AMDG

Donhead Preparatory School

Pupil Supervision Policy Whole School (including EYFS)

Contents

1. Policy statement
2. Pupil's arrival and departure
3. Breaktime and lunchtime
4. Supervision during curriculum time
5. Supervision off site and during educational visits

Policy Statement

The Governors and staff of Donhead recognise the responsibilities and duty placed upon them to provide a positive and safe environment, which promotes the social, physical and moral development of all pupils.

Donhead School is committed to ensuring pupils are safe and appropriately supervised at all times, both in school and during off-site visits. The school is committed to ensuring that:

- Pupil supervision and security forms part of the risk assessment for any activity or visit.
- Supervision of pupils considers their age, maturity, needs and numbers, and the location and type of activities they are engaged in.
- Staff supervision ratios are always within regulatory guidelines, whether pupils are involved in school activities on the school premises or attending educational visits offsite.
- Appropriate staff duty rotas are in place which demonstrate satisfactory levels of staff supervision in terms of numbers and staff competence in view of the pupils and situation.
- Mandatory staffing ratios for EYFS provision and after school care are enforced. This policy is applicable to all pupils in the school, including those in EYFS.
- At least one person who holds a current paediatric first-aid certificate must be on the premises and available at all times when EYFS children are present, and must accompany EYFS children on outings. Staff qualifications and paediatric first-aid status are checked when determining whether individuals may be included in the statutory EYFS staffing ratios.

Pupil's arrival and departure

Pre-Prep School

Pre-School – *Full Day*	8:30am – 3:00pm (2.45pm on Friday)
Pre-School – *Half Day (no lunch)*	8:30am – 11:30am
Pre-School – *Half Day (inc. lunch)*	8:30am – 12:30pm
Reception	8:30am – 3:00pm (2.45pm on Friday)
Year 1: Pre-Prep 1 (PP1)	8:30am – 3:15pm (2.45pm on Friday)
Year 2: Pre-Prep 2 (PP2)	8:30am – 3:15pm (2.45pm on Friday)

Prep School

Year 3: Lower Prep 1 (LP1)	8:30am – 3:30pm (3.00pm on Friday)
Year 4: Lower Prep 2 (LP2)	8:30am – 3:35pm (3.00pm on Friday)
Year 5: Preparatory (Prep)	8:30am – 3:40pm (3.00pm on Friday)
Year 6: Elements	8:30am – 3:45pm (3.00pm on Friday)

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Before School Arrangements

7:30am	• From 7:30am, pupils attending early supervision must be signed in and are supervised by staff in the Refectory until transferred to their class or next activity.
7:45am	• **Breakfast Club** is available in the Refectory for pupils from 7:45am to 8:15am. An additional charge of £4.00 is made for breakfast. There is no need to register in advance; pupils sign up on the day.
8:00am	• Pre-School and Reception children attending Breakfast Club are escorted to their classrooms at 8:00am. • Pre-School pupils may be accompanied to their classroom by a parent or prefect. Reception pupils are encouraged to walk to their classrooms with a prefect whom they meet at the School Office. • PP1–Elements enter via the School Office and go directly to their classrooms, where supervision is provided by the Form Teacher or Teaching Assistant.
8:30am	• Morning registration is taken at 8:30am.
Fridays	• **FOD French Café** runs in the Refectory from 8:00am to 8:20am on Friday mornings. Parents and pupils are invited to have a croissant and hot drink.

After School Arrangements

Pupils are released only to a parent or carer, or to another adult whom the school has been authorised to recognise as a collector. Parents must notify the school in advance of any change to collection arrangements. If there is doubt about a collector's identity or authority, the pupil will remain supervised while the school verifies the arrangement. Pupils who are not collected at the expected time will remain under staff supervision and the school's late or uncollected child procedure will be followed. Any safeguarding concern arising at collection must be reported immediately to the Designated Safeguarding Lead or a deputy in accordance with the Safeguarding and Child Protection Policy.

After-school supervision is available from 3:00pm to 4:00pm for Pre-School and Reception pupils and from 3:15pm to 4:00pm for PP1 and PP2 pupils, charged at £10.00 per hour and bookable through the parent portal. Sibling waiting is free of charge until 4:00pm, provided the teacher is notified in advance. If a parent is delayed, they must telephone the School Office so that supervision can be arranged and charged accordingly.

A variety of co-curricular activities and clubs take place throughout the week. The full list of activities for the term will be published prior to the start of each term with booking details.

After school provision:
Homework Class for LP1 to Elements – 4:00pm to 5:00pm, Monday to Thursday. Pupils are expected to stay for the whole hour under the supervision of a staff member. An additional charge of £4.00 per session applies.
After School Club for Pre-School to PP2 – 4:00pm to 5:00pm, Monday to Thursday. **After School Club for all year groups –** 5:00pm to 5:55pm, Monday to Thursday. An additional charge of £10.00 per session applies.
After School Club for all year groups – 3:00pm to 4:00pm on Friday. An additional charge of £10.00 per session applies.

Breaktime and lunchtime

Breaktime takes place outside in four designated areas for PP1-Elements: the lawn, adventure play, cage and on the decking. In extreme wet weather the classrooms will be used. The pupils are supervised by Donhead staff and will be focused on one area e.g. adventure play area, lawn, cage, decking. At play times, the playground and buildings are fully supervised by duty rotas of staff. At lunchtime pupils are supervised when eating by staff in the dining room.

For Reception pupils, the decking is the supervised space for their breaktime and lunchtime. This area is gated. For Pre-School pupils, the outside area directly in front of the classroom is there designated space to play at break and lunch. This area is gated.

All staff share break, lunchtime and gate duties. New staff receive duty guidance in staff induction. Donhead maintains the statutory EYFS staffing requirements and sets additional supervision levels for other pupils through activity-specific risk assessment. For pupils outside the EYFS, supervision arrangements are determined by the pupils' age, maturity, individual needs, behaviour, the nature and location of the activity, travel arrangements, environmental conditions and the competence of supervising adults.

Supervision during curriculum time

In lesson time, the teacher and/or teaching assistant has full responsibility for the pupils they are teaching. Staff absence is managed by SLT.

Early Years supervision

EYFS staffing is organised so that the applicable statutory ratios, qualification requirements and supervision arrangements are met throughout the day, including during breaks, lunchtimes and extended provision. At least one person with a current paediatric first-aid certificate is on the premises and available whenever EYFS children are present.

	Pre-School	**Reception**	**PP1 - LP1**	**LP2 - Elements**
Classroom	1:13 - QTS/Level 6 1:8 (where no QTS or L6), at least one of which is L3, L2 & one other	1:30 - QTS 1:8 (where no QTS or L6), at least one of which is L3, L2 & one other.	1:30	1:30
Playground	1:13 - QTS/Level 6 1:8 (where no QTS or L6), at least one of which is L3, L2 & one other	1:30 - QTS 1:8 (where no QTS or L6), at least one of which is L3, L2 & one other.	1:30	1:30
Local Area Walks	1:4	1:8	1:10	1:10
	For all EYFS visits risk assessments are undertaken to establish appropriate ratio according to outing, environment, and tasks. A staff member with paediatric first aid training must accompany each visit.			
Visits (outside school premises)	1:4	1:8	1:10	1:10
Visits to museums	1:4	1:6	1:8	1:10

(travelling by coach)				
Visits to museums (travelling by public transport)	1:4	1:6	1:8	1:8
Residential Trips in the UK	N/A	N/A	N/A	1:8*
Residential Trips Abroad	N/A	N/A	N/A	1:8*

Supervision off site and during educational visits

All off-site activities and educational visits must be planned, approved, staffed and risk assessed in accordance with the school's Educational Visits Policy. The visit leader is responsible for confirming supervision arrangements, pupil information, consent where required, emergency procedures, first-aid provision, transport arrangements and the suitability of any external provider before departure.

This policy should be read alongside the current versions of Keeping Children Safe in Education; the Early Years Foundation Stage statutory framework for group and school-based providers; Health and safety: responsibilities and duties for schools; Health and safety on educational visits; the Independent School Standards; and the school's Safeguarding and Child Protection, Educational Visits, First Aid, Missing Child and Late or Uncollected Child policies.

Policy reviewed: September 2026.
Next scheduled review: September 2027, or earlier following any change in legislation, statutory guidance, school provision, premises, operating arrangements or identified safeguarding risk.
Approval: Curriculum and Staffing Committee.