

Pupil Supervision – Senior Prep School

Reviewer: Simon Lilley, August 2026

Approved by SMT: Aug 2026

1. Senior Prep School

This policy supports the School's Safeguarding and Child Protection Policy and should be read alongside the Behaviour Policy, Health and Safety Policy, Missing Child Policy, Staff Code of Conduct and First Aid Policy. Appropriate supervision forms an essential part of the School's safeguarding arrangements.

2. Missing Pupils

Any pupil whose whereabouts cannot be established promptly will be managed in accordance with the School's Missing Pupil Procedure, found in the Attendance, Registration and Absence Policy. All staff are expected to be familiar with and implement these procedures.

3. Duties

We ensure that a full and appropriate level of supervision of all pupils occurs throughout the school day from when pupils arrive to the time they depart.

4. General supervision before school:

Parents remain responsible for their children before 7.40am unless attending an agreed early club such as Swimming or Strength and Conditioning. Pupils may enter the school building from 7.40am but they must remain in the school foyer or Prep Library until the bell for registration is rung at 8.00am. Prep School Senior Management are responsible for any children entering the school from 7.40am until 8.00am.

5. Lesson Time

Teachers are responsible for the supervision of and registration of their class. No class should be left unsupervised for any reason. In an emergency teachers may summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with or send the pupil with another accompanying pupil to the office or medical centre.

6. The Duty Rota

A daily duty rota is implemented to ensure adequate staffing and robust supervision of pupils. An outline of this can be seen below:

DUTY	Staff on duty
07:40 – 08.25	Prep Senior Management
10.35-11.00 1st Break	Two staff
12:00 -12.20 Lunch queue	One staff
12:00 -12.20 Dining Room (1)	One staff
12.20 -12.40 Dining Room (2)	One staff
12.00-12.25	At least one lunch supervisor
12.25-12.50	At least one lunch supervisor and three staff
13.55 – 14.25	Two staff
Prep 1 16.35-17.15	Prep duty rota

Prep 2 17.15-18.00	
Activities 16.25-18.00	Activity register
16.25 – until all pupils have been collected	End of Day Lead (or member of staff responsible for activities or events that extend beyond 18:00) such as play rehearsals or sports fixtures.

*Additional ad-hoc duties include changing room supervision and corridors during breaks.

Prep Senior Management are responsible for managing and overseeing the duty rota.

7. Signing out:

At 4:30pm (4.00pm Friday) all Form Tutors in Years 7 and 8 release pupils to either club/activities, supervised prep/academic clinics or home.

A copy of all Form Tutors AM registers is retained at the school office to indicate pupil's whereabouts. Registers are taken at all clubs/activities/prep and clinics. At 4.30 or 5.15 (after club/activity/prep 1) the majority of pupils leaving school at this time are collected by parents. Pupils authorised to walk or cycle home must have parental consent to do so. Parental consent must be recorded by the School. An email to the Form Tutor providing parental permission is sufficient evidence of consent.

At 4:40pm SPS pupils who have not been collected are sent to the prep supervision room.

At 5:15pm pupils can leave following the end of prep session 1 or activity session 1.

At 6pm remaining pupils can leave following club/activity/prep session 2. Office staff and End of Day Duty Member are responsible for triaging any end of day issues with SPS pupils and retain Duty of Care until they are resolved.

8. End of Day Duty:

- The End of Day Duty takes place from 5:00pm until the member of staff is satisfied that all pupils in Years 3 - 6 have been collected safely from school and remaining SPS pupils' parents have been contacted. Routinely this is before 6.30pm.
- If a pupil has not been signed out on the registers, then the End of Day duty staff member is responsible for contacting the parents or guardians of the pupil by telephone and/or email to check that they are safely home. Once all pupils have been accounted for and appropriate action has been taken in accordance with the Missing Pupil Procedure where necessary, the member of staff may conclude their duty.
- If a child has not been collected, then staff member undertaking the End of Day Duty will contact the pupil's parents or guardian and will remain with the child until they are safely collected.
- Every day the school office will display the name of the member of staff on duty, so pupils and parents know who to turn to if they have a concern.

9. Activities and Prep supervision

Pupils who are arriving early or staying for an activity or prep are registered by the member of staff in charge of the session. The names of any pupils missing from prep or activities are sent to the school office so that all the children can be accounted for.

10. Dangerous / extreme weather

Should it be deemed inappropriate or too risky for pupils to go outside during break or lunch times, for example due to rain, heat, thunderstorms, hail, wind or any other reason as determined by a member of the Senior Management Team, the following should take place:

- The bell will be rung three times in the Prep School building to signify to the children that there is a wet weather break. Signs put up on foyer doors.
- Children are to return to their form rooms. Form Tutors should be based in their rooms to supervise the children alongside duty staff.
- Prefects and Guardians are assigned to Year 3 – 6 Forms. However, prefects are aware that there is always a member of staff on duty and in overall charge in the building and a member of staff readily available in the school office should the need arise.
- Members of staff on lunch duty and the lunchtime supervisors are responsible for patrolling the Prep School building including changing rooms.