



Kimbolton School  
Cambridgeshire

# PREPARATORY SCHOOL SUPERVISION OF CHILDREN POLICY

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**Policy owner: Prep Head**

**SLT Policy: Prep Head**

**Policy Summary Statement:**

This is our policy covering the supervision of children at the Preparatory School including Early Years Foundation Stage.

**Release Date:** Autumn 2024

**Review Date:** Autumn 2025



## Preparatory School Supervision of Children Policy Including Early Years Foundation Stage

### **Legal Obligations**

The Governing Body has specific obligations to ensure, as far as is practicable, that a safe place of work is established for all employees and others that enter the school. It is required that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of *in loco parentis*. In order for teachers to carry out their duties effectively the school has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and policies for their implementation.
- ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- ensuring the maintenance of good order and discipline at all times during the school day (including midday breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere.
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The Governors are responsible for any negligent acts of their employees in the course of their employment.

### **The Setting**

The School has taken reasonable and practicable measures to ensure that supervision arrangements are supported by appropriate site security.

**The EYFS setting** is contained within the Aragon House building (Lower Prep). The building itself is surrounded by a secure perimeter fence, a secure main entrance from the car park and a secure (adult access via high level handles), entrance from Upper Prep building.

**Inevitably, supervision requirements differ depending upon the age and maturity of the pupil. The Prep and Senior School sites, whilst connected, are at different ends of the village. Therefore, a generic policy is unsustainable.**

The purpose of these arrangements is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

### **Supervision Before School**

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Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school.

- For Kim Club users, formal responsibility begins when pupils register or when collected from the Archway by Kim Club staff.
- The School informs all parents about the time of the start of the school day and indicates that no arrangements, **other than extra-curricular activities that have a pre-agreed and designated list of attendees**, are made for the supervision of the children earlier than 8.25 a.m. on a school day. (Unless the children make use of Kim Club whereupon supervision will begin from 7.30 a.m.).
- All class teachers should be ready to receive children and parents from 8.25 a.m. The Upper Prep duty teacher will be responsible for the supervision of children in the playground from 8.25 a.m.
- Supervision of children before school begins is part of the school's rota of playtime supervision.
- Children arriving before 8.25 a.m., e.g. academic support or for individual music lessons, should be met at the Main Entrance / Archway by their respective teacher.

### Supervision During the School Day

#### Break /Lunch times

- There must be adequate supervision both outdoors and indoors (in the event of inclement weather).
- In the case of **EYFS children** staffing is arranged to satisfy the EYFS Regulatory Requirements.
- A duty rota for break/lunch time supervision is displayed in the staff room and distributed to all staff via email.
- Duty teachers will patrol and interact with the children in and around the play areas.
- Staff should leave the staff room promptly to supervise the children back into class.
- Staff should work as a team to support the duty teacher in this process. We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children through the cloakroom areas.
- Children should never be left alone in classrooms during break/lunch times unless directed by a member of staff.
- Guidance for supervision of wet break times is found in the Prep Staff Handbook. Part of the induction of new staff will include an explanation of supervisory responsibilities.

#### Inclement weather

In the event of **inclement weather**, Upper Prep teachers will maintain a presence in classrooms, whilst the duty teacher will patrol inside. In Lower Prep, the duty teachers sit with the children, whilst they watch a DVD in one of the two designated classrooms. Staff should support each other in maintaining adequate levels of supervision during wet playtimes. Duty teachers should begin supervision promptly and a bell will inform staff as to when break time is over.

#### Start of the School Day

#### Prep Archway / Lower Prep Foyer



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The School provides a chargeable 'wrap-around' care facility, called Kim Club, which is available to all pupils from 7.30 a.m. Children arriving before 8.25 a.m. will be supervised in this facility.

At the start of the school teaching day, the School operates a 'drop off' system, only allowing pupils to enter the school buildings at 8.25. The Head of Prep or Senior Deputy Head will be a visible presence at the Archway or Main Entrance, with the Head of Lower Prep on duty at Lower Prep (Rec-Year 2) from 8:25 a.m. – 8:50 a.m., where they will greet children and parents on their arrival, as well as supervising the safe alighting of pupils arriving by school coach. Lower Prep children who arrive on the school coach are escorted to the Lower Prep building.

Class teachers will be available to pupils in their classrooms from 8:25 a.m. Upper Prep children are able to use the playground, where a member of staff will be on supervisory duty, from 8:25 a.m. – 8:45 a.m. At 8.45 a.m. a bell will sound instructing Upper Prep pupils to proceed to their classrooms in preparation for morning registration.

### **Registration (a.m. and p.m.) including EYFS**

Formal morning registration occurs in classrooms from 8.50 a.m. to 9:00 a.m. During this process, pupils' attendance and absences are recorded using the school's management system (ENGAGE). Important 'end of day' information such as collection arrangements, attendance at after school activities, 'Kim Club' and use of the school coaches are also recorded and kept centrally in the school office. Any issues regarding the completion of the register should be communicated to the Prep Office at the earliest opportunity and where necessary a 'paper' version completed. For afternoon Games lessons, a hard copy register is taken and sent to the office where the information is input into ENGAGE.

Afternoon registration occurs during the first lesson after lunch and is completed using the school management system (ENGAGE) by the teacher leading the lesson. Registration should be completed without delay and issues communicated to the Prep Office at the earliest opportunity.

A 'Daily (absence) list' is collated and circulated by the Prep Office informing staff of absences relating to illness, medical appointments and other authorised reasons.

### **Break time EYFS, Lower Prep and Upper Prep (10:40 a.m. – 10.55 a.m.)**

All staff should ensure that children leave the classrooms/teaching areas and make their way to the play areas. Children should only be in the school buildings with permission from a member of staff or in the case of inclement weather. In the event of inclement weather, then at least one member of staff from each Upper Prep year group should help to supervise the children in classrooms.

### **Upper Prep Break**

The members of staff on break/lunch time duty should collect a first aid bag from the staff changing room area and be a visible presence on the play areas. All staff have a responsibility to ensure that all children are outside.

A bell will signal the end of break for staff and children, at which point duty staff should ensure that children wait quietly before being sent by class to their classrooms. The walkie-talkie and first aid bag should be returned at the end of break.

### **EYFS and Lower Prep Break**



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There are two staff on duty in the LP playground at break time and 3 at lunchtime break. There are 3 members of staff in the reception playground and we adhere to the EYFS ratios. Staff supervise the playground and interact with the children, ensuring that all areas are regularly covered and assisting with playground games and generally supporting the children in their play and social interactions when required.

On hearing the bell, the children stand still, until told to move to the designated lining-up area, as directed by the teacher/staff on duty. Children are called, class by class, to go into their classrooms in an orderly fashion.

**Staff not on duty should ensure that they arrive promptly for their lessons.**

### **Lunchtime (EYFS and Lower Prep: 12 noon onwards)**

Lunchtimes are staggered, with Reception starting at 12:00 p.m., Y1 at 12:10 p.m. and Y2 12:20 p.m. Lunchtime ends for all children at 1:10 p.m. when PM registration will take place. Teachers and TAs accompany the children to the dining hall, assist them if necessary in selecting a balanced meal and sit at a table with them, encouraging them to eat their lunch and adopt suitable table manners (we follow EYFS regs with regard to monitoring children who are eating). The children ask if they may start their dessert. Children are accompanied, in groups, back to Lower Prep by teachers or TA's.

### **Lunchtime (Upper Prep: 1:00 p.m.–1:30 p.m. & 1:30 p.m.–2:00 p.m.)**

All staff should ensure that children leave the classrooms/teaching areas and make their way to the play areas. Children should only be in the school buildings with permission from a member of staff or in the case of inclement weather.

Children will be supervised in the dining hall by non-academic staff, but ultimately, all staff are responsible for ensuring that the children show good manners and behave appropriately. Staff should stagger their arrival in the dining hall and avoid queuing 'en masse' at the front of the lunch queue, as this can impact upon the speed that children are served.

Staff on 'outside' lunch duty should arrive promptly and patrol the play areas as per break time duty. Staff on first 'outside' duty should collect the first aid bag. The changeover of duty staff at 1:30 p.m. provides an opportune time to handover any information regarding incidents, concerns or actions. At the end of lunch, pupils should line up quietly in the classes, before being dismissed.

### **End of Normal School Day (EYFS and Lower Prep: 3.30 p.m. & Upper Prep: 3.50 p.m.)**

### **Dismissal**

Class teachers are responsible for dismissing their classes and should be satisfied that children have left the school site appropriately. Class teachers unable to fulfil this commitment due to educational visits, fixtures etc. are responsible for ensuring adequate supervision is in place. If supervision cannot be undertaken by a year group colleague or one in an adjoining room, then the Deputy Head Academic should be notified and 'cover' requested.

The Prep Office will circulate copies of the 'end of day register' which illustrates pupils end of school arrangements or changes communicated to the school via parents or guardians. Children should be collected by a parent, guardian or known appropriate adult. Parents wishing children to be collected



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by 'older siblings', should contact the school to ensure that they are age appropriate and arrangements are acceptable. In the event of confusion regarding collection, teachers should liaise with the School Office to confirm arrangements. This may include phoning parents/guardians for clarification.

Children who have not been collected at the end of the normal school day, and are not attending Prep or an activity, should be placed in Prep (Upper Prep) or Film Club (EYFS and Lower Prep).

### **Leaving the school site**

Children should only be allowed off site during school hours when there is clear evidence of a reasonable request from the parents or guardian. Such requests should clearly state who will collect the child, if not a known parent or guardian, and the person(s) should go to the office on arrival for verification. Staff should be aware of access and custody arrangements, as well as protocols for shared parental responsibility even though parents may no longer be cohabiting.

**Upon leaving the school site for an authorised reason all pupils must be 'signed out' at the school office.**

### **Errands**

Children should not be sent off site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park. Children should also not be sent on errands within the school building or grounds if these areas are not adequately supervised.

### **Illness**

When children are taken ill during the school day the school will contact the parents or guardian (via the nurse) whether at home or at work. To avoid unnecessary distress to children, in situations where parental responsibility is shared, but parents no longer cohabit, both parents may be contacted. The child may then be handed over to the parent who is able to arrive at the earliest opportunity.

The school will adhere to all relevant public health/government guidance and apply due diligence in relation to threats posed by infectious diseases and other health threats.

### **Emergency**

Children should not be left unsupervised for any reason. In the case of an emergency colleagues can request assistance by emailing, messaging or telephoning the Prep SLT, Office or Nurses.

### **Lesson Time**

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra curricular activities should not be left in school unattended.

### **Visitors**



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All visitors to the school are expected to enter the school via Reception Main Entrance and should only be admitted by a member of staff. Details are logged in the visitors' diary and identification lanyards are issued appropriately.

All staff should 'challenge' strangers on the premises and report to the school office if there is a concern.

Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

### **Supervision whilst travelling to and from the School**

- Parents/Guardians are responsible for ensuring that their children understand that they must travel safely to and from school.
- Parents/Guardians are also responsible for ensuring the safety of their children in the school car park, for parking safely and must use the dedicated pathways at all times.
- Parents/Guardians are responsible for collecting their children from school, or are required to provide (written) authorisation for other arrangements such as collection by another adult/parent, or in the case of Year 6 pupils, walking to, or from school.

### **Bus**

At the end of school, 'bus' children should go to the 'Top Yard'. At the 4 p.m. bell, the Upper Prep children will line up on the Top Yard and are met by the member of staff on 'bus' duty. 5M classroom is the designated holding area for bus children, if required, otherwise they will be taken to the Archway. Lower Prep Children using the bus, will be escorted from the Lower Prep building to the Archway or 5M, if necessary.

Once all the children have been registered, the register should be returned to the School Office and a photocopy retained by the member of staff on duty. The duty member of staff will escort the children to the Senior School on the bus and ensure that the children wear seatbelts, sit sensibly and safely alight from the bus. Children should be taken to their respective buses, or supervised until their bus arrives. Staff should remain at the Senior School until all of the prep children have safely departed.

### **End of Extended Day**

#### **Homework Club (HWC) (Upper Prep only)**

At the end of school (3.50pm), children attending HWC should have a short break on the Top Yard until the 4pm bell. They will then line up on the yard and be collected by the teacher(s) on duty. The HWC rooms are 5P and 5V. If an 'overflow' room is required, then 4V should be used with entry gained via 5P. Supervision throughout the day is a collective responsibility and all staff have a duty in ensuring that any children who have yet to be collected are brought to Homework Club. The HWC register will be emailed from the School Office and should be completed to ensure that everyone is accounted for. At the end of HWC, children who have been collected should be 'marked off' the register.



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Children should only be collected by their parent/guardian or a trusted older sibling. Changes to collection arrangements should be communicated to the school. Where collection arrangements remain unclear, pupils will not be released until arrangements have been confirmed via direct contact with a parent/guardian.

At 4.55 p.m., those children attending Kim Club should be registered using the separate list provided by the School Office and escorted to Kim Club. At 5.05 p.m., any remaining children should be taken to Kim Club, where they will be supervised until collected. Please ensure that the rooms are left tidy and the HWC registers are passed on to Kim Club.

### **Upper Prep Activities (4.00 p.m. – 4.55 p.m.)**

At the end of school (3.50pm), children attending activities should have a short break on the 'Top Yard' until the 4pm bell. They will then line up on the yard and be collected by the teacher leading the activity. Staff should register and inform the Office of any unexplained absences. Children should not be left unattended and those attending a sporting activity should be supervised when using the changing facilities. At the end of activities, children should be collected by their parent or guardian and those children who are attending Kim Club (a list will be circulated via email) should be escorted to Kim Club. At \*5.05 p.m., any remaining children should be taken to Kim Club, where they will be supervised until collected.

\*Alternative collection times and arrangements may be applicable and disseminated to children and parents for activities 'off site' or at the Senior School. The same applies to additional planned PE, Games, Art, Drama, Science activities, where bespoke arrangements are made and communicated to parents and pupils.

For supervision on trips and away sports fixtures, see Educational Visits Policy and Risk Assessments, overseen by the Educational Visits Coordinator (EVC) and the Head of Games respectively.