



## Streatham and Clapham High School

### Supervision of Pupils Policy

September 2025

<b>Person(s) responsible for this policy</b>		<b>Assistant Head (Pastoral) &amp; DSL</b>	
<b>Last review by</b>	<b>A Nicholson</b>	<b>Review date</b>	<b>September 2025</b>
<b>Date of next review</b>		<b>September 2026</b>	

### Prep School

#### The school office

The office is open from 8am-5pm. Outside of these times the phone will be on answerphone. Parents needing to contact somebody in school should phone the ASC mobile number (07718 326455) which operates from 3.20pm until the last ASC child leaves (5.55pm).

#### Pupils' arrival

The school gates are opened at 8.10am. Girls come onsite either through the EYFS playground (Nursery – Y2) or through the black gate down the side of the sports hall (Y3-6).

#### Pupils registered for before school Co-curricular activities

Pupils who are involved in an early morning club in school should arrive at the specified time and entrance. They are under the supervision of the teacher/coach taking the club who will have a register. In the event that the club has had to be cancelled on the morning the pupils will wait in the dining room with the Breakfast Club organiser until the wider school arrives (8.10am).

#### During the school day

##### Registration

A register is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school before 9am if their child is absent for any reason. After this time, a member of the office will phone the parents to find out why the child is not in school. We operate identical registration procedures to the rest of the school for pupils in the Early Years Foundation Stage (EYFS).

Parents are requested to sign the child in or out at the office if they arrive after registration or before the end of the session/day.

##### Early Years Foundation Stage Pupils

The adult to pupil ratio is specified by the Early Years Foundation Stage Regulations and the school complies with these at all times both during teaching sessions and at lunch and playtimes.

##### In class and moving around the building



Pupils are grouped in classes with their own form teacher. Pupils will generally be under the direct supervision of an adult. However, the level of supervision depends on the age of the pupil, the numbers of pupils and the activity. There are times when children may be sent to take a message or move from one part of the building to another. Staff will have assessed the level of supervision that is appropriate.

Break time and lunchtime

All members of the staff take their share of break and lunchtime supervisory duties according to a rota. A rota of staff on duty is available in the Teams Virtual Staffroom under Rotas and displayed around the school. Further information can be found on the [Playtime Policy](#).

At morning break the children from Nursery/Reception use the EYFS playground and Years 1-6 go outside to the playground unless the weather is inclement. If it is inclement, Nursery and Reception pupils stay in EYFS classrooms and the wider school are based within their own classrooms.

At lunchtime staff are on duty in the dining room and in the playground. Children are called to lunch at different times and then are expected to go outside to play. Nursery/Reception children use the EYFS playground, and Years 1-6 go outside to the playground. If the weather is inclement, Nursery and Reception pupils stay in the EYFS classrooms and the wider school are based within their own classrooms. Staff supervise each of the floors.

Nursery and Reception children are supervised at break time and lunchtime by a combination of the EYFS team and by other teachers on duty to maintain the appropriate ratios.

In line with the latest EYFS statutory framework 2025, where possible, our EYFS staff sit facing the girls whilst they eat, making sure the girls are eating in a way to prevent choking and to prevent food sharing and be aware of any unexpected allergic reactions. Further guidance can be found within the [EYFS Food and Hygiene policy](#).

The main duty times are:

- Breakfast club duty – 7.30am-8.10am
- Break duty 10.40am – 11.00am (N to Y6)
- Lunch-time duty 11.50am – 1pm (EYFS – Y2)
- Lunch-time duty 12.15pm-1.15pm (Years 3-6)

First Aid and de-fibrillators

There are teaching and non-teaching staff who are qualified first aiders, as well as a part-time school nurse. They are available throughout the day to administer first aid, deal with any accidents or emergencies and help if someone is taken ill. During the usual school day pupils report to the nurse's office. If she is not available, then they report to the office and first aiders will then be called. After school, pupils should report to ASC.

There is always a qualified paediatric first aider available when the pupils in the Early Years Foundation Stage (EYFS) are on site.



First aid boxes and de-fibrillators are in all potentially high-risk areas, as well as in the medical room. (The school Nurse regularly checks and replenishes the first aid boxes.)

### **Pupils' departure**

At the end of the day, all classes are to be brought down to the main playground or EYFS playground by their form teacher. Teachers in all classes are to collect their class register from the basket by the playground entrance door. Girls are to line up by their class sign and registers are to be taken by the teacher as the girls leave, making a note if they have been collected by a parent or carer, are taking the school bus or have a club. These registers are returned to the basket for cross referencing when needed.

Pupils are expected to be collected at 3:15 or 3:35pm depending on year group by a child's parent/carer or an adult notified to the school.

All information regarding changes to after-school arrangements should be added to the after-school arrangements document for whole school visibility.

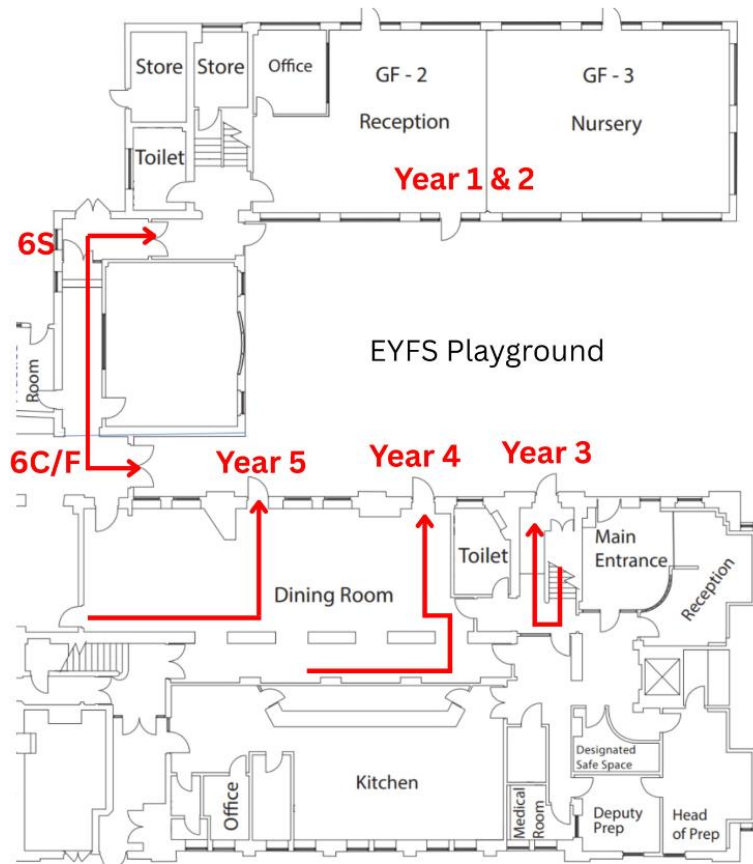
If the member of staff has not been notified of changes in pick up arrangements, the school will attempt to contact the parents. If they cannot be contacted, the member of staff should speak to the Head of Prep or member of SLT.

If parents feel that their child is mature enough to leave the school premises on their own (this is likely to be only for pupils in Year 5 and above) they should send a letter to the Head of the Prep. School giving their permission for their child to leave the school premises unaccompanied. Consent for girls travelling alone is recorded on the central after school arrangements document.

- EYFS pupils should be collected from the EYFS playground at 3.15pm. PSLT or another member of staff are on the gate to support with and to oversee the dismissal process.
- Years 1-2 should be collected from the EYFS playground between 3.35-3.45pm.
- Years 3-6 should be collected from the playground at the back of the school between 3.35-3.45pm.

Pupils in the EYFS and KS1 who have a sister who finishes at 3.35pm can be supervised in sisters waiting club in EYFS until pupils in Years 3-6 finish time to ease collection arrangements.

If the weather is inclement, all girls should be collected from the EYFS playground following the arrangements below:



### **Pupils registered for After School Care**

After School Care runs from 3.15pm until 5.55pm. Pupils must be registered for ASC and a fee is payable. Correct ratios are adhered to. Pupils are based in the ASC room although they use the nursery playground, dining hall and ground floor toilets.

All teachers take pupils to ASC after dismissal of other students. A member of staff running ASC has a list of pupils who are registered to attend. Pupils should be collected from the dining room door into the nursery playground at 3.35pm.

Pupils may be collected at any time by ringing the ASC bell by the double doors into the nursery playground. The ASC supervisor will record the pupils have left.

### **Pupils registered for After School Co-curricular Activities**

The timings and collection arrangements for co-curricular activities are specified in the sign up/permission letter sent to parents.

Pupils in Reception and Year 1 will be taken to their co-curricular activity. Pupils in Year 2 and above will make their way to the co-curricular activity at dismissal.

The co-curricular activity supervisor will have a list of pupils registered and who is allowed to collect them.



### **Pupils who are not collected on time:**

#### The end of the session or day

Pupils who are not collected on time will be taken to the office after 10 minutes and parents will be contacted. If there is a place in ASC pupils may be sent there after 10 minutes and parents may be charged for the supervision. If not, they will sit outside the administration offices under the supervision of the class teacher or office staff until the parent arrives.

It is a welfare concern if pupils are regularly not collected on time and staff will raise this matter with parents and inform the Head of Prep.

### **After a Club**

If pupils are not collected on time after a school club, the teacher will call the parents. If the pupil is in a club run by an external organisation, they will take the child to ASC and the supervisor will call the parents.

If there is a place in ASC pupils will wait there and parents will be charged for the supervision. If there is no place, they will sit outside the administration offices under the supervision of the teacher/club organiser.

If pupils are regularly not collected on time the school reserves the right to prohibit a pupil from attending co-curricular activities.

### **Pupils who are not collected**

The school closes at 6pm and if we have been unable to contact parents or the emergency contact, we will contact Children and Young People's Services.

### **Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school.

### **Pupils registered for the minibus**

Parents can register their daughters for a place on the school minibus. The minibus drivers and premises team drive the vehicles, and a member of the Sixth Form or a chaperone provides additional supervision if needed for year 2 or under.

Pupils who are registered to take the minibus service to school will be dropped off outside the school in Wavertree Road and are escorted into school by senior school helpers or by the coach driver.

Pupils who are registered to take the minibus service home will meet on the playground and a member of staff will take the register to check that all are present and will then accompany them onto the mini-bus via the side door. A record of which bus each child takes is kept using the after-school arrangements document and all girls on the list must be accounted for before the last minibus leaves.

The member of staff on the side door entrance duty must count all students onto the bus.

If a child on the bus list is unaccounted for, this must be checked using the end of day registers.



### **Supervision during Educational Visits**

Pupils are supervised by school staff and sometimes with the addition of volunteers. The level of supervision will depend on the age of the pupils, the activity they are involved in, the number of pupils and the location of the activity. All trips are risk assessed.

Further details are found in the “Educational Visits policy” which also applies to children in the EYFS.

### **Areas pupils may not access**

Pupils are not allowed out to the playground or into the sports hall without an adult being present. They are not allowed to use gymnastic, athletic or climbing equipment without supervision. Similarly, they may not use specialist Science, Art or DT equipment without permission. Pupils are expected to follow all reasonable instructions given to them by school staff.

Pupils are not allowed to be in any room without an adult present.

Pupils must not use the lifts unaccompanied by an adult.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories, the boiler rooms, the kitchens. Clear signs are displayed where pupils may not enter a room and where possible doors to these areas are kept locked when not in use. All flammables are kept securely locked in appropriate storage facilities.

### **Security and Access Control**

All staff should sign in and out when entering or leaving the premises. Visitors must sign in and out at reception on the Inventory system. Unless they have proved they have DBS clearance, all visitors and contactors will be accompanied when children are in the building. The doors to the building are manned at the beginning and end of day when pupils are arriving or being dismissed and are then closed so the only access is through the office or back door both of which have door codes which are periodically changed. All adults on site should wear a school lanyard which indicates they are either a member of staff (green) or that they have signed in at Reception as a visitor (white) with a visitor sticker.

### **Staff Induction**

All new members of school staff with relevant responsibilities receive induction into the school’s expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times.