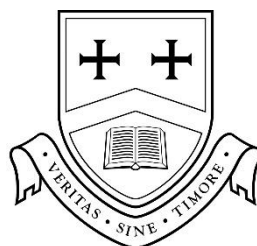


Supervision Policy



CATERHAM
SCHOOL



CATERHAM
PREP

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Supervision of Pupils (Whole School)

Policy Statement

Appropriate supervision of pupils is an essential part of the School's responsibility to safeguard pupils and actively promote their welfare and wellbeing.

The level of supervision will vary according to the activity and circumstances. Supervision arrangements take account of the age and maturity of pupils, their individual needs, including SEND and medical needs, the number of pupils, the nature and location of the activity and any identified risks. Formal or dynamic risk assessment is used where appropriate to determine and adapt the level of supervision required.

There will inevitably be times during the day where individual pupils will not be subject to the close supervision that they are used to in lessons. This is one reason why a high standard of behaviour, self-discipline and common sense are expected at all times.

Teachers and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.

National Minimum Standards for Boarding (2026), Standard 20: Staffing and Supervision.
Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school-based providers, effective from 1 September 2026

This policy and its procedures are supported by and work in conjunction with a range of policies and School procedures, such as Safeguarding, Missing Pupil, Wraparound Care, Behaviour, Duty Rotas, Educational Visits, and our Risk Assessments.

Senior School Procedures

Appropriate supervision of all pupils at all times is an essential component of the School responsibility to promote the welfare of pupils. The level of supervision will vary depending on the activity taking place and if necessary a risk assessment should be carried out to ascertain what level of supervision is necessary. The safety and security of pupils is the key to this.

There will inevitably be times during the day where individual pupils will not be subject to the close supervision that they are used to in lessons. This is one reason why a high standard of behaviour, self-discipline and common sense are expected at all times.

Boarders are in the care of the Boarding staff until they go to registration and from 4.15pm unless they are participating in an agreed activity. Sixth form boarders are allowed to return to their Houses after lunch if they have private study; a member of the boarding staff is always present and available in the House during this period.

Day pupils should arrive in School in time for registration at 8.30am. They may go to their Year Areas – with the permission of their Head of Year - or their Tutor room when they arrive. Heads of Year or their Assistants/Deputies supervise these areas.

All pupils should be aware of the procedure to follow if their teacher is not present for CPs or for a lesson. A member of the class should inform the nearest teacher and another pupil should go to Reception to let the Receptionist or School Secretary know. Tutors should discuss this with their form and nominate individuals who might take on this responsibility. Cover will have been issued usually by 8.00am. The Receptionist will contact Emergency Cover in the Library, by phone or by email (each period has an allocated teacher available for Emergency Cover, usually a single period per teacher per week). Whilst waiting, pupils should work or read in silence and stay seated, leaving the classroom door open. Teachers and pupils should make every effort to be punctual to lessons, duties and activities so that supervision is maintained.

Sixth Form day pupils in study periods must work in the Pye Centre or the Library, or an allocated free classroom. If required to be in supervised Private Study periods they must go to the designated room. Missing this is a serious matter and there will be a sanction. There will always be at least one member of staff in the Pye Centre. If a Sixth Form pupil is studying in another part of the School, such as the Art department, they must have permission and let a member of the Sixth Form Team know in advance.

Only Prefects are allowed off-site during the school day and they must sign in and out. By specific arrangement with the Director of Sixth Form, Sixth Form pupils may use free time during lunch or during an afternoon without scheduled lessons to take driving lessons.

After school provision

The school day ends at 4pm, after which pupils can choose from the following:

- Go home
- Attend one of the many clubs and activities happening in a range of locations after school
- Turn out for their chosen sport
- Go to the Late Room to complete homework before being collected or taking the Late Bus at 6.00pm
- Socialise with the boarders if personally invited to do so

If someone is unexpectedly stuck at school they can report to reception who will contact the Boarding Housemasters or Housemistress and arrange for the pupil to go there whilst they wait.

Wednesday CCF Night

On CCF night, pupils who stay at school should sign up for activities, go to the Late Room (Library) or socialise with boarders, and then go to supper (booked through WisePay). If they choose to leave the school site it must be with their parents' permission (Fourth Year and above, as per the Assistant Head Co-curricular's arrangements). In such cases, the School cannot take responsibility for the welfare of pupils who are outside of the school grounds.

Pupils should not change in classrooms but instead use the sports centre dry side changing rooms or other changing rooms around school.

Out of Bounds

The following areas are to be considered 'Out of Bounds' for all school activities. The list is not exhaustive, and members of staff should use discretion at all times in allowing pupils access to any part of the school.

Any classroom with special awareness for science labs and ICT suites, unless a teacher is present in the room. During wet breaks classrooms must be regularly patrolled and visited.

- Sports Centre café
- Sports centre vending machines
- Outdoor classroom
- Car park and houses behind Rudd Hall – not beyond Rudd Hall
- Lower path only passed Rudd
- Prep school netball courts
- Overflow and skip passed Beech Hanger
- Wildcats area
- Bursars garden
- Dome Hill 2 (anything beyond the beeches long jump)
- Orchard Theatre
- Matrons path
- School lane
- Behind Science / Humphrey's
- Roofs
- Trees

Duties

The Duty list is published at the beginning of each term. Of course, outside this day, staff remain on duty and should check any disorderly conduct both inside and outside the School and do all that they can to assist the smooth running of the School and the happiness and wellbeing of its pupils. Duty staff are expected to act, to be seen and to be vigilant. Anything untoward should be reported to a Head of Year or a member of SMT.

It is incumbent on us all to ensure that the system functions efficiently and smoothly by:

- arriving on time for our duties
- taking care to note that the pupils are behaving in a sensible manner
- checking that pupils are not in areas that are out of bounds
- completing the duty at the stated time and encouraging the pupils to go to their next appointment

Specific responsibilities of teachers on duty

1. Concourse, including the café

- This needs to be patrolled at first break and at lunch times.
- Maintain orderly pupil behaviour around the café
- Encourage the pupils to move on to their next lesson as break comes to an end.

2. Eothen and Humanities Building

These areas need constant supervision as they house Tutor rooms and lockers. It has to be covered at both breaks.

- Weather permitting, pupils should not be inside and should be instructed to go to a club, go to lunch or go outside (Courtyard/Astro).
- If there is a need to be inside (e.g. wet break), staff should be vigilant as to the number of pupils in a given room and re-direct as necessary.
- If this privilege is abused, Heads of Year reserve the right to lock them out for a specified period in consultation with SLT.

3. Science Laboratories

No pupil should be anywhere in the laboratories during break or lunch time unless they are visiting a member of staff or taking part in a supervised activity.

4. Eothen Courtyard and fields

The Eothen Courtyard will be supervised throughout lunch breaks by the Playground Supervisors. This area of supervision will depend on the time of year. In fine weather a lot of pupils will play on the Beeches Field, but in the winter months the courtyard is used a lot more.

- Pupils should not be on the Home Field or Beeches Field unless supervised by a member of staff.
- Pupils using the Astroturf must wear training shoes.
- When pupils are using these areas, staff should monitor the behaviour of pupils, intervening should there be any risk of injury in the games being played.

5. PACE Building

- Staff should circulate the different areas of the Performing Arts Centre and the Orchard Theatre
- They should maintain orderly pupil behaviour and be vigilant as to the number of pupils in a given room and re-direct as necessary.

6. Leathem Changing Rooms

- Staff should base themselves outside of the Boys changing rooms in the Leathem pavilion
- The duty involves checking the changing rooms periodically to maintain orderly pupil behaviour
- As well as that, they should also head up to the corridor upstairs to check in on the Prep Dance Studio, toilets and classrooms adjacent.

7. Lunch queue and Refectory

At least two members of staff manage the lunch queue, efficiently and authoritatively.

- The queue should be orderly and sensible, operating as per the lunch rota of the given day.
- Pupils with priority lunch passes may enter lunch first.
- This is also an opportunity for staff to check and follow-up on uniform expectations, but without refusing pupils the opportunity to eat.

In the Refectory the teacher should circulate to ensure good behaviour.

- When stationed at the top of the lunch queue, tell pupils what is available and encourage them to move along to a free server.
- Pause the top of queue if the space around the serveries is too crowded.
- Keep an eye on table space across the dining hall, asking pupils who have finished to vacate (to free up table space for subsequent pupils).
- Ensure the pupils take all their plates, cutlery, glasses and trays when they leave.
- It is not possible for a member of staff to both be on duty in the Refectory and to be eating their lunch.

8. Teacher on Duty and Friday Detention Duty

The TOD should take the supervised Late Room from 4:15pm until 5:45pm in the Library. Duty staff can work at the library desk, or one of the other tables in the library, circulating periodically to check in on pupils' work. Pupils should sign in and out of the book, use this in case of fire or to look for pupils if called by Reception. Pupils should be working quietly and independently at the tables, not in the reading rooms out of sight and not upstairs. Phones are permitted for parents to contact them, but they should not be used to play games. No food or drink allowed.

If there is anything to report at the end of the day the Senior Deputy should be emailed.

Any pupils remaining in School after 4.15pm must either be involved in a supervised activity or working in the Late Room.

Friday Detention takes place each week in G6 from 4.15pm – 5.30pm and is supervised by Heads of Year and Assistant Heads of Year in rotation. There is always a member of SMT on duty in support if needed.

9. Saturday Duties

Staff not involved in boarding or regular co-curricular activities on a Saturday can expect to undertake one Saturday duty a year. A rota is published at the start of the academic year. It normally involves being in school to assist in the smooth running of hosting fixtures and managing the site during the morning and afternoon, either at School or at the Hill Fields Pavilion.

Prep School Procedures

Supervision Arrangements

- Appropriate supervision is an essential part of safeguarding and promoting the welfare of pupils at Caterham Prep. Supervision arrangements take account of pupils' age and maturity, individual needs, including SEND and medical needs, the nature and location of activities, and any identified risks.
- Staffing and supervision arrangements are reviewed regularly and adjusted where necessary. Staff are expected to exercise professional judgement and undertake dynamic risk assessment where circumstances change.
- Detailed operational arrangements, including duty expectations and routines, are set out in the Caterham Prep Teaching Staff Handbook, duty rotas and relevant school procedures.

Duties and Supervision

- Duty schedules are compiled and reviewed regularly to ensure appropriate supervision throughout the school day.
- All members of staff share responsibility for the effective supervision and welfare of pupils. Staff undertaking supervisory duties are expected to be punctual, vigilant and actively engaged in supervision.
- Supervision arrangements are adapted according to the activity, environment and needs of the pupils. Where circumstances change or additional risks are identified, staff should adjust the level of supervision accordingly and seek additional support where necessary.

Early Years Foundation Stage

- Supervision arrangements for children in Reception comply with the requirements of the Statutory Framework for the Early Years Foundation Stage.
- Staffing arrangements meet the needs of all children and ensure their safety. Children are adequately supervised and are usually within sight and hearing of staff and always within sight or hearing.
- In Reception classes, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor, or another suitably qualified overseas-trained teacher is working directly with the children, there must be at least one member of staff for every 30 children. At least one other member of staff must hold an approved Level 3 qualification. Appropriate staffing arrangements, including statutory ratios and qualification requirements, are maintained when the usual member of staff is absent.
- Staff are deployed effectively according to children's needs and the nature of the activity. Particular consideration is given to supervision during transitions, outdoor learning, educational visits and other activities where additional risks may arise.
- Children are adequately supervised while eating in accordance with the EYFS statutory framework and the School's Safer Eating Guidance. While EYFS children are eating, a member of staff with a current full Paediatric First Aid certificate is present in the room.
- Children in the EYFS are only released into the care of individuals whom the parent or carer has explicitly authorised to collect them and do not leave the premises unsupervised.
- At least one person with a current full Paediatric First Aid certificate is available at all times when EYFS children are present and accompanies children on outings.

Arrival and Departure

- The School provides appropriate supervision from the published start of the school day. Pupils attending Breakfast Club or other provision before this time are supervised in accordance with the arrangements for that provision.
- At the end of the school day, pupils are dismissed in accordance with agreed School procedures. Pupils remain the responsibility of the School until they are collected by an authorised adult, transfer to another supervised School activity or leave independently where appropriate parental permission has been provided.
- Staff responsible for after-school clubs or activities remain responsible for pupils until they have been appropriately dismissed or transferred to another supervised provision.
- Detailed arrival, dismissal and late-collection arrangements are set out in the Staff Handbook and Wraparound Care procedures.

Independent Travel

- Where pupils are permitted to walk or cycle to or from school independently, this must be with the knowledge and authority of their parents.
- Parents are responsible for ensuring that the School has accurate and up-to-date information regarding these arrangements. The School maintains appropriate records to support the safe dismissal of pupils.

Educational Visits and Activities

- Supervision arrangements for educational visits, outdoor learning, sporting activities and other activities away from the usual classroom environment are determined through appropriate planning and risk assessment.
- The level of supervision takes account of the age and needs of pupils, the nature and location of the activity and any identified medical, SEND or safeguarding considerations. For children in the EYFS, risk assessment for outings includes consideration of appropriate staff-to-child ratios.
- Further requirements are contained within the Educational Visits Policy and associated risk assessments.

Areas of the School Site

- Pupils should only access areas of the School site appropriate to their age and activities and should comply with instructions regarding areas designated as out of bounds.
- Staff should remain alert to changing circumstances and intervene where pupils' location or activity presents a potential risk.
- Detailed information regarding restricted areas and duty zones is provided in the Staff Handbook and duty arrangements.