

The Croft Preparatory School

Pupil Supervision Policy

Whole School Policy, including Early Years Foundation Stage

Policy Reviewed (JFe) – revised June 2026 to include absconding pupils.	January 2025
Peer Review Completed	03 July 2026
Ratified by SLT	07 July 2026
Next Review Date	January 2028

The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Board and Governing Committee.

Notwithstanding the above delegation, the Proprietors retains ultimate responsibility for how the statutory functions are executed.

Introduction

The purpose of this policy is to offer guidance to staff members about the appropriate supervision of pupils throughout the school day. Teachers have a duty of care to the children, which is based on the principle of *in loco parentis* (in the position of parent). Every member of staff has a responsibility to uphold this duty at all times. ***Above all other considerations, the safety of pupils must be an overriding concern.***

Responsibilities

In order for teachers to carry out their duties effectively, it is the responsibility of the **Headmaster** to:

- formulate the overall aims and objectives of the School, and policies for their implementation, in conjunction with the Board and Governing Committee.
- ensure that teachers at the school receive the information they need in order to carry out their professional duties effectively.
- ensure the maintenance of good order and discipline at all times during the school day, including breaktime, 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.

Policy

Supervision before School

Pupils should arrive no earlier than the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school whether at Breakfast Club, our wraparound care provider, or the start of school.

- The School informs all parents, via the School Handbook, the time of the start of the School day. There are no arrangements for the supervision of children earlier than 7:45am on a School day. Pupils arriving before 8:25am, unsupervised by a parent/carer, will be sent to Breakfast Club, where a charge may incur. Where activities commence before 8:25, e.g., Music Lessons or Sports clubs, pupils will make their way independently to the activity and register with the activity leader.
- The adults on duty will be responsible for the supervision of the children from 8.25am.

Responsibility during the Day

- **Unexplained Absence** – The responsibility to ensure that a pupil attends School regularly is that of the parents and carers. Parents should notify the School Office if their child is unwell and unable to attend school, stating the reason and likely duration of the absence. The School will contact parents when children are absent from school without notification. For Safeguarding reasons, any 'N' in registers should be followed up on the same day. The School has an obligation to report missing children to the Local Authority.
- **Leaving the School site** – Children should not be allowed off site during school hours, unless there is clear evidence of a request from the parents or carers. Pupils will be signed out by an accompanying adult at the Main School Office or in Little Crofters on the electronic registers.
- **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.
- **Illness** – When children are taken ill during the school day, the School will contact the parents or carers, whether at home or at work. Information about contact details is via the Engage. Please refer to the First Aid Policy.
- **Emergency** – **No class of pupils should be left unsupervised for any reason at any time.** In the case of an emergency, if a teacher is alone, another pupil will be sent to seek help using the 'help card' system.
- **Visitors** – All visitors must report to the Main School Office and sign in when entering and leaving the School. Visitors not known to the office staff will be asked for photo ID. All visitors must wear clearly visible identification while on school premises and must be chaperoned at all times.
- **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.

Children should be under supervision at all times during the school day. Occasionally, with older children, it may be desirable that children are allowed to exercise some personal responsibility, such as carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under their care at any particular time and should always be aware of the whereabouts of each child.

The DfE states that a teacher is only entitled to use physical restraint if a child is likely to injure themselves or others, engaging in any behaviour prejudicial to maintaining good order and discipline or is damaging property. Please refer to the Positive Handling Policy.

No Corporal Punishment is allowed, nor should be threatened, under any circumstance, either on or off site, by any member of Staff, nor by any unpaid volunteer helper.

Please also refer to the Positive Behaviour Policy.

To avoid any misunderstanding, staff should endeavour never to be alone with an individual child.

Supervision at Breaktime

- There must be adequate supervision through all School breaktimes. The number of duty staff required will be assessed as part of the risk assessment.
- Prep pupils attending School who are unable to participate in Games lessons due to illness or injury, will remain in the Years 3 & 4 Playground for the duration of breaktimes.
- A duty rota for breaktime supervision will be displayed in the respective Staffrooms
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty teachers should begin supervision promptly and will ring the bell to indicate that the breaktime has come to an end.

Inclement Weather

Breaktimes during inclement weather will be organised as follows:

- Before School, (8.25 – 8.45am) Prep children will go to the Theatre and Pre-Prep children will go to the Covered Areas. Little Crofters, Butterflies and Pre-School children will go to their classrooms as normal.
- At mid-morning break, Prep children are supervised in the Theatre. Reception to Year 2 children will remain in the Covered Areas.
- After lunch, Prep children will be supervised by the Duty staff in the Theatre and Reception – Y2 children will stay in the Covered Areas. Little Crofters children stay in the Quiet Room.

Staff should support each other in maintaining adequate levels of supervision during inclement weather breaktimes.

Midday Supervision

- The level of supervision provided will ensure the health & safety and welfare of the children.
- Early Years and Pre-Prep pupils have 'family service' lunch, supervised by staff members either seated at the table with the children, or close by
- Supervision for Prep pupils for lunchtime duty consists of three members of staff as a minimum

Supervision after School

- Pre-Prep and Early Years pupils with a brother or sister attending Prep, a club, or those attending Wraparound, are entitled to a place in 'Late Duty' between 3.30pm and 4.00pm. Pupils, who are not collected at the end of Late Duty, will be supervised if registered with Wraparound, alternatively pupils will remain with a member of staff outside the Quiet Room until they are collected or sent into After School club where a charge is levied.
- Prep School pupils are collected from their class teachers at 4.00pm in the afternoon by their parents/carer. Any pupils not collected will be moved into Prep Session, until 4.30pm.
- Prep School pupils who are not collected after this time will be sent into Wraparound.
- The procedures outlined in the School's Late Collection Policy will apply where a pupil is not collected by 6pm (when Wraparound Club finishes).
- Parents are given notice of children who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements, such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the child must remain at school until the previously agreed time of collection.

Supervision of Physical Education

- The same general principles of care apply to PE as to other School activities. It is very important that the teacher should consider factors such as the safety of apparatus being used, condition of the floor, suitability of pupil clothing, in accordance with the School Handbook.

Supervision of Peripatetic Music Lessons

Pupils who have peripatetic music lessons in School are supervised as follows:

- All Year 2 pupils are escorted door-to-door for their peripatetic lessons. Sometimes this is done by the peripatetic teacher concerned, or it may be a Learning Assistant or another member of staff.
- Pupils in Years 3-4 are encouraged to get to and from peripatetic lessons independently, but are given support, where needed.
- Pupils in Years 5-6 are expected to get to and from their music lessons independently.

Peripatetic Music Teachers are fully responsible for the proper supervision of pupils during the lesson.

Supervision of Clubs Led by an External Provider

- Pupils in Early Years and Pre-Prep attending extra-curricular clubs will be handed over to the club provider by the duty staff, at which point the supervision of these pupils is the responsibility of the club provider.
- Pupils in Year 3 – 6 attending extra-curricular clubs will be dismissed by their Class/Form teacher and will make their way to the club independently.
- In both cases, supervision in the changing room is the responsibility of the external club provider.

School Visits

- When children are taken from School on organised visits, the same duty of care arising from being *in loco parentis* exists, whether or not the visit is undertaken voluntarily and out of normal School hours. It covers the duration of the whole visit and should include arrangements for the collection of children at the end of the visit.
- If children are being transported by parents to School activities using their own vehicles, they must complete the parental declaration form to state that they have appropriate insurance and that their vehicle is roadworthy. The written consent of parents of children being transported by other parents must be obtained in advance of the journey(s).
- The visit organiser will be responsible for taking a list of emergency contact numbers for all pupils.
- For further details on the appropriate supervision of pupils on School trips, please see the School's Educational Visits Policy.

Medical Support

The School Nurse will carry out a risk assessment for any pupil who has experienced injury or illness, who requires mobility or other support, before they return to School. This risk assessment will include relevant information pertaining to supervision.

Procedure: Pupil Running Away from a Trusted Adult

Immediate response

* The trusted adult should remain calm, assess immediate risks, and attempt to maintain visual contact without placing themselves or the pupil in danger

*Alert SMT and safeguarding staff immediately by emailing SMT@croftschool.co.uk or calling the Main School Office; 01789293795 or 200 (internally)

Search and Communication

* Conduct a coordinated search of the school site and known locations while maintaining supervision of other pupils. This should be completed by more than 1 member of staff where possible

When the Pupil is Found

*Approach the pupil calmly and non-confrontationally to offer support

*Assess their physical and emotional wellbeing, return them to a safe location, and provide appropriate support e.g. medical support from First Aider or Mental Health First Aider

*Inform parents/carers

* Record incident on CPOMS, including a risk assessment review if required

If the Pupil is Not Found

* Contact parents/carers and, where appropriate, notify the police, providing relevant details such as description, clothing, known risks, and last known location.

Post-Incident Review

* Complete write up of incident on CPOMS

* Review the circumstances, update risk assessments and support plans, and identify any actions required to reduce the likelihood of future incidents.