



SUPERVISION POLICY (Including EYFS)

Status and Review Cycle	Statutory / Annual
Policy reviewed and amended	November 2025
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This policy is divided into 3 sections:

1. Overview
2. Prep (Years 3-8)
3. Pre-Prep / EYFS (Nursery – Year 2)

SECTION 1: OVERVIEW

POLICY STATEMENT

Sevenoaks Prep is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The school is committed to ensuring that:

- pupil supervision and security always form part of the Risk Assessment for any activity or visit
- supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite
- appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved
- mandatory staffing ratios for EYFS provision and After School Care are enforced. After School Care in the Pre-Prep is run by an external company, JAG. They share their safeguarding policies and supervision procedures with the School and ensure that staffing ratios are maintained.

While procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).

This policy is applicable to all pupils in Prep, Pre-Prep and including those in EYFS.

Sevenoaks Prep seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually or as events or legislation change requires.

KEY PERSONEL

Years 3 - 8: Acting Deputy Head, Assistant Head of Key Stage 2 and Assistant Head of Key Stage 3

Nursery - Year 2: Head of Pre-Prep, Assistant Head of Key Stage 1 and Head of EYFS

PROCEDURE (Nursery – Year 8)

When supervising pupils in their care the staff do the following:

- head count the children in your care regularly
- ensure registers are taken at key times and initialled by the member of staff, with class numbers shared with the Prep Office (Years 3-8) and Pre-Prep Office (Nursery – Year 2) at morning and afternoon register
- when leaving the classroom, the room and toilets should be checked by a designated member of staff before leaving
- children should be in sight of a designated member of staff at all times when out at play, within the school grounds, on external trips or when using the school grounds during lesson times for outdoor lessons
- follow the Child Protection, Health and Safety and the First Aid policies and procedures
- have a high awareness of pupil well-being
- ensure the environment and any equipment being used is safe
- are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- intervene when necessary to avoid incidents

- have high expectations for behaviour about the relevant policies on behaviour and bullying,
- ensure pupils follow the school values
- ensure pupils are where they should be at all times
- report any concerns or incidents to the Head, Acting Deputy Head / Head of Pre-Prep or Assistant Heads

General Supervision

In general, pupils are always supervised by their teachers and teaching assistants (TA). However, older pupils will sometimes be given the responsibility to move around the school to complete small projects, visit the ICT suite/library, these activities will be monitored and members of staff are always near at hand if necessary.

Supervision during PE, swimming and fixtures are in accordance with the relevant Health and Safety requirements.

School Trips and Visits

Details of the requirements for supervision and staff-pupil ratios and remote area procedure for educational visits are contained in the School journeys and Educational Visits Policy. In general, the ratios are as follows:

- 1:10-15 pupils in Prep School (day trip, Years 3-8)
- 1:6 pupils in Pre-Prep School (day trip, Years 1-2)
- 1:4 pupils in EYFS
- 1:10 residential trips (discussed and agreed by Head in the planning stage) - member of SMT will always accompany a residential trip when the children are staying overnight somewhere
- all trips are individually risk assessed and staffing ratios may be adjusted accordingly

Illness (Nursery - Year 8)

When children are taken ill during the school day the School Nurse, office staff or a teacher will contact the parents or guardian whether at home or at work. Information about contacts is kept on the School Base System.

Missing Child

If any pupil is discovered missing from where they should/are expected to be then staff supervising must follow the Missing Child Policy and procedures.

Undesirable People

All visitors to the school are expected to sign in and out at the School Office using the electronic sign in system. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and report to the School Office if there is a concern. If the member of staff does not feel confident in doing so, then they should let a member of the SMT know so that they can talk to the person.

SECTION 2: PREP SCHOOL

Breakfast Club

Breakfast Club operates from 7.15am - 8.00am every weekday morning in the Pre-Prep.

Breakfast Club is operated by Junior Adventure Group (JAG). JAG ensure that pupil to staff ratios are within the statutory guidelines and that there is a fully paediatric trained member of their staff on duty.

Children are booked onto the club via JAG's website. This then creates a daily register which JAG use on arrival. All parents MUST register their child/ren with JAG before they can book. JAG have access to emergency contact details, dietary requirements and all other necessary information. Once Breakfast Club finishes at 8am, children from Years 3-8 are escorted back to the Prep side of the school by a designated member of school staff.

Arrival

- children may arrive after 8:00am (unless signed up for Breakfast Club)
- one member of SMT is on duty from 7:55am and will be located outside the main house to welcome pupils
- three members of staff are on duty between 8.00am and 8.30am, in locations which means the whole campus is covered
- registration bell rings at 8.25am
- children make their own way to their class for registration by 8:30am
- children arriving after 8.30am report to the School Office to register there before going to their class
- electronic registration is completed by 9.00am after which time all late arrivals must register at the School Office

Playtime/Lunchtime Supervision

The duty timetable covering playtime/lunchtime supervision is circulated to all staff and displayed in the staff room.

Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave the area for which they are responsible in exceptional circumstances.

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying.

In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas. For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis.

Wet Break Procedure

The duty staff will decide whether outside conditions merit a break being declared indoor. When wet breaks have been arranged staff will ensure that children are supervised at all times.

Playground Procedure

All staff are responsible for encouraging pupils to be outside unless conditions dictate that they should be indoors, or for other mitigating circumstances (e.g. music lesson, scholarship class, library use etc.)

- 4 members of staff are on duty during breaktimes

All other staff are on 'stand by' to assist with supervision in the case of an emergency.

At the end of break, the bell is rung and pupils make their way to their next lesson. All teaching staff must leave the staffroom promptly to supervise the children back into class.

Lesson Time Procedure

Children should be always under supervision during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time another appropriate adult must be summoned.

From time to time, it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware

of the whereabouts of each child. Children needing to leave a lesson will be issued a lanyard by a member of staff so that they are able to access the building upon their return.

The Oakery (Dining Room) Procedure

All staff are expected to sit and eat lunch in The Oakery and, whenever possible, eat with the pupils to encourage good table manners and social interaction. Staff on duty ensure that there is good behaviour in The Oakery and check that pupils make sensible choices and have a balanced plate of food. They also monitor food waste.

End of School Arrangements

Year 3, 4 and 5 staff walk their classes down to the car park to be handed over to the parent / guardian.

Years 6 - 8 children can walk to the car park with their last lesson teacher and await collection providing there are staff on duty.

Any child not collected by 4.15pm should be identified by the member of staff on duty and sent to The Library where they will join Prep Club until collected.

Children staying for tea should go to The Oakery at 4.00pm, where a register is taken. These pupils will then go to The Library before being collected for the appropriate club.

Children attending clubs/activities should be collected by the member of staff leading by 4.15pm from The Library, and a register is taken by the member of staff responsible for the club.

Most clubs/activities finish at 5.00pm and pupils may wait in the designated collection areas for their parent/guardian, or staff will escort pupils to the car park for collection. At 5.15pm, any pupil not collected will return to the Late Room and their name will be recorded by the member of staff on duty. Certain clubs (e.g. play rehearsals) can finish at either 5.15pm or 5.30pm. If this is the case, pupils should make their way to the Late Room if they have not been collected within 15 minutes of the club ending.

Late Stay

Pupils attending the Late Stay should arrive soon after their club / activity has finished (usually by 5.05pm). A register is taken by the member of staff on duty. The parent / guardian should come to the Late Room to collect their child. (Weather allowing, pupils are allowed to play on The Oakery lawn or The Court during Late Stay. They must remain in view of the member of staff on duty.)

A member of the SMT is always on site until the last pupil leaves.

The Late Room is located in either the General Room or English Room (or both).

Uncollected Child

Any child not collected and without information from parent/guardian or emergency contact person will remain with the member of SMT on duty, who will attempt to make contact with the parent / guardian or emergency contact. It is the responsibility of the member of the SMT to ensure that there is another adult on site in support, until the child is collected by the parent / carer.

SECTION 3: PRE-PREP (including EYFS)

Nursery

The Nursery (children aged 2-3 years) is overseen and led by the Head of Early Years who is a fully qualified teacher with Early Years specialism. The ratio for supervision in the statutory guidelines is adhered to, and on many occasions the pupil to child ratio is higher than the guidelines to allow for high quality of care and supervision. Registers should be taken at the start and end of each session, sharing how many children are present with the Pre-Prep Office, they should also be used when transitioning to a different location on site. Staff should regularly head count the children.

When leaving the classroom, the room and toilet area should be checked before leaving and closing the door.

Pupils have access to their indoor and outdoor environments which are always supervised. The Nursery classroom can be entered via a keypad entry system which is within adults' reach only, or via a fire door which is alarmed if opened.

Kindergarten

The Kindergarten (children aged 3-4 years) is supervised fully qualified staff who have relevant qualifications. The ratio for supervision in the statutory guidelines is adhered to, and on many occasions the pupil to child ratio is higher than the guidelines to allow for high quality of care and supervision. Registers should be taken at the start and end of each session, sharing how many children are present with the Pre-Prep Office, they should also be used when transitioning to a different location on site. Staff should regularly head count the children. When leaving the classroom, a member of class should check the room and the toilet area before leaving and closing the door.

Pupils have access to their indoor and outdoor environments which are supervised at all times. The Kindergarten classroom doors can be entered via a lanyard entry system which is within adults' reach only. The exterior doors to the classroom can be accessed via the Early Years garden, which has a gate that is closed during school hours; the garden is within the school grounds - which are kept safe.

Reception

The Reception classes are taught by fully qualified teachers and both classes have 1 full-time teaching assistant over the week to support the supervision of the children. The Reception classroom doors can only be entered via a lanyard entry system which is within adults' reach only. The exterior doors to the classroom can only be accessed via the Early Years garden, which has a gate that is closed during school hours; the garden is within the school grounds - which are kept safe.

Morning Arrangements

All Pre-Prep pupils may attend Breakfast Club before school from 7:15am until 8:00am, in the Pre-Prep Hall. This club is managed by Sevenoaks Prep staff. All statutory guidelines for ratios are adhered to and children are escorted to their classrooms for registration by an adult.

All children in Pre-Prep are dropped to school by parents / guardians. There are staff on duty along the walkway as children enter the school site and children in Reception, Year 1 and Year 2 may be dropped by the entrance and make their way to their classrooms. Children in Nursery and Kindergarten must be escorted to their classrooms by their parent or guardian. This facility is available between 8:00 am and 8:25 am.

Morning registers (digital) will take place between 8.30 - 8.40am each day, and again after lunch at 1.45pm.

Playtime / Lunchtime Supervision

There is a duty timetable covering playtime / lunchtime supervision for the EYFS children. This is circulated to all staff, displayed in the Pre-Prep office and the Pre-Prep staff room. All staff are involved in supervising pupils across the age range. EYFS pupils in the Nursery and Kindergarten are supervised in their own separate play areas and the mandatory ratios for supervision are adhered to. Children in Reception play alongside their peers in the Key Stage 1 play areas and are supervised according to the regulatory ratios.

Playground Procedure

Pupils are escorted to the outdoor play area by a member of staff and the area is secured by fencing or by perimeter hedges. Children are taken on a 'boundary walk' at the beginning of each year to remind them of the 'safe' areas that they must play in and to ensure they understand an adult must be able to see them whilst they are playing at all times.

Any pupils who need to return to the Pre-Prep building for medical reasons are escorted by a member of staff.

All other staff are on 'stand-by' to assist with the supervision in the case of an emergency.

Dining Room Procedure

All the children from Nursery through to Year 2 eat their lunch in the Pre-Prep Hall. The children eat in two sittings; Nursery and Kindergarten for the first sitting and then Reception, Years 1 and 2 in the second sitting. The staff eat their lunch alongside the children in a family style table arrangement, where they encourage good manners. Timings and sittings may change throughout the week due to timetabling needs / requirements.

Children are encouraged to always use good table manners and try new foods.

Wet Play Procedure

The teacher on duty will make the decision for indoor play but will always seek agreement from either the Assistant Head (KS1) or the Head of Pre-Prep. Staff are expected to remain in their classrooms with their children during wet play to ensure children are always supervised.

End of School Arrangements

Children in Nursery are collected from their Nursery door, located outside the main Pre-Prep building. Parents must wait until Nursery staff open the door and each child is placed with their parent / guardian / carer for that session. If any children remain at the end of the session, they are looked after by Nursery staff until they are collected. In the event that a child has not been collected by the end of the school day, the School would follow the 'Late Collection of children' policy procedures. Children in Nursery and Kindergarten also have the option of staying for Late Stay, between 3:00pm and 4:00pm. All children are supervised by qualified members of staff and all statutory guidelines for ratios are adhered to and children are placed with their parent / guardian / carer at the end of the session.

Children in Kindergarten and Reception are collected from their respective classroom doors by an adult. Children in Year 1 are collected from the Pre-Prep large hall doors, and children in Year 2 are collected from the Year 2 cloakroom doors in accordance with the end of day registers which will include collection information regarding the 3.15pm pick up, clubs, Late Stay and Little Oaks. Teachers and /or support staff will prepare the end of day register in advance of the collection

and children will be marked off the register as they are handed over to their parents / carers at any of the collection times. Regular headcounts are conducted in classrooms and at dismissal points to ensure consistency with the registers.

If the child is not collected, they will be taken to Late Stay until 4pm. If, after 4pm, the child has not been collected, the child's parents will be called to determine the next steps. During this time the Head of Pre-Prep would have been notified and ensuring the child has adequate collection arrangements, if the Head of Pre-Prep is unavailable then the Assistant Head (KS1) or Head of Early Years will deputise in her absence. If this is not the case, the Late Collection of Children policy procedures will be followed.

All children who attend an after-school club in Reception, Year 1 and Year 2 will be escorted to the club by a member of staff and collected by a member of staff at the end of the club. They will then be escorted either to the carpark for collection by parents or to Little Oaks for evening wraparound care as per the Little Oaks register. Regular headcounts are conducted in classrooms and at dismissal points to ensure consistency with the registers.

Late Stay

All children from Nursery to Year 2 are able to attend 'Late Stay' until 4pm if they have an older sibling within the Prep School or if they have an older sibling attending an after-school club. Late Stay is supervised by staff in the child's classroom, and the correct ratios are adhered to.

At 4.00pm, children in Late Stay will be taken to the car park by two members of staff, one adult will wait with the children and mark off their dismissal on the register and the other will escort children to their parents / car. Regular headcounts are conducted in classrooms and at dismissal points to ensure consistency with the registers.

Little Oaks

For those children who do not have older siblings within the Prep school, children who are in Nursery to Year 2 may remain in school in Little Oaks until 6pm. Parents can book this facility via

the school portal. The School ensures that there is a fully qualified safeguarding member of staff on duty as well as a full paediatric trained first aider. The Head of Pre-Prep is available for staff to contact via phone / email should there be any problems and in addition to this, there is a member of SMT on duty until 6pm daily on the Prep side.

If anyone other than the named person collects a child from Late Stay or Little Oaks, the school must receive written notice from the parent (Nursery, Kindergarten and Reception) or verbal notification (Year 1 and Year 2). If this is not received, the members of staff will make contact with the parent / carer.

After School Clubs

All children are escorted to clubs by a member of staff, and they are noted as present in a register by the receiving club. Children are then collected at the end of the club by staff and taken either to the carpark or to Little Oaks where their dismissal will be marked on the end of day register. If a club is cancelled at short notice, children may remain in Late Stay and collected at 4pm from the carpark. This must be noted on the register to ensure the information is accurate.

Alterations to Collection Arrangements: Altered Timetables or Special Events

On occasions when the School is required to amend its usual collection arrangements, such as at the end of term or during special events, staff will continue to follow established dismissal procedures to ensure the safe supervision and handover of all pupils. Children will be marked off using the end-of-day register at the designated collection point, and regular headcounts will be conducted to ensure consistency between the register and the children present.

Where unplanned changes to collection times are necessary, for example due to adverse weather conditions, extreme heat or other emergency circumstances requiring early dismissal, staff will remain particularly vigilant. Standard collection procedures will continue to be followed, including the use of the end-of-day register and frequent headcounts to maintain accurate records of all pupils.

Should collection locations need to be changed, staff will ensure that children remain appropriately supervised at all times. Pupils will only be released into the care of their authorised parent, carer or nominated adult, and will be marked off the end-of-day register at the point of

handover. These procedures help ensure the safety, wellbeing and accountability of all children during any variation to the School's normal collection arrangements.