ST PETER'S

PREPARATORY SCHOOL

# Supervision Policy

Updated 15 September 2026
by Mr Dan Morris, Mrs Claire Wellington-Smith & Mrs Lizzy Glanvill
(Director of Operations, Deputy Head, Academic & Head of Pre Prep)

**Approved by Head:** Charlotte P Johnston.

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1. General 2
2. Scope 2
3. Overview of the day - Pupil's arrival and departure 2
5. Break time playground supervision 4
6. Boarding supervision 4
7. Registration 4
8. Medical Supervision 5
9. Supervision whilst travelling to and from School 5
10. Supervision on site with Activity Leaders. 5
11. Supervision during Educational Visits 5
12. Site Security - Out of Bounds and unsupervised access by Pupils **5**
13. Site Security and Health and Safety 6
14. Staff Induction 6

## 1. General

St Peter's Preparatory School is committed to ensuring the safest environment by providing the best possible level of adult supervision for the children and young people in its care.

## 2. Scope

This policy seeks to outline the expectations for supervision of all pupils and the provision that is in place. This policy links to the Health and Safety, Child Protection and Safeguarding, Medical, Transport as well as the Teaching and Learning policy and Site Security Risk Assessment.

## 3. Overview of the day - Pupil's arrival and departure

Pupils may arrive at school from 07:30 and can stay in school until 18:15. Where they are staying late for a function, additional provision will be provided.

Between 08:00 and 08:25, pupils are greeted by staff at either of the two drop off areas (car park / front lawn area or flag pole pull in). Pupils who are eligible (Y3 - Y8) walk to their designated 'early arrival' area. N-Y2 pupils are escorted there by staff. At 08:25 pupils depart for their form rooms to be registered and start the school day.

At the end of the school day, N-Y2 pupils can be collected from 15:30 directly from classrooms. At 16:00, Y3-Y8 pupils return to their form rooms for de-registration, then (as well as N-Y2 pupils who have not been collected) either attend a supervised after school activity or prep session. Those who are being collected are taken to the pick up area for collection.

Supervised 'late stayers' provision is available for all pupils between 17:00 and 18:00 after prep / activity sessions are completed. A member of the Senior Leadership team is always onsite until the last day pupil has departed site, and the boarding provision has taken over.

Boarding provision takes over from 18:00 where supper, and an evening activity is provided before overnight accommodation. Pupils may have an evening meal with the boarders and activity also, without staying overnight.

## 4. Supervision Expectations and Arrangements

It is expected that pupils are supervised by adults at all times when they are onsite. Appropriate staff:pupil supervision ratios are used according to the age of pupils.

**EYFS Pupils**

EYFS pupils are supervised due to the ratios and levels of qualifications set out in the Early Years Foundation Stage Profile. During break times and before and after school, the ratios are adjusted according to the number and age of the children and the qualifications of the staff supervising. Supervision levels are also considered when the children attend extra curricular activities and when they use the school buses. Children must always be within sight and hearing of a member of staff while eating.

All pupils are not allowed on site without supervision. Members of staff will always be present on duty in order to supervise pupils whenever they are in the school outside normal school hours. The main duty times are:

- Early morning duty (08:00- 08:25)
- Break duty (10:10 -10:30) Pre Prep (10:40-11:00) Y3-8
- Lunchtime duty (12:00 - 14:00)
- Afternoon duty (15:00 - 15:15) Pre-Prep Only
- After-school duty (16:15 - 18:00)

Pupils are supervised at all times, regardless of events and fixtures.

Procedure for movement of EYFS children around the school site

- The EYFS classes are lined up and counted in their two separate classes for movement around the school site.
- The children are counted in and out of each area to enable cross checking.

## 5. Break time playground supervision

The school site is split into a range of zones that are accessible to pupils at break times. The zones are designated to different age groups across the School age phases. Mixed age phase play is encouraged and part of our leadership programme. The School Duty Rota indicates the designated member of staff supervising each zone for each break time, and timings. This is reviewed on a regular basis by the Deputy Head, Academic alongside the rest of the Senior Leadership and Middle management team. Where there are insufficient personnel available to supervise a zone, it is closed and the pupils redeployed to an alternative area where they can be supervised.

~Ratio's for the supervision of EYFS pupils remain the same at all times of the school day. EYFS Children are usually within sight and hearing of staff and always within sight or hearing.

During inclement weather, pupils and teaching staff remain in classrooms. The school holds specific Wet Play protocols for each area of the school, and these are displayed in every classroom at the beginning of the academic year. These protocols are referred to at the beginning of term so all parties are informed of expectation. Where possible we get children out to play - wet play is reserved for the worst of weather scenarios.

## 6. Registration

Registration of pupil attendance is taken at the start of the morning and once during afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason.

The school will always contact the parent if a child fails to arrive at school without an explanation.

We will only release a pupil 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 writing in advance, or who has the specific password as recorded on the pupil's individual records.

## 7. Medical Supervision

School Matron is available in Sick bay from 08:00 to 17:00 every day. She is available to administer medicines and 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 and administer medicines. The names of First Aiders are logged with the Director of Operations & Compliance.
A qualified paediatric first aider is always available within EYFS and incidents dealt with in the EYFS are recorded using Famly. Matron regularly checks and replenishes the first aid boxes.

## 8. Supervision whilst travelling to and from School

Where children are not users of our bus service, parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of teaching staff when travelling on the school bus service; but are driven by School bus drivers. Pupils have a Code of Conduct to follow and are expected to behave responsibly. We would always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses depart.

For other transportation situations such as outings or travel to sports fixtures, pupils are supervised by members of staff who are driving the minibus.

## 9. Supervision on site with Activity Leaders.

Details on the arrangements for the supervision of pupils when deregistering from activities, led by external activity leaders are described in our External Activity Dereg Protocol.

## 10. Supervision during Educational Visits

Details on the arrangements for the supervision of pupils during Outdoor learning activities or educational visits and trips out of schools are described in our policy: Outdoor Learning and Educational Visits and are recorded in all off site risk assessments. This includes arrangements for the supervision of EYFS children on visits and adult:pupil ratios for all age pupils.

## 11. Site Security - Out of Bounds and unsupervised access by Pupils

Pupils are not allowed into the swimming pool area without a qualified member of staff in charge, nor are they allowed to use the woodland walk, changing rooms, Sports hall, Sports store, Squash court, Learning and Library Hub Art room or Science Labs without supervision or staff permission. All flammables are kept securely locked in appropriate storage facilities.
Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. Such activities will have specific Risk assessments as outlined in our Outdoor Learning and Educational Visits Policy.

Pupils have no access to specific areas on the school site: Beyond the zebra crossings on the driveway, into the main car park (unless at the end of the day with staff or parents), outside the natural boundaries of the school, i.e out of the back gates, over fences or hedges, either of the staff rooms or the stationery cupboard. The Grounds, Maintenance, Catering and Caretaking working areas of the school are also all marked out of bounds.

## 12. Site Security and Health and Safety

Our Site Security risk assessment and Health and Safety policies describe the arrangements for safety of the entire school; and the Emergency and Disaster Management Planning outlines protocols and procedures, and supervision arrangements in specific emergency situations. It also outlines our Missing Child Procedure should a child be unaccounted for.

## 13. Staff Induction

All new members of academic staff receive a thorough induction to the school's expectations of the appropriate levels of pupil supervision. Guidance is given on the expectations for safe supervision.

| Revision History | | |
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| **Date Revised** | **Changes** | **Reviewed By** |
| 21/08/2026 | Removed references to boarding and updated links. | Dan Morris (Dir. of Operations) |