



PRESTFELDE

Pupil Supervision Policy

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 August 2020

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

COVID-19

The academic year 202/22 has been impacted upon significantly due to the worldwide pandemic. Therefore, supervision and the structure of the school day has been changed to ensure the health and safety of our Prestfelde Community and reduce the transmission of COVID-19.

The changes in organisation and contingency planning has been communicated with our parents and community at regular intervals, especially at any point of change to DFE guidance.

[Firefly COVID organisation information for parents.](#)

These procedures and routines will be monitored and reviewed on a daily basis to ensure the safe supervision and safety for all.

Timetables of organisation

Little Prestfelde

Little Prestfelde										Pick up options
Groups	Number of children	Teachers	Early Morning drop off	Arrival time	Morning Play time	Lunch time	Lunch time – Outdoor play	Departure time	A/S provision 15:30-18:00	Departure time after clubs
FS1	22 on roll not in each session	PR, KP, JH, LA	0800 LP Foyer	0830	FS1	11:30am	12-	12:30 + 1530	Clubs across LP	1530 1630 1700 or bus 1745
FS2	26 L2+L3	KW, RM JH	0800 LP Foyer	0830	9:50- 10:20		12:20 - 13:00	1520	Den A/S	

Y1	26 L4+L5	JM, JR SK	0800 LP Foyer	0820				1520	care as LP	
Y2	26 L6+L7	SR, CM AW + LUF	0800 LP Foyer	0820				15:30		

Middle School

Middle School										
Groups	Number of children	Teachers	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	30 Hub + M1	MA, SP	08:00 LIBRARY	0815	1020 – 1050	12:15- 13:00	12:55- 13:30	1545	Clubs across MS	1545 1700 or bus 17:45
Y4	30 M2, M3	SW, TJT	08:00 LIBRARY							
Y5	54 M4 +M5+ M6	SD, AP, HB	08:00 LIBRARY							

Senior School

Senior School										
Groups	Number of children	Form Teachers	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	47	Head of year – HKJ EB LM FH	0800 Dining Room Y6 TA	08:15	10:20-10:50	1250 Tu+Th 1300 Rota for first and second lunch	12:50-13:20 13:20-13:50 Rota play before and after lunch See duty rota	1600 - 1610 1610 1610	Clubs across Senior School	1610 1700 or bus 17:45 1610 1700 or bus 17:45 1610 1700 or bus 17:45
Y7	36	Head of year - TA, JJ CC SD	0800 Dining Room Y7 TA	08:15	10:20-10:50					
Y8	48	Head of year - ASc JG, DH CW	0800 Dining Room Y8 TA	08:15	10:20-10:50					

TIMETABLES

Timetables for each class can be found within School Drives for both Little Prestfelde and Middle School <https://prestfeldeschool.sharepoint.com/:f/s/Team-academicmatters/EiXmhUxLoJIOgHaJdYowRfEBq2Qe0QN32qzjpwDulL-fVg?e=cTS3sN>

All Senior School timetables are accessible via ISAMS.

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.00am and are expected to go home by 6.00pm 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 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. See Boarding Policy.

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

All teachers 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 not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. See use of Masks and safeguards with reference to COVID.

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 (08:30) and afternoon sessions (13:30). 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 09:15 will contact the parent to clarify the reason for absence to ensure the safety and wellbeing of each child. 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 input into our registration system (iSAMS)

In Little Prestfelde this is collated weekly by each class teacher within their collection booklet, which is signed by each parent.

Clubs, The Den and Prep

All clubs both teacher clubs and the Den/ Prep will take a registration 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 LP. In MS and Senior school, children/parents would inform 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 none 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 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 on a daily basis vis SOCS. This register is then 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, a boarding Tutor and an activity assistant on duty every evening. The Head of Boarding and matron are on duty overnight 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

8.00am - 8.15am Before school

- Little Prestfelde children can access the Little Prestfelde Foyer from 8am where there are two members of staff on duty.

- Early morning duty for Middle School and Senior School children

Break duty

- 09:50am Little Prestfelde.
- 10:20am Middle School
- 10:20am Senior School (every Weds 10.30am)

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 from each school, supervising the children at all times. One will stand where they are in sight of the front main gate and the Adventure Playground- this person will act as the health and safety person alongside the First aid support. The other member of staff will play alongside the children, patrol the Adventure play area and tennis courts to monitor safety of the children and their play.

During Middle School and Senior School playtimes one member of staff will patrol and be in the line of sight of the tennis courts area, one member of staff will supervise along the front of LP in the line of sight of the main vehicle gate, the cage and the changing rooms and the third member of staff will supervise the adventure playground.

In addition to the teaching staff we will also have a Gap student, who will take the role as play partner/ referee, working with the children playing football in the cage area. MS Buddies led by MS TA, Miss Wilde, arrange and set up activities/games which they lead. They help staff by reporting any children who are in out of bounds areas.

A member of staff will support children in the dining hall, eating snacks.

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. outside the Music School.

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.

If a ball from the cage area unfortunately gets kicked over the fencing into the parked cars, the child informs a member of staff who supports them in retrieving the ball.

Little Prestfelde and Middle School. At the end of break the whistle blows and all children line up adjacent to the cage when the whistle sounds the end of play time. Children will be expected to stand silently and walk into the cloak room. Once in the cloakroom they will silently 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

- 11:30am Little Prestfelde
- 12:15pm Middle School
- 12:50pm Senior School

[See lunch time duties list for all schools.](#)

All teaching staff support all children in accessing the Lambart Hall and ensure their safety whilst collecting their lunch from the kitchen.

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

Children sit on tables in their year groups.

Independence and good table manners are to be reinforced and expected at all times.

All adults sit with the children to promote conversations and model good manners and etiquette at all times. MS – Y5 buddies sit with pupils, engage with them, help when needed and check pupil's plates before they clear.

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

The teacher who is on playground lunch duty will have a free lunch and eat away from the children to ensure that they are on the playground before the children.

Staffing for lunch playtime is the same organisation as the morning- see above.

Wet Play Organisation

Little Prestfelde

Children will have the choice to be in the LP Foyer to watch a film or play in the Covered Area, under the supervision of the teachers and lunch time supervisor.

Middle and Senior School

Children are based within their own form room.

Children choose an activity within their room.

Form tutors 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.

End of the School day

- 3:20-3:30pm 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.
- 3:50-4pm Middle School – Deregistration takes place, children leaving at 4pm are handed directly into the care of a parent/agreed adult. Pupils attending club/prep go to snack in the dining room which is supervised by MS staff, they are collected by club teachers and prep staff who walk them over to MS. 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.

- 3:50-4pm Senior School – children report to the Dining Hall, where they will be met by their form tutor.
- The children will stay in the dining hall until 4:00/4:15pm, where they will be dismissed in club order and will be taken to their club by the club leader, remain for prep or handed over to parents by form tutors.
- All children will be de-registered from each club/prep by the adult responsible for each child at this time. *All Games, Club and Prep teachers will register and de-register each child when attending after school activities/ matches.*

See after school and club duties for each school.

Throughout Prestfelde school all children have the opportunity to take part in supervised activities until 6pm.

Little Prestfelde – children can access clubs supervised by teachers until 4:30pm free of charge.

- Ballet and dance is offered weekly by external providers.
- The Den caters for children 3-7 years from 3:30pm until 4:30pm at a nominal charge. See school charges.

This is run by two members of the Little Prestfelde staff in addition to a rota of teachers and gap students each night. Activities are planned and a light tea is given to 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 5pm free of charge.

- Prep is available each night until 5:45pm which is supervised by Middle School staff and boarding matron See rota. Pupils are then taken across to supper in the dining room by staff.

Senior School- all children are invited to be in school, taking part in a club or Prep until 5pm at least three nights a week. One night a week (Monday), it is expected each child will take part in Compulsory Prep to support their studies.

- Clubs are offered to children each night and supervised by a range of in-house teachers and external providers. Refer to DBS checks. See rota.
- Late Prep from 5:30pm to 6pm is supervised by Prestfelde boarding staff.

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.

EYFS

PUPILS

The arrangements and routine for the supervision of EYFS pupils in the FS1 and FS2 department of the school are set out in our Curriculum Policy.

FS1

All children are supervised within a 1:8 ratio for 3-4 year olds. Currently, we have one full time qualified teacher in charge of FS1 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

FS1 outdoor play area is fenced to ensure safe free flow activities with an adult both indoors and out.

FS2

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

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. Forest School sessions are planned and organised for small groups of children (max 15). 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 24 hours a day 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 allowed 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	September, 2021		
REVIEW DATE	September, 2022		
SIGNED HEAD		PRINT NAME	Fiona Orchard
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Rex Sartain

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

[Duties for all staff](#)



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.