

Staines Preparatory School



Supervision Policy

September 2025

This policy covers the supervision of children before, during and after school.

Policy Statement

Staines Preparatory School has put in place procedures and guidance for all staff regarding the proper supervision of pupils in School and on outings and trips. It is recognised that EYFS pupils require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

This policy is available to all interested parties upon request. It is available to staff on the Staff server, (School Documents, Policies) and hard copy in the Secretary's office (E9). The policy is reviewed annually, and when events or legislation requires, by the Headteacher and the Governors.

Supervision out of Teaching Hours

Supervision whilst travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School. Pupils who live near to the School and wish to walk to and from the premises or to and from Staines Preparatory School should have a letter of permission from their parents. When travelling on the School minibuses to and from School, pupils are not supervised by a member of staff other than the driver. They are issued with a set of rules and expected to abide by them and behave responsibly at all times.

Any complaints about poor behaviour are investigated and dealt with in a swift and efficient manner as soon as is practicable and sanctions are in place for incidents of poor conduct during these journeys.

Before School Care (Early Birds)

The school provides before school care for all pupils, including EYFS from 7.30am – 8.30am. Pupils will be supervised under the ratio of: for 2 and 3-year-olds a ratio of 1:5 and for those aged between 3 and 8 years old, a ratio of 1:8 is maintained. For children aged 8 and above, consideration is given to an appropriate number of staff based on the numbers of children, and the activities undertaken. Pupils that are dropped off during this time will be met at the front office by a member of the team and signed in. Pupils arriving prior to 8.10am can have breakfast. They will be supervised until 8.30am in the Burges Hall after which they will be taken to their before school playground where they are then supervised until the whistle goes at 8.45. In the event of wet weather, the children will be taken to their classroom. A daily register is kept of attendance and a charge is payable. Early Birds should be booked in advance to ensure appropriate staffing. Some extra places are available in case of emergencies. Charges are billed monthly in arrears for settlement within fourteen days. Disciplinary matters arising from the Before School Care are dealt with in accordance with the Behaviour Policy. The Early Birds leader will implement this procedure and inform the Heads of School. The School retains the right to deny use of the facility if any child persistently misbehaves. Before School Care for EYFS (nursery/reception) ensures a ratio of 1:8 and at least one member of staff must hold a full and relevant level 3 qualification; half of other members of staff must have a full and relevant level 2 qualification.

Some pupils arrive for activity clubs or sport practices at 8.00 am. Pupils either attend the Early Birds before attending or go directly to the club provider (this varies depending on the morning activity) a register of attendance is taken for each session.

4 o'clock Club

A 4 o'clock club is provided for EYFS children (not applicable to Nursery) and those in Years 1 and 2 from 3.20pm until 4.00pm. This club is free of charge and is for children that have siblings in Nursery and/or in Years 3 – 6 who are finishing school at 4.00pm. The teaching staff make up the rota for the 4 o'clock club and supervise the children in one of the classrooms. Parents are encouraged to inform class teachers which days their child will attend 4 o'clock club to aid the teachers to plan for the correct supervision. A list of children attending is given to the teacher supervising to cross-reference against the register each day. Children will be dismissed onto the Jubilee Playground at 4.00pm. Children that are not collected by 4.10pm will be taken to the school office and parents will be contacted. A late charge may be incurred. This club is supervised by a qualified teacher

After School Care (Afternoon Owls)

The school provides after school care (Afternoon Owls) for all pupils, including EYFS from 3.30pm – 6.00pm. Pupils will be supervised under the ratio of: for 2 and 3-year-olds, a ratio of 1:5 and for those aged between 3 and 8 years old, a ratio of 1:8 is maintained. For children aged 8 and above, consideration is given to an appropriate number of staff based on the numbers of children, and the activities undertaken. Pupils will be looked after by Lower School staff in 4 o'clock club from 3.30pm until 3.55pm when the Afternoon Owls staff will collect the children. A daily register for Afternoon Owls is kept and places are booked using School Cloud. Charges are billed monthly in arrears for settlement within fourteen days. Disciplinary matters arising from Afternoon Owls are dealt with in accordance with the Behaviour Policy. The Afternoon Owls leader will implement this procedure and inform the Heads of School. The School retains the right to deny use of the facility if any child persistently misbehaves. Afternoon Owls for EYFS (nursery/reception) ensures a ratio of 1:8 and at least one member of staff must hold a full and relevant level 3 qualification; half of other members of staff must have a full and relevant level 2 qualification.

Collection after Clubs/Activities

Registers are kept at every session for each club. The School Office has a list of pupils attending clubs in the school. Staff who run clubs or activities after school must dismiss pupils to their parent. The school will provide cover for pupils attending clubs where the start time is after 4pm.

Late Collection of Pupils after Clubs/Activities

Children that are not collected after their club/activity will be taken to the Office and parents will be contacted. A late charge may be incurred.

During the School Day

Registration

An electronic register is taken across the whole school at the start of the day (8.50 am) and again during the afternoon registration period. Parents are responsible for notifying the School Office by email or phone call or via the website if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this by 10.00 am at the latest. Pupils who are late for registration or miss it due to early morning clubs are asked to register in person in the School Office.

Class Supervision

Staines Preparatory School works within these ratios:

Nursery

All staff have relevant qualifications, and one member of staff has Early Years Teacher status.

Pupils who are 23– 1:5

Pupils aged 3+ – we work between 1:8–1:13 (Government guidance is 1:13 and at times, we may work within this ratio)

These ratios apply for all areas of Nursery including all break and lunchtimes. Children must usually be within sight of staff and always within sight and hearing. Staff in Nursery work in pairs where possible and are never on their own with a child.

Reception –1:30

Years 1 – 6 - 1:24

A list of staff qualifications can be found in the Staff Handbook.

Break and Lunch Times

All members of the teaching staff form part of the rota for Break and Lunch time supervision.

The Lower and Upper School teachers supervise during busy periods in the lunch hall and outside along with the school's Midday Supervisors. Appropriately qualified staff are on duty during play times using suitable ratios. For Reception, the 1:30 ratio applies.

For Early Years pupils, children must be within sight and hearing of staff. All staff must wear a Hi-vis jacket when on duty.

Supervising Changing for PE including Changing Rooms

Pupils from Reception to Year 3 change in their classroom under the supervision of a member of staff. Blinds should be drawn if the classroom is facing a public area. As part of Safeguarding training, staff are reminded to be aware of the Staff Behaviour Policy and be mindful of their interaction with pupils when changing.

Pupils in Years 4 to 6 change separately in the changing rooms. These year groups are supervised by a member of staff who positions him/herself between the two changing areas or when possible 2 members of staff. Staff always knock before entering the changing rooms and are aware of the Staff Behaviour Policy to ensure that they are mindful of their interaction with pupils when changing.

Library

Pupils in Year 6 may use the library during break and lunch times providing that a responsible adult (office staff) can be readily contacted if necessary. The library door must remain open. When staff are supervising in a remote location such as the outdoor classroom or Forest School, staff should take a radio with them.

Indoor break time supervision

On occasions, in inclement weather, pupil's break and lunch time may be affected and require children to spend time inside. This document seeks to outline the arrangements for such circumstances, clarifying the different processes for different times of the School day.

The decision regarding indoor break will be taken by the member of staff on duty, in consultation with the Head of School. This may be taken prior to break beginning, or during break depending on the time at which the weather becomes sufficient to warrant pupils moving inside. Once the decision has been taken to bring pupils inside, the Head of School will relay information to staff to arrange staff in place to supervise. Whilst the procedures outlined below will be followed in most instances, there may be circumstances where these procedures need to be adjusted to ensure that the quality of care and supervision is maintained with suitable staffing.

On arrival (8.30-8.45am):

On arrival to School, pupils will go to their class/form rooms and be supervised by their class/form teacher.

Morning Break:

Each year group, where needed, will be merged into one or two groups and go to two of the classrooms allocated to their forms. These will be supervised by either one or both of the form teachers. These may rotate, to be discussed internally amongst staff, allowing for staff to have a convenience break. Staff that do not have tutor groups may be used to cover other staff to allow for breaks. Pupils will eat their snacks at tables supervised by a member of staff and have time to refresh and socialise with friends before Period 3 starting. In the Lower School, some classes may be able to use covered outdoor areas as well as inside classrooms for break times.

Lunch break:

In the Lower School, year groups will be split as per morning break arrangements, and be supervised by the lunchtime supervisors, Gap students and LSA staff if necessary. EYFS children will be split in the same way, but will be supervised by one qualified teacher in addition to lunchtime supervision staff.

In the Upper School, a rota is created each year by the Assistant Head outlining where each year group should go in the event of a wet lunch, and who will be supervising. This will utilise the normal duty staff, as well as inside spaces in the School such as both sides of the Peter Roberts Hall and the Lunch Hall.

Afternoon Break

In the Lower School and Year 3, pupils will usually remain with their teacher in their classroom or may be split as in the morning.

For Years 4 - 6, pupils will remain in the classroom that they have Period 6 in, and be supervised by this member of staff, and then be sent to Period 7 as normal.

Collection of Pupils

Early Collection

Pupils who have appointments in School time are collected from the School Office by their parents. Pupils in Reception and Nursery should be brought to the office by an adult. The daily absence register is in the School Office. This file is duly updated.

Collection at the End of the School Day

EYFS and Lower School Pupils (Years 1 & 2):

Children that are not attending Extra-Curricular clubs are dismissed formally one-by-one as the parent or designated adult collects them from the Jubilee Playground. Those who attend After School Care or activity clubs are collected or taken to the venue.

Staff will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance. Parents are asked to provide the class teacher with a list of individuals with whom they are happy to allow their child to leave the premises if they intend to make ad hoc arrangements. This information is circulated to the clubs providers and kept on file in the School Office. If a parent is late collecting, the child will be taken to the Office and parents will be called.

Year 3 - 6:

Children that are not attending Extra-Curricular clubs are dismissed formally from their last lesson of the day either from the Jubilee Playground (Years 3 and 4) or from the All-Weather Court (Years 5 and 6) from where their parents collect them. Staff wait until 4.05 pm. If children have not been picked up by this time, they will be taken to the Office and parents will be called.

Families who live nearby may request in writing to the Headteacher that their child in Year 6 may walk home after school unsupervised. This is granted at the Headteacher's discretion.

General Information

If parents are going to be late, they should ring the School Office before 4.00pm. A message will then be given to the relevant member of staff. Parents will be advised to use the School Cloud app or call the school office to register for Afternoon Owls to enable the child to be able to attend.

Uncollected Children

If a child is not collected at the end of the school day/after an extracurricular activity, then the parents will be called. The child/ren will be taken to the school office where a member of SLT will supervise. If the child has not been collected, we will call the contact numbers for the parent or carers. If there is no answer, the School office or member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers the Headteacher will:

- make emergency arrangements for the child (either staying at school, if the School is open or arranging for other care, perhaps with friends)
- inform the Children's Social Care Services that the child has not been collected
- telephone the Police to inform them of the situation; their guidance should then be followed.

We will make a full written report of the incident.

Supervision during Educational Visits and Trips

The arrangements for supervision of pupils during trips and outings are described fully in our '**Visits Policy**'. As with all Regulatory Policies, we review this once a year in order to satisfy ourselves that it is robust and effective.

Supervision On-Site Outside of School Hours

At least one member of the teaching staff is on duty to supervise pupils whenever they are in School outside normal School hours e.g. if leaving for or returning from a residential trip. Pupils who arrive back from PE Fixtures after normal School hours are supervised by a member of the PE staff until parents arrive to collect. PE staff keep a register of pupils who are under their supervision during the time that they are in their care.

Unsupervised Access by Pupils

Pupils are not allowed into classrooms; this includes the outdoor classroom and forest School without permission from a member of staff. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity. Staines Preparatory ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories, the Kiln Room 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. In addition to this, pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

Staff Induction

All new members of staff receive 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. Safe Recruitment practices are followed at all times. See our '**Safer Recruitment Policy**' and '**Staff Induction Policy**' for more information.

Missing Pupils

Registration is taken in Form and Class groups with the exception of afternoon registration for pupils in Years 4 – 6 which is taken by the teacher in the first afternoon session. If a pupil does not turn up for a lesson, every effort must be made to find out his/her location. Please see the '**Missing & Lost Pupil Policy and Procedures**' for details.

Staines Preparatory School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document.