support staff are expected to supervise the children during break and lunchtime. This is organised by a clear rota system to ensure fairness. This also includes late Prep. Staff are on duty in Prestfelde House in the evenings three nights per week.

Saturday morning Sports are supervised on-site by Prestfelde Staff.

All teachers and support staff must support each child's safety and welfare as a priority throughout the school day.

In addition to this, consideration must be made for the opportunities for learning throughout the continuous provision and the routine of the school day.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL (including trips)

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are expected to behave responsibly. We would always investigate complaints about poor behaviour from the driver or members of the public.

Little Prestfelde children are supervised by the driver whilst on the school bus and they are responsible for ensuring that each child is physically taken into school and handed over to a Little Prestfelde member of staff. Drivers are also responsible for ensuring that children in Little Prestfelde are wearing their belts and support Middle School children in putting on belts if required.

Any issues concerning safeguarding are reported upon returning to school to the DSL.

REGISTRATION

The registration process assigns the responsibility/supervision of the children to a member of the teaching staff.

Also see Appendix 1 for Registration Procedure

Little Prestfelde and Middle School

A register of pupils in attendance is taken at the start of the morning 0830 and afternoon sessions (LP 1300, MS 1330, SS 1550 but 1350 on Wednesdays). Parents are responsible for notifying the school if their child is absent for any reason. The school administration will identify any child absent without prior consent/ reason and by 0915 will contact the parent to clarify the reason for absence to ensure the safety and wellbeing of each child; and inform the child's form tutor of reason for absence. The attendance of each child is monitored in line with our safeguarding policy and procedures.

Upon registration children and/or parents will ensure that they communicate where their children are going at the end of the day and who they will be collected by. This will be recorded on our registration system (iSAMS).

In Little Prestfelde, end of day arrangements are collated weekly by class teachers on deregistration clipboard. Parents are asked to inform the class teacher by email or Seesaw message if another adult is collecting their child on their behalf. Children will be deregistered to parents or an adult that we have received written consent for. If another adult regularly collects your child on your behalf, an email to the class teacher at the start of term to give consent for the collection of your child by that adult is sufficient.

Clubs, The Den and Prep

All clubs both teacher clubs and the Den/ Prep will take a registration on ISAMS or a paper register to ensure the safety of all children and the admin team are also aware of each child's whereabouts.

Parents will have signed their children up to after school care via SOCS. In MS and Senior school, children/parents would reiterate to the form tutor what time they will be collected from school each day. This will be input into the Isams morning registration.

All clubs will be booked via SOCS.

DE-REGISTRATION

Little Prestfelde

All children will only be released at the end of the day into the care of a parent or other individual whose name has been notified to us in writing in advance. If an adult arrives to collect a child and no notification has been given, the child's parents will be contacted to determine consent. The child will not be put into the care of the non-designated person until this consent is given.

At the end of the day each child will be handed directly to the next person who will be supervising them by their form tutor, or the adult responsible for the club they are attending and any messages transferred. The form tutor is responsible for knowing where each of their children are at the end of the day.

The Den, Middle School Prep

All children are signed out of after school care by their parents, noting the time of collection. This ensures that all children have been handed into the care of a responsible named adult.

Senior School

All Senior School Children are registered morning and afternoon by their form tutors. They are also registered at the start of each lesson.

Form time is at the end of each day to ensure form tutors safely manage the children's movements to their after-school clubs, hand over to parents or prep.

All Games, Club and Prep teachers will register and de-register each child when attending after school activities/ matches.

Boarding

We make sure that we know the whereabouts of all boarding pupils at all times. Parents book their children into boarding via SOCS. This register is used to ensure all children are in attendance in the boarding house. Matron and Head of Boarding oversee the staffing and organisation of each night. Prestfelde offers flexi-boarding on a Tuesday, Thursday and Friday night. There is always a Boarding matron and a House parent on duty every evening. The Head of Boarding and matron are on duty over-night and both live on site. The safety and ratios of adults to children are always considered when planning trips and visits. See boarding policy.

BREAKS AND DUTY SUPERVISION

0800 - 0815 Before school

Little Prestfelde:

- Nursery children can access early morning care in the Nursery Classroom from 0800
- Reception, Year 1 and Year 2 can access early morning care in the Little Prestfelde Foyer from 0800-0815. At 0820 they are delivered to their class teachers.

Middle School:

- Early morning care for Middle School children ...

Senior School:

- Early morning care for Senior School children is in the school dining room 0800

Break duty

- 0950 Little Prestfelde (every Monday 0920)
- 1020 Middle School
- 1020 Senior School (every Wednesday 1030)

The playing adult steps sideward into another reality; the playing child advances forward to new stages of mastery. Erik H. Erikson

Learning to take risks through play is an integral part of a child's development. Children learn to understand their world by being actively involved and experiencing things firsthand. As adults, we must ensure that we enable children to experience their learning in a 'hands on' way, whilst considering how to support them to identify and manage their own risks and safety at all times.

All areas in which the children play is risk assessed regularly and responsively to all incidents and accidents, which are reviewed as part of the Health and Safety committee and risk assessments updated and shared with all staff accordingly.

Little P, Middle School and Senior School have rota of staff who are on duty, posted at different points within the playground, to support the children's play and safeguard them at all times.

Before all playtimes, the members of staff on duty will consider the risks of the outdoor environment. This may mean that certain parts of the Adventure Playground are out of bounds due to slipperiness caused by rain or repairs etc. All children will be informed of the risks before they exit for their play time.

All staff on duty during these times are responsible for the children's wellbeing during the time that they are on duty.

There must always be two members of staff, supervising the children at all times and this is outlined by the duty rota [Duties and lunch arrangements](#). A member of staff will support children in the dining hall, eating snacks.

All staff on site ensure that they adhere to the 'No drive through policy' during the times that the children are outside playing. In the unlikely event that a car needs to be moved, the adult speaks to the member of staff on duty who in turn, blows their whistle and ensures all children are standing in the safety of the adventure playground or the cage.

Little Prestfelde: At the end of break the whistle blows and all children stand still. On the second whistle they are asked to walk in, Reception children line up on the tarmac outside Little P and Year 1 and Year 2 children walk and line up outside their classroom door where staff will count them in. Middle School line up adjacent to the music school when the whistle sounds at the end of play time. Children will be expected to stand quietly and walk into the cloak room. Once in the cloakroom they will get changed and sit ready to be taken by an adult back to their classroom to start learning. Children will walk at all times in single file. All adults will enforce this expectation.

Lunch time and break duty

- 1150 Little Prestfelde (Nursery 1130)
- 1220 Middle School
- 1250 Senior School

[Pupil seating 2324 Y678.docx](#)

Children are expected to access the Lambart Hall quietly and it is expected that they walk at **all** times.

Little Prestfelde Lunch arrangements:

In Little Prestfelde, children enter the dining room with adult supervision. EYFS pupils are supported by staff on duty to get their lunch. KS1 pupils line up at the servery and staff support the children. Reception pupils are buddied with a Year 2 pupil for support and to encourage positive eating habits. Nursery begin lunch slightly earlier to give them more time. Year 1 are supported by a member of LP staff.

Middle and Senior School Lunch arrangements:

Children enter the dining room and sit on tables in their House groups. This enables a family supportive culture.

A thanksgiving prayer is said at the beginning of each lunch time- lead by form tutors or the person on duty.

Teaching staff also sit with their allotted House group to promote positive conversations, model and reinforce the independence of the children alongside promoting good table manners.

Teaching staff sit with the children, support them in accessing the servery a table at a time and ensure their safety whilst collecting their lunch from the kitchen.

All staff who are on playground lunch duty will have their lunch away from the children to ensure that they are on the playground **before** the children.

Wet Play Organisation

Little Prestfelde

Children are supervised by LP staff in the LP Foyer to watch a film or play in the Covered Area.

Middle and Senior School

Children are based within their own form room. Children choose an activity within their room. Duty teachers along with Teaching assistants oversee and set the expectations of wet play time.

Year Leaders to support and monitor the organisation- supervising the breaks to support the duty teacher and playtime supervisor.

Year 8's to take a leadership role to support the supervision of Senior School wet playtimes if possible, at morning break.

End of the School day

- 1600 Little Prestfelde - children leave the premises from their classroom door and are handed directly into the care of their parent or an agreed responsible adult and marked off on deregistration form. Year 1 and Year 2 children attending clubs are taken to the foyer for a story, they are then collected by the staff member running the club who registers the children and deregisters them to their parents at the end of the club at 1700. (Ballet and Choir 1630) Children not collected from waiting/story in the foyer will be sent to a club. EYFS children if not collected at 1600 will join the Den staff in the Nursery classroom for activities. This session is at an additional charge – see school charges.
- 1550 Middle School – Deregistration takes place, children leaving at 1600 are handed directly into the care of a parent/agreed adult.
Pupils attending club/prep access their snack from the MS corridor which is supervised by MS staff. The children are collected by club teachers and prep staff who ensure registrations take place.
After Clubs staff hand pupils directly to parent or named adult. Any children not collect by 1705 are then taken to MS Prep and signed in by staff on duty.
- 1550 - 1600 Senior School – children report to their form, where they will be met by their form tutor and the end of the day registration takes place.
- 1600 - The children will be taken to the dining hall where they will be dismissed either to their parents or their club leader. All children left remain in Prep.
- All children will be registered into and de-registered out from each club/prep by the adult responsible for each child at this time using SOCS.
- *All Games, Club and Prep teachers will register and de-register each child when attending after school activities/ matches.*

Throughout Prestfelde school all children have the opportunity to take part in supervised activities until 1800.

Little Prestfelde – Year 1 and Year 2 children can access clubs supervised by staff until 1700 free of charge.

- Ballet and dance is offered weekly by external providers at an additional cost.
- The Den caters for children 3-7 years from 1600 until 1800 at a charge. See school charges. This is run by two members of the Little Prestfelde staff in addition to a rota of teaching assistants and gap students each night. Activities are planned and sandwiches and fruit is available for the children.
- All children are dismissed from their clubs by the teacher, directly to their parents.

Middle School- children can access clubs supervised by teachers until 1700 free of charge.

- Prep is available each night until 1745 which is supervised by Middle School staff and boarding matron on a rota. Pupils are then taken across to supper in the dining room by staff if booked in.
- **Senior School**- all children are invited to be in school, taking part in a club or Prep until 5pm. We encourage pupils to utilise prep time effectively in order to complete work in a calm supportive environment. Clubs are offered to children each night and supervised by a range of in-house teachers and external providers. Refer to DBS checks. The rota for clubs is available on SOCS.
- Late Prep from 1730 to 1800 is supervised by a member of SLT plus a gap student where necessary.

Music and concerts

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.

PE

Members of the PE Department supervise pupils on both home and away matches. Keeping a register of children attending.

Boarding

All Boarders are expected to return to Prestfelde House by 6pm for supper. Pupils are not allowed to leave Prestfelde House after supper without adult supervision.

See Boarding Policy and Handbook

EYFS PUPILS

The arrangements and routine for the supervision of EYFS pupils in the Nursery and Reception department of the school are set out in our Curriculum Policy.

Nursery

All Nursery children are supervised within a 1:8 ratio for 3-4 year olds. Currently, we have one full time qualified teacher in charge of Nursery alongside, one Early Years graduate level 6 full

time, an NNEB Level 3 key person and a level 6 part time key person. All EYFS practitioners are at least level 3 qualified with Maths and English Level 2 or above and all have their paediatric first aid. See Training matrix

Nursery outdoor play area is fenced to ensure safe free flow activities with an adult both indoors and out.

Reception

All Reception children are supervised between two classes. Each class has a qualified teacher and a shared Teaching assistant during the day.

FOREST SCHOOL

Forest School sessions are led by one of our two level 3 qualified Forest School leaders with a second member of the Little Prestfelde team. See risk assessments and Forest School planning. To ensure communication in the case of an emergency, staff will always take a 2 way, walkie talkie with them along with their Forest First Aid equipment.

MEDICAL SUPPORT

There is a qualified First Aid Matron on duty in the Medical Centre who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the school.

We ensure that all EYFS practitioners are qualified with a paediatric first aid qualification. See training matrix and first aid file in Little Prestfelde Foyer.

First aid boxes are in all potentially high-risk areas, as well as in the School Office. Little Prestfelde have First Aid boxes in each year group, Forest school bag and the Playground supervision bag. The School Matron regularly checks and replenishes the first aid boxes.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits." Our arrangements for the supervision of EYFS children on visits is described in our "Policy for Educational Visits by EYFS Children". The safety and ratios of adults to children are always considered when planning trips and visits.

UNSUPERVISED ACCESS BY PUPILS

Pupils are not permitted 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.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the theatre,

the gym, the pond etc. Doors to these areas are kept locked at all times when not in use. All flammables 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.

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.

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](#).

APPROVED DATE	1 st September, 2023		
REVIEW DATE	1 st September 2024		
SIGNED HEAD		PRINT NAME	Nick Robinson
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Rex Sartain

APPENDIX of information to support effective supervision of children throughout the routine.

[Duties for all staff](#)

APPENDIX 1



REGISTRATION procedure

The registration of children within school is the most important safeguarding procedure throughout the day.

Registration ensures all children are where they should be at any given time throughout the routine of the day.

ISAMS is the main system of registration to ensure that this is overseen centrally as a whole school.

SOCS is used to book and register children into clubs.

Our attendance and registration policy adheres to the government expectations

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Daily registration procedure

Morning

Each morning all children are registered into school in their form with their form tutor.

Little Prestfelde parents will book after school clubs and the Den via SOCS. This will inform teachers as to each child's plan at the end of the day.

Middle School and Senior school children are asked what time they are going home. This is recorded accurately within ISAMS to inform the end of the day registration.

All clubs are booked via SOCS for both MS and SS to form a registration for each club.

All children who are absent are coded correctly in view of information received from parents. If this is not known by the form tutor, then once the registers are completed this will be updated by the office. If there is no known reason for absence, then the office will contact parents to ascertain a reason for the absence.

Senior School Lessons

At the start of each lesson the children are registered into class. This is to ensure that all children are present in line with their attendance in the morning. If a child is missing the front

office are informed straight away to ensure all children are where they should be within the school and thus safe.

If a child is not in attendance but has been registered as present in the morning, then a search of the grounds will be conducted. See Missing child policy.

Afternoon registers

Little Prestfelde and Middle School will register all children straight after lunch time via ISAMS, where the end of the day plans will be checked.

Senior School children will meet with their form tutor at 3:50pm each day apart from Wednesday, to deregister and double check their plans for after school e.g. going home, club or prep.

Wednesday- this registration will be completed straight after lunch in forms or by the games teacher running the fixture via the ISAMS APP to ensure all children are accounted for.

All children attending a club or prep will be taken to the dining room for T&Bs where they will be met by the teacher leading T&Bs and prep that afternoon.

Children going home will be supervised by their form tutor and safely transferred into their parents' care.

If a parent is not known to a teacher or another parent says that they are collecting the child, this must be confirmed directly by the parent before a child can be released into their care.

If a child goes home, who has booked into a club or prep, either the club leader or prep leader must be informed directly.

Clubs

The leaders of each club **must** collect their children from the dining room and register them into their club using SOCS.

Club leaders will be informed of any children planned not to attend via the parents, office, form tutor.

The office must be informed of any children who are not in attendance.

Prep and the Den

All children attending prep will be registered into this provision via ISAMS. This will be completed via a laptop or via the ipad app.

This register informs the bursary for billing purposes for LP children.

A paper register of all children planned to attend a club will be on a clip board to refer to.

The office will be informed directly of any children not in attendance.

An investigation will be conducted for those children who said that they were attending Prep and a call home to ensure that they are safe.

Parents must wait for their children outside of the building and children must be supervised to ensure that they are being collected by a known adult.