



FRAMLINGHAM COLLEGE PREP SCHOOL
14a/14c/14d/14e - Supervision of Pupils Policy including EYFS
(Includes – school journeys, after school care, general supervision and boarding)

RESPONSIBILITY	ASSISTANT HEAD PASTORAL (FCPS)
DATE REVIEWED	AUGUST 2025
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Introduction

All staff are expected to complete certain duties to enable the school to run effectively. Duties are organised by the Deputy Head and rotas are published on sharepoint and physically in staff areas. These are regularly updated to reflect additional needs according to weather, behaviour, extra activities or patterns reviewed from behaviour logs.

We believe free time should be a positive experience for all children. There should be a happy, lively and relaxed atmosphere. Children should be able to play in safety, secure in the knowledge that bullying and anti-social behaviour are not acceptable.

Roles & Responsibilities of Staff

Role of the Member of Staff on duty:

- to arrive on time to designated duty;
- to ensure the health and safety, welfare and good conduct of pupils at all times;
- To wear a pink high vis vest, so pupils can locate them easily;
- To move around and interact with pupils;

- To make sure that the staff are spread out over the areas;
- to manage pastoral/disciplinary issues within the guidelines of our behaviour policy;
- to supervise children at all times;
- to have the highest expectations and standards in relation to behaviour;
- to report any issues or concerns to the child's tutor, Head of Section, Assistant Head Pastoral or Deputy Head.

Role of the Head of Sections, Assistant Head Pastoral and Senior Leadership Team:

- to liaise and work with all colleagues to promote a culture of tolerance, empathy, high standards and high expectations;
- to work with all colleagues to ensure a model of positive behaviour is uniformly promoted and that all children understand, empathise with and assimilate our school rules;
- to monitor the quality of supervision and to work to develop and promote the breaktimes as a positive, safe, enjoyable experience for all children.

Role of the Tutor:

- to remind the children of the school's rules ('Ready, Safe, Respectful') and the standards of behaviour that are expected from all children;
- to maintain good communication with relevant staff about behaviour at breaktimes and in 'free time';
- to be proactive in dealing with any low-level concerns amongst children and sharing concerns with the DSL and on My Concern if relevant.

Expectations of Behaviour

We expect a high standard of behaviour from all children during free time. This high expectation must come from all staff through:

- displaying a positive, supportive, respectful, fair but firm attitude towards our children at all times;
- expecting all our children to be polite and respectful;
- allowing no inappropriate behaviour (e.g. play fighting, loutish or unruly behaviour);
- being fair to all children and listening to all sides in an argument;
- upholding the ethos and values of our school.

Accidents & Injuries

Any pupils that are hurt or injured at breaktimes, should be sent or accompanied to the medical centre. If the child is unable to move, the school nurse can be requested to come to the incident. See First Aid Policy. All injuries are recorded with the medical centre. The School Nurse will report any concerning or potentially concerning behaviour to the Head of Section, Assistant Head Pastoral or Deputy Head to investigate and follow up.

Movement around the School

Children are always expected to walk calmly as they move around the school. They are encouraged to hold doors open for others, acknowledge others in passing and about how they might be perceived by others if walking rowdily in bigger groups. Children from the Lower Prep upwards are given much freedom to walk around the school and learn to do this well. Staff should be proactive in reminding pupils of these expectations at every pertinent opportunity.

Wet Breaks

If during the breaks, the children are unable to go outside due to bad weather, they stay in their class bases where they choose an appropriate activity.

Group	Location	Activity	Supervision
Year 8	Top corridor Rooms 5 and 6	Quiet activities, no laptops	Library duty staff + JML to oversee Y8
Year 7	Bottom corridor Rooms 3, 5 and 6	Quiet activities, no laptops	Grass Area duty staff to supervise Y7.
Year 6	Bottom corridor Rooms 2 and 3	DVD in Room 4 Quiet activities in Room 2 & 3	Adventure Play duty staff supervising + Prefect

Year 3/4/5	Junior Block	1 room DVD 1 room colouring / boardgames etc	Willow Wood staff to supervise + SDP + Prefect
	Year 5 upstairs		
	Year 3&4 downstairs	1 room DVD 1 room colouring / boardgames etc	

Please remind them of the importance of being in the right place at the right time and keeping calm.

3 rings signals wet-break. Pupils will need to go to the usual areas for snack first.

Finally, please be pro-active with this so we can make it as smooth and safe as possible. Please liaise with the other staff on duty so we have staff covering all areas. There should be 3 members of staff per break (3 from outside break duty and 1 from the library duty) Heads of Section, Assistant Head and Deputy Head will support too.

If the children are outside when the weather becomes bad, the staff on duty will direct the children inside and the wet break procedures will start. (The bell will be rung three short blasts to alert all staff and pupils).

Advice for Colleagues

- Be pro-active.
- Have high expectations.
- Promote a positive attitude.
- Be consistent.
- Be aware at all times, there are many situations that can occur during the free time.
- Respond to situations appropriately, being fair and giving support to the child. This helps them to develop positive attitudes and behaviour.
- Do not judge any situation, listen to all sides and respond fairly.
- Communicate any concerns early. (Alert Tutor, Head of Section, Assistant Head Pastoral or Deputy Head).
- Know your safeguarding and anti-bullying signs and symptoms (See Safeguarding and Child Protection, Behaviour and Anti-bullying policy)
- Talk through any ideas, worries and problems with your Head of Section.

Specific Duties

There are several different duties during the school day. Below are guidelines for staff:

Early Morning

The member of staff patrols the designated area ensuring that pupils arrive in an orderly fashion. All tutors should be in their form room from 8.10am so they are ready to welcome their pupils as they arrive and ensure a calm, welcoming and purposeful atmosphere.

Morning Break

All children have snack and then are encouraged to go outside to play.

Designated play areas include:

School field (See map) – If dry enough

Large and Small Hard courts (Training shoes only)

Junior Block (Year 3, 4 and 5) – If raining

Teaching Block (Year 6 and 7) – If raining

Hobbies Room – for Year 8s

Pre-Prep Playground

Snack Duty

The member of staff is responsible for the snack being eaten in the correct places, i.e. Years 6, 7 & 8 – Dining Room, Years 3, 4 & 5 – White Hall, that behaviour is suitably calm and pleasant and that children are polite to staff serving their snack. Pre-Prep pupils eat snack in their classrooms under the supervision of their class teacher.

Outside Zone

The members of staff should be prompt to their duty and make sure they are covering the 'zone' they have been allocated. Staff are asked to be proactive in challenging any behaviour that looks like it has the potential to go wrong and to be aware of any children who may need extra support at these informal times.

It is the responsibility of the duty SLT to decide whether or not it is a 'wet break'.

Library

For those not wishing to go outside, the library is open for calm and quiet activities, or to catch up on schoolwork. Regular visitors should try to get some fresh air if they have not already.

Lunch Queue & Dining Room

The member of staff should make sure the children wait quietly in the Long Corridor. The children enter the dining room in year groups and are called in from outside when lunch is ready for them to ensure the queue is always manageable. Staff on duty register the children into lunch. Any missing children should be reported to Reception and the Assistant Head Pastoral to follow up.

Pre-Prep staff eat with the children to ensure all children eat a balanced meal. Staff in the Prep school are encouraged to sit at the end of tables in groups of maximum of 2 and monitor food and water intake as well as table manners.

Manners

All children are encouraged to regard the lunchtime period as an important part of the school day and the time spent eating as a key social opportunity. We expect them to demonstrate good manners at all times in all areas where food is being eaten. They should ensure that the area around them is kept tidy, and that any undue mess is cleared up before they leave.

Children are expected to talk quietly amongst themselves as they eat.

Communication

Effective communication is crucial throughout the lunchtime period. Staff have radios so children can be called into lunch.

Afternoon Duties

Changing Rooms – Boys, Girls & Rowley Hall

The member of staff running the activity supervises each of these areas for the start of activities. The children should not enter these areas without the member of staff being present.

Day Prep

A member of staff, who is not taking part in activities, supervises the children who are doing Prep in a classroom. This is in Room 1 and 2.

For Pre-Prep an After-School club is run by a member of staff in the Nursery or a classroom.

End of School

Pre-Prep

Pre-Prep pupils are collected by parents from their classrooms (at 4.00pm) or from After-School Club (5.00pm). A member of staff will escort children travelling on the school bus to reception and hand over the children to the driver.

Any children remaining until 5pm are, with prior agreement, handed over to the boarding team in the library to be looked after. The Pre-Prep member of staff who has been on After School Club will make the judgement whether this is suitable for the individual child. If they feel it isn't then they will look after the child in their classroom and suitable activities are provided.

Pond Gate

At the end of the school day (4.00pm), the member of staff on duty should sign the pupils from Year 3 to 8 who are going home at 4.00pm, off from the register to their parents/guardian. At 5.00pm after activities the staff member running the activity will take the pupils in their care to the courtyard where parents/guardians collect them or send them to Room 18 for prep.

Year 6 can meet their parents/guardian independently in the courtyard area to go home.

Year 7 & 8 can meet their parents/guardian independently either in the courtyard area or in the pick-up and drop-off zone. There is a staff member on duty in the car park to monitor this.

Wednesday

Post-game departure – After a home game or on return from an away game, games coaches must see their teams to prep (if still time) or to the gate if already 5pm. At 5pm, all children must be seen to the pond gate where they will be supervised while they depart by car.

Saturdays

All children are signed out either at the Fowler Pavilion at 10.30am or outside Prep School Reception at 12.45pm/1.15pm (if they stayed for lunch)

School Buses

The school runs a number of local minibus services transporting a number of day pupils to and from school. It is the responsibility of the school driver to supervise pupils using these services. It is also the duty of the driver to wait with pupils until they are collected if parents are not present at the drop-off point. No pupil must be left unattended at a drop-off point.

Pupils are regularly reminded about the need for positive behaviour on the buses:



When we are on the minibuss...

READY

We are on time for the bus

We have the equipment and kit we need

We check we have all our things with us when we get off the bus

SAFE

We wear our seatbelts at all times

We listen to the driver and follow instructions

We are calm

We talk quietly and sensibly

We face forwards at all times

RESPECTFUL

We never make anyone else feel uncomfortable, unsafe or sad with our behaviour

We are respectful of the driver and do not distract him / her from driving

We behave sensibly, considering others on the bus

We look after the minibusses so they are a pleasant environment to travel in

We don't eat or drink on the buses or leave rubbish on the floor

We do the right thing, even when no-one is looking



Supervision of Changing Rooms & Games Sessions

All games staff are asked to be proactive in the supervision of all prep-school aged children before, during and after games sessions. Changing rooms are an area where children can get things wrong and so staff are asked to be particularly proactive here, whilst recognising the sensitivities of safeguarding.

Staff should:

- ensure all children are accounted for at all times;
- be in and around the changing rooms at the beginning and end of the session, ensuring that all children have left;
- intervene at any time when behaviour is poor and follow school behaviour policy and sanctions as normal;
- always report any incidents of unkindness, upset or physicality to the child's form tutor or pastoral team as normal;
- check that all children are wearing the correct kit (particularly including those items needed for safety – mouthguard, shin pads etc) and support those who struggle with organising themselves safely;
- support children to build organisational routines and independence around games sessions;
- try to be as inclusive as possible, enabling all children to have a positive experience in the session and adapting to the needs of the pupils as necessary;

- liaise with the office regarding any change of arrangements and inform them of any issues, problems that have arisen;
- ensure safe passage on and off the transport to training or matches, including proactively checking all pupils are wearing seatbelts, not using mobile phones and following school rules for the buses.

Staff are asked to supervise children in Year 5 and below in the changing rooms and those in Year 6 and above, staff should supervise just outside the room, close enough to hear if intervention is needed and to regularly knock and state they are about to enter to check all is well.

The following advice has been acknowledged in our policy:

- [Changing for PE Guidance](#)
- [NSPCC Factsheet for schools: best practice for PE changing rooms \(icmec.org\)](#)
- [Safe use of changing facilities \(CPSU Briefing\) - NSPCC Child Protection in Sport Unit](#) • [Wavepower 2020-2023 Swim England p.82](#)

Matches

Staff are responsible for the pupils they take to matches (whether home or away) and should follow general advice on supervision offered in this document ie proactively ensuring their safety and wellbeing at all times whilst making dynamic risk assessments.

An important additional note for staff is that children must sign out formally with their coach / teacher, using SOCS, before being taken by their parent from a different school / the senior school. Staff should ensure that they have permission from the child's parent to allow them to go with another parent if asked. If unsure, staff must not allow a child to go with another parent but could call the parent in question or reception to confirm arrangements if possible.

EYFS Supervision during the day

All EYFS children are constantly in the care of an EYFS trained member of staff.

At morning break, the Reception children have their break with the KS1 children and suitably trained staff. Nursery children are with the Nursery staff at all times.

At lunchtime the Reception children eat in the dining room with Pre-Prep. Members of the EYFS staff accompany them across and back, they also sit with them during lunch. After the children have eaten they return to the Pre Prep playground. All Pre Prep teachers are Primary trained and have early years experience and there is a TA on duty trained in the early years.

EYFS staff and Pre-Prep staff on duty have a Paediatric First Aid certificate and a first aid kit is taken into the playground. A further kit is available in the Early Years

building which also has a phone able to make both internal and external calls in case of emergency. Please see the College's First Aid policy.

EYFS staff accompany EYFS children to the ballet activity at lunchtime which is the only activity available for this age group.

After School Club is available to EYFS children from 4.00pm to 5.00pm and a member of EYFS staff is on duty each day with a Pre-Prep teacher on a rota basis.

Supervision in Boarding

All staff in boarding understand their role in supervising boarding. They have a job description and handbook which reflects their duties, are carefully inducted and receive regular updates and training on best boarding practice. Any spouses or adult members of staff who live or access the boarding houses have clearly defined roles and understanding of safeguarding and their role.

Through induction, regular reminders and visibility, boarders always know where there is a member of staff and who is supervising them. Staff register the pupils at the beginning of the boarding sessions, comparing their lists with the bookings and always know the whereabouts of the boarders. If a child is not where they should be the usual missing child procedures would be followed.

Supervision overnight

There are always at least three members of staff in the boarding house overnight who are responsible for the boarders. Boarders can access help in the night by ringing on the bell of staff accommodation or calling the Assistant HM on the phone and are inducted in this when they arrive at school. Boarders do not access staff accommodation. Staff have clearly designated living areas which the children do not access.