Radnor House
SEVENOAKS
celebrating every individual

# Supervision of Pupils Policy

**Applies to:**

- All staff (teaching and non-teaching), the directors and volunteers working in the School.

**Availability:**

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request, a copy may be obtained from the School Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertakes a formal annual review of this policy.

Signed:





David Paton
**Head**

Ian Davies
**Chairman of the Board of Directors**

**Reviewed: September 2026**
**Next Review: September 2027**

**1 Duties and Responsibilities**

1.1 Teachers and all staff undertaking supervision duties have a statutory, contractual and safeguarding responsibility to maintain good order and discipline among pupils; safeguard and promote pupils' welfare, health and safety; and act promptly where they have any concern about a child. Staff must follow the school's Safeguarding and Child Protection Policy and report concerns to the Designated Safeguarding Lead (DSL) or a Deputy DSL without delay.

1.2 The Head, Head of Prep, Head of Senior School and Deputy Head (Senior School) are responsible for the internal organisation, management and control of the school, including the deployment and management of teaching and support staff. They must ensure that reasonable and proportionate supervision arrangements are in place for all pupils on school premises, during authorised activities elsewhere, and during periods before and after the school day where the school has accepted responsibility for pupils.

1.3 Staff on duty must be aware of how to contact the DSL or Deputy DSL, first aid staff, Reception and a senior member of staff. Supervision arrangements must take account of pupils who may be more vulnerable, including those with SEND, medical needs, disabilities, safeguarding concerns, younger pupils, pupils requiring reasonable adjustments, and pupils who may be at greater risk of harm.

**2 Management of supervision**

2.1 Supervision before school:

- Pre-Prep: 7.30 – 8.20 am Morning Wrap Care: This is a pre-booked service which is held in the Prep School Wrap Care room and staffed by an appropriate number of staff according to specific EYFS ratios.
- Years 3-13: 7.45 – 8.20 am Breakfast Club. A drop-in club supervised by members of Prep and Senior School staff on a rota.

2.2 Prep Morning Courtyard 8.00-8.20 am:

- The Prep Courtyard is open for children to come into school from 8.00 am. It is staffed on a rota by two members of staff each day. The bell is rung at 8.20 am when the children will line up and be taken to their classroom by their Class Teacher.

2.3 Supervision during the school day:

- Prep Morning Break 10.25–10.45 am: pupils have their break in the Courtyard, the Pre-Prep Garden, on the tennis courts, or on the grass between the tennis courts and the astroturf. There is a rota of staff to cover this break time.
- Pre-Prep Lunchtime Break 12.25–12.55 pm: Pre-Prep children have their break at Beech Walk or in the Pre-Prep Garden. There is a rota of staff to cover this break time.
- Prep Lunchtime Break Years 3, 4, 5 and 6, 12.25–12.55 pm: children have their break at Beech Walk. There is a rota of staff to cover this break time.
- Pre-Prep Afternoon Break 2.15–2.30 pm: this is an optional break time for children in Pre-Prep, supervised by the individual Class Teacher or Teaching Assistant on days when they consider it beneficial for the children.
- If the weather is wet, Pre-Prep and Prep School children have their breaks in their classrooms, with a separate rota to cover this supervision when needed.
- Senior School Morning Break 11.10–11.30 am: pupils have their break outside, in the school grounds within bounds. They may use the Tuck Shop in the Dining Hall or the library within the building. Staff are stationed on duty around the school according to the duty rota.
- Senior School Lunchtime 1.10–2.20 pm: pupils have their lunch in the Dining Hall, following the lunch rota. Having eaten, they spend their time in the school grounds within bounds. They may use the library within the building. Staff are stationed on duty around the school according to the duty rota. Pupils may also attend clubs during lunchtimes.

These take place during either the first or second half of lunch at designated locations both inside and outside the building.

- If the weather is wet, Senior School pupils have their breaks in their form rooms overseen by their form tutors.

**3 Supervision after school:**

**3.1 Prep School:**

- Prep children remain with their class teacher, who dismisses them from the Courtyard directly to their parent or carer at the end of the day.
- Prep Homework Club operates from 3.45–5.00 pm in the Prep Computer Room for any child who is signed up to attend. This is staffed by a rota of staff.
- Prep School Late Room 3.30-4.00 pm: This is a pre-booked service for children in Years 1-6, which is held in a Pre-Prep classroom on rotation and staffed by a Prep School Teaching Assistant. This is for pupils with a sibling in the older year groups only so that all siblings can be collected at the same time, reducing congestion in the car park and waiting times for parents. This service is not available to pupils who are in the EYFS age range. Parents needing childcare after 3.30 pm for children in Pre-School or Reception must book them into After School Wrap Care.
- After School Wrap Care 3.30–6.00 pm: this is a pre-booked service held in the Prep School Wrap Care room and staffed by an appropriate number of staff according to specific EYFS ratios. It is open to all Prep School children. Prep children will be taken to Wrap Care by their class teacher. Children will be dismissed from Wrap Care by being handed directly to their parents in the Courtyard.
- Any child who is due to attend an after-school club will be named in the register for that club. Registers are taken at the start of all after-school clubs and any absences are followed up with the Prep Office immediately.

**3.2 Senior School:**

- Senior School Homework Club operates from 4.00-5.30 pm in the library, overseen by the Director of Reading and Literature.
- From 4 pm, if Senior School pupils are not engaged in clubs or fixtures, they are expected to walk unsupervised to the school car park for collection by parents/carers. If parents/carers are late or do not turn up to collect, pupils are expected to return to Senior Reception and inform Reception staff that they have not been collected.

3.3 In determining the arrangements for supervision, the Head, Head of Prep, Head of Senior School and Deputy Head (Senior School) ensure that supervisors are aware of the extent of their duties and that both supervisors and pupils are aware of the areas on the school premises to which pupils have access. Parents are informed of the general supervision arrangements made by the school for the periods before and after school sessions. For those parents who convey their children to school, information is provided about the setting-down and collection points.

3.4 The Head, Head of Prep, Head of Senior School and Deputy Head (Senior School) or a nominated senior member of staff must be on site and accessible to staff undertaking supervision during the lunchtime break.

3.5 The Leadership Team will determine the appropriate staffing ratios for all parts of the school day and all aspects of the school: the overarching aim will be to ensure the safety of the pupils in our care.

3.6 The Prep School Leadership Team, taking full account of the guidance provided by those responsible for EYFS, will determine the appropriate staffing levels for the Pre-Prep, including care before and after school.

3.7 All supervision arrangements must be reviewed where there is a change in pupil numbers, age range, activity, location, staffing, risk level or safeguarding information. Any supervision-related incident, unexplained absence from a club or activity, boundary breach, missing pupil concern,

injury, safeguarding concern, or late/non-collection concern must be recorded and escalated in accordance with the school's relevant procedures.

**4 Extra-curricular duties**

4.1 Teachers and other staff engaging in extra-curricular activities with pupils accept responsibility for the pupils' supervision and welfare during the activity, including preparation, transitions, clearing up and, where appropriate, the safe and orderly dismissal of pupils from the school premises. Registers must be taken for clubs and activities, and any unexplained absence must be followed up promptly.

**5 School trips and visits**

5.1 The risk assessments carried out for all off-site trips and visits will determine how many responsible adults must accompany the trip or visit. Supervision arrangements must take account of the age and needs of pupils, the nature and location of the activity, travel arrangements, medical and SEND information, safeguarding information, and any other relevant risks. Details are set out in the Educational Trips and Offsite Activities Policy.

**6 Remote Teaching and Learning**

6.1 In the event of school closure due to epidemic, extreme weather, power loss or similar disruption, the school will endeavour to deliver timetabled academic lessons, pastoral support, counselling and co-curricular provision to pupils remotely, using secure online platforms and delivery methods. Remote provision must be delivered in accordance with the school's safeguarding, online safety, behaviour and acceptable use expectations.

6.2 Expectations of pupil behaviour in the online environment are the same as in school. Staff must remain alert to safeguarding concerns arising through remote provision and must report concerns in accordance with the Safeguarding and Child Protection Policy, Behaviour Policy, Online Safety Policy and Acceptable Use of IT Policy and Agreement.

**7 Liability for children outside school premises**

7.1 The standard of care which a teacher is expected to show is such care towards a child under his/her charge as would be exercised by a parent.

7.2 In the case of young children, Radnor House Sevenoaks will continue to exercise a proper and reasonable measure of supervision until parents or carers come to fetch the children. However, if it is the parents' wish that the children be allowed to return home on their own, the school cannot be responsible beyond the supervision of the departure from school.

7.3 A distinction is to be drawn between the duty of care owed to young children of such an age that they may be presumed to be unable to take any care for their own safety and the duty owed to older children whom a prudent parent would allow to go unaccompanied.

7.4 The school is situated in a rural environment, and the school's leadership will take particular account of the risks involved. For example, while pupils may be collected from the Recreation Ground after a football match with permission from the staff, they will not be permitted to leave school via the Recreation Ground at the end of the day.

**8 Collection of Pupils in the Prep School (including EYFS)**

8.1 If someone other than a parent/carer is designated to collect a child at the end of a session, the parent/carer must inform the teacher in charge and the Prep School Office. Permission must be given in person or from a listed email address. Where the child is in EYFS or Prep School, staff must be satisfied that the adult collecting is authorised and that the handover is safe before releasing the child.

8.2 Passwords for collection in the Prep School (including EYFS): if, due to unforeseen circumstances,

a parent/carer is unable to collect their child and another adult is required to do so, the parent/carer must contact the school directly and agree a random password. The person collecting the child must share the password with staff before the child is released into their care and may also be required to provide identification. Staff must not release a child where they are not satisfied that the adult is authorised.

**9 Failure by parent/carer to collect at the appointed time**

9.1 The times for collection during a standard school day are as follows:

- Pre-Prep: 12.30 pm at the end of the morning session, 3.30 pm at the end of the afternoon session, and between 3.30 pm and 6.00 pm for After School Wrap Care.
- Prep: 3.45 pm
- Senior School: 4.00 pm
- Co-Curricular Clubs, varying between 3.45 pm – 5.30 pm
- Years 3-6 Homework Club: 5.00 pm
- Years 7-13 Homework Club: 5.30 pm
- After School Care (Prep Only): 6.00 pm

9.2 If, due to unforeseen circumstances, a parent/carer is unable to collect their child at the appointed time, the school will endeavour to contact the parent/carer and, where necessary, the designated emergency contact(s) held on the school's iSAMS database.

9.3 Pupil data sheets are issued annually for contact updates/checking by parents/carers. In addition, parents/carers are encouraged to notify the office at any time of any change to their contact details.

9.3 In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. Where a parent is unable to collect their child, alternative arrangements must be made by the parent.

**10 If a child is not collected on time:**

10.1 After 20 minutes, the Supervisor/member of staff will contact the parent/carer. Should this fail, the pupil's emergency contact numbers (held on iSAMS) will be tried. Under no circumstances are staff members to go and look for parents or carers outside school grounds, nor are they to take the child home with them.

10.2 If pupils are not collected from a club on time and the office is closed, the pupil (dependent on age) will be taken to the Prep or Senior School Homework Club or After School Care Provision. Parents will be charged for this. If a pupil is not collected by the time the After School Care Provision is due to close at 6.00 pm, a further charge for late collection will be applied.

10.3 After 30 minutes, if staff have been unable to make contact with parents/carers or emergency contacts, a member of the school Leadership Team will be contacted.

10.4 After 60 minutes, if we have not been able to contact parents/carers, Children's Social Care may be contacted for guidance.

10.3 The Local Safeguarding Multi-agency Partnership for Radnor House Sevenoaks is Kent (KSCMP). https://www.kelsi.org.uk/child-protection-and-safeguarding

10.4 Between the hours of 9 am and 5 pm, phone Kent Children Integrated Front Door: 03000 411111. After 5 pm phone: 03000 419191

10.7 The Head, Head of Prep, Head of Senior School and Deputy Head (Senior School) must be contacted before phoning Children's Social Care.

10.5 During this time, the child will be safely cared for by a member of staff, and the member of staff will continue to attempt to contact the parents/carers and emergency contact numbers, leaving an appropriate message.

10.6 A full report of the incident must be recorded on Evolve.

**Appendix A – Exemplar Duty Rota 2026/27**

These are the current duty arrangements relating to the supervision of pupils during the school day in the Prep School:

| | **Prep - Time and location of duty** |
|---|---|
| 7.30 - 8.20 | Pre-Prep Breakfast Club |
| 7.45 - 8.00 | Breakfast Club |
| 8:00 - 8.20 | Courtyard Duty |
| 10.25 - 10.45 | Morning Break Pre-Prep Garden |
| 10.25 - 10.45 | Y3-6 Morning Break Netball |
| 12.25–12.55 | R-2 Pre-Prep Garden and Beech Walk |
| 12.25–12.55 | Dining Hall Duty Yr 3, 4, 5 &6 |
| 12.55 - 1.25 | Beech Walk Yr 3, 4, 5 & 6 |
| 2.15 - 2.30 | Afternoon Break courtyard |
| 3.30 - 4.00 | End of the Day Gate Duty |
| 3:55 | Bus duty |

**These are the current duty arrangements relating to the supervision of pupils during the school day in the Senior School:**

| | | |
|---|---|---|
| 8.00 – 8.15 | Breakfast | Take over from the Prep School teacher at 8am. Get pupils to clear up after themselves. Make sure the room is emptied by 8.15, moving the pupils to their tutor rooms. |
| 8.10 – 8.20 | Moving to lessons | Direct pupils from the Locker Area to Period 1. |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Beech Walk | Actively supervise pupils at Beech Walk (the area by the playground). Pupils are not allowed in the play area. They can go down the Beech Walk on the left-hand side of the 'mound', but no further than the imaginary line of the bamboo. Clear the area by 11:23am/2:13pm. |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Top Lawn | Actively supervise pupils on the Top Lawn (outside the café and library). Pupils are not allowed beyond the bamboo. Clear the area by 11:23am/2:13pm. |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Lawn/Tennis Courts | Actively supervise pupils on the Tennis Courts (outside STEM)<br>and the grass area by the car park. Pupils are not allowed on the AstroTurf. Clear the area by 11:23am/2:13pm. |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Lower Lawn | Actively supervise pupils on the Lower Lawn (outside the Swimming Pool/PAT). Clear the area by 11.23 am/2.13 pm. |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Internal Patrol | Walk the corridors of the school, checking on the Library, café and classrooms, directing pupils outside where appropriate. Direct pupils to class at 11.23 am/2.13 pm. |
| 10.50 – 11.10am<br>1.10 – 2.20pm | Minibus Area / Driveway | **Morning Break -** Actively supervise pupils outside the locker area, making sure they pick up any rubbish and put it in the bins.<br>**Lunch –** Get the pupils to line up for lunch, keeping order and making sure the pupils are coming in at the right time. Clear the area by 11.23 am/2.13 pm. |
| 10.50 – 11.10am | Dining Hall - Tuckshop | One staff member should stand by the double doors at the entrance, controlling entry and ensuring the queues are orderly. One staff member should actively supervise the pupils in the Dining Hall, ensuring that they clear up after themselves.<br>Clear the area by 11.23 am, ensuring that pupils leave it in a tidy and orderly state. |
| 1.10 – 2.20pm | Senior Lunch | Let the staff member on the outside duty know that you are ready for the pupils to come in. Control pupils' entry, directing them to the appropriate queues (both have the same food). Keep an eye on behaviour and make sure that pupils clear up after themselves. Make sure that pupils take a tray when getting their food. The staff member on second lunch should clear the area by 2:13pm. |
| | HoH Conversations | Conversations/Reflections will be run by Heads of House on specific days in designated rooms. |
| 4-4.15pm | Car Park | Say goodbye to the pupils as they leave, ensuring they do so safely. |
| 4-4.15pm (or until buses depart) | Buses | Ensure that everyone is present and that everyone leaves in a safe and orderly manner. Buses depart from the Staff Car Park. |