



Supervision of Pupils in Pre-Prep Key Stage 1 & Early Years Foundation Stage

Reviewer: Rebecca Hughes-Noon

Approver: Kit Perona-Wright

Reviewed: September 2025

Next Review: September 2026

The safety and welfare of all pupils is of paramount importance and staff are allocated to duties throughout the day to ensure that pupils are effectively supervised, and, where appropriate staff/pupil ratios are adhered to.

Before registration

Class teachers and teaching assistants are in classrooms from 8.00 until registration at 8.30. In the Nursery School (Pre-School) children arrive between 08:00 and 09.00

Registration

Children in Reception, Year 1 and Year 2 are registered at 8.30 with the class teacher. Children in The Nursery School are registered at 9.00. The children in Pre-Prep are registered again in the afternoon during the first session. During morning registration, parents and children inform class teachers of late stay arrangements, which form the basis of the sign out registers at the end of the day. Registers at the end of the day sign children out of the site, into clubs, and late stay and finally home. Pre-Prep staff hold the responsibility to effective administration of evening registers. It is the parents' responsibility to inform the school if a child is unable to attend school or a club. Parents email the class teacher and the Prep Reception to inform the school of any changes to the drop-off or collection. The Prep contacts parents after registration if a child fails to arrive at school without prior notification.

Lessons

Each class has a class teacher and a TA and are therefore never left unattended. On the limited occasions where classes share a TA, in an emergency a child is sent with a message to another class to collect the TA. Should a member of staff have to leave the room for an emergency a colleague should contact the Head of Pre-Prep in first instance. All children are escorted to specialist lessons outside of the classroom by members of staff. In EYFS if classes leave their class base then the **EYFS Protocol for leaving the classroom boundaries** is followed.

Playtimes

All indoor and outdoor areas are supervised by duty staff. (See Pre-Prep Playtime Policy)

Lunchtimes

All children take their meals under supervision by staff at all times.

Nursery School, Reception, Year 1 and Year 2 children eat in the Assembly Hall together in a family style service with all Pre-Prep staff in attendance.

Pick up

Children may be collected after the end of lessons at 15:30, stay for an activity or stay for late stay.). Between the end of lessons and clubs, children are supervised in classrooms by staff. Children are then signed into and out of clubs by duty staff at 16:00 and 17:00 Children staying for Late Stay, which includes a hot tea, will be signed in and out of this session (17:00-18:00) by the teachers on duty.

Activities

Children are signed in and out of after school activities and are the responsibility of staff taking the activity until either the children are collected or they are signed into late stay.

Tea/Late pick up

Children are supervised during tea and late stay (17:00– 18:00) until pick up.

Pick up arrangements

If a child is being collected by someone other than their parents, parents must inform the class teacher or key-worker by contacting the teacher/s and the Prep school main reception via email. The staff and main reception will record the name and any other relevant details of the person collecting the child in the EYFS or the Pre-Prep.

If in the event that a child is not picked up at the expected time, the following procedure will be used:

- A telephone call will be made to the parent or carer after a reasonable amount of time has elapsed, to allow for traffic, pick up of older siblings etc. The child will be reassured and stay in late club until collected, supervised by duty staff.
- All contact details for parents and carers are held on the database and staff will work through all numbers and email addresses until contact is made.
- No unauthorised person will be able to collect the child unless this has been agreed with the parent.
- Staff will not transport the child off the premises either to their own home or to the child's home.
- Every effort will be made to contact the child's nominated persons. If this is not possible by 18:30 then the Children and Families Helpdesk or Out of Hours Emergency Duty Team will be contacted on the telephone numbers below.
- The child will be accompanied by Pre-Prep staff to the Homfray Room for more comfortable surroundings who will stay with the child until pick up. There will always be at least 2 staff members present.
- The child will not be allowed to leave until their parent, nominated person or Social Care Worker has collected them. Responsibility is then passed to the Local Authority.
- A report of the incident will be made on CPOMs.

Children and Families Helpdesk

Office Hours (08.00 – 17.00)

Telephone: 01452 426565

Email: childrenshelpdesk@gloucestershire.gov.uk

Out of Hours contact the Emergency Duty Team

Telephone: 01452 614194

Appendix 1

EYFS Protocol for leaving the classroom boundaries

1. Mobile phone to be collected for outside or offsite activities.
2. A register of children leaving the classroom is taken before departure from Classroom area.

(Members of Nursery staff will sweep the building from end to end to ensure all children are accompanied.)
3. Each member of staff will be responsible for:
 - i. Regular head counts.
 - ii. Ensuring safe passage for children in their group.
4. A member of staff must always be in front and the back of the group, remaining staff to walk alongside.
5. On return the register will be taken and the mobile phone returned.

In the event of a child going missing then the Missing Child Protocol will be instigated.