



SHERBORNE PREP

Supervision of Pupils and Missing Pupil Policy (including EYFS)

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Executive Summary

This policy outlines the arrangements for supervision of pupils at Sherborne Prep and is applicable to all pupils, including those in the Early Years Foundation Stage (EYFS). It also contains the procedure to be followed where a child goes missing from school during working hours, non-working hours, or while on an educational visit.

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Supervision of EYFS and Pre-Prep Pupils

Pupils' Arrival and Departure

Nursery

Pupils can arrive from 8:00am if they are booked into that session. All sessions for Nursery aged children finish at 5pm. The sessions in the Nursery include: 8:00am-2pm; 2pm-3:30pm and 3:30pm-5pm. All children are dropped off and collected from the Nursery building.

Pre-Prep

Pupils in Year 1 and 2 can be booked into Breakfast Club. Breakfast Club drop off is in the Quad by the main hall. When Pre-Prep children finish breakfast club, they are escorted to the Pre-Prep by a duty member of staff and delivered to Early club.

Pre-Prep children can arrive from 8.00-8.10am into Early Club which happens in a Pre-Prep classroom. Remaining children must arrive to the Pre-Prep playground between 8.10 and 8.20am. The Pre-Prep days starts at 8:20am and ends at 3:45pm. Parents can book children in for Stay and Play or enrichment activities between 3:45-5pm. Supper Club from 5-6pm is available for children in Year 1 and 2. Collection at 3:45pm and at 5pm is from the Pre-Prep classrooms and collection at 6pm is from the blue front door.

The main duty times for Pre-Prep are:

- Breakfast Club (7:30-8:00am) - Boarding duty staff or SLT.
- Early Club (8.00am - 8.10am) – Pre-Prep duty staff.
- Early Playground (8:10-8:20am) - Pre-Prep duty staff.
- Break duty – morning and afternoon.
- Lunch-time duty and lunch break duty.
- Stay and Play or enrichment (3:45-5pm).
- Supper Club (5-6pm).

Supervision of EYFS

The supervision of EYFS pupils is the responsibility of everyone working in the Pre-Prep. During lesson times this will be the EYFS staff, but during lunch and breaks it falls to everyone to be vigilant. Children should be closely watched and if moving between buildings or rooms they should be lined up with staff supervising. Headcounts should be completed at appropriate intervals to ensure that children are accounted for. Ratios for our 3-year-olds and Nursery aged children are 1:8, unless there is a member of staff with QTS, in which case it can rise to 1:13 for that staff member. In the EYFS we have 1 manager who is Level 3 trained, 2 EYFS Practitioners trained to Level 3 and one qualified teacher who is our EYFS lead.

Nursery

The Head of Pre-Prep is responsible for organising correct levels of supervision during 'class' time and playtimes. The Head of Pre-Prep ensures that correct ratios are always adhered to. The Nursery Manager informs the Head of Pre-Prep of any increase in numbers. There are always 2 qualified members of staff in the Nursery at any point. A maximum of 16 children can attend any one session at a time.

Reception class

There is one teacher (QTS) within the Reception class and at times, a teaching assistant who helps across the classes as needed. The teacher is responsible for ensuring that pupils are always correctly supervised.

KS1

Key Stage 1 classes have a qualified teacher per class, plus there is one teaching assistant who supports across the department. The teacher is responsible for ensuring that pupils are always correctly supervised.

Registration

All classes are registered at the start of the morning at 8:20am and afternoon sessions at 1:25pm. Nursery staff are aware of the different sessions attended by Nursery children and complete the register accordingly. The sessions in the Nursery include: 8:00am-2pm; 2pm-3:30pm and 3:30pm-5pm. All teaching staff are aware of the various codes to ensure the correct completion of the register.

Playtimes

Ratios are always adhered to (see separate duty rota for full details). There is always a member of staff on duty that is always paediatric first aid trained. Children are closely supervised with staff positioned at intervals around the perimeter of the play area in order to supervise the area closely. Before children go outside to play, the duty member of staff assesses the risks and ensures that all gates and exits are closed with a latch or bolt. The area is assessed as 'safe' before the children are sent outside. EYFS children are counted at the start and at the end of playtimes by the staff on duty. Nursery aged children have playtimes in their playground area and Pre-Prep children have playtimes on the playground or out in the orchard. Staff remain vigilant and actively on duty throughout playtime.

Mealtimes and Snack Times

Staff in EYFS and the Pre-Prep Staff sit with and serve the Nursery and Pre-Prep children at lunch time. They supervise healthy eating and good table manners through the shared mealtime. During mealtimes there is always a member of staff within the EYFS and Pre-Prep, who is paediatric first aid trained on duty.

Assemblies

Staff accompany their classes to and from assembly. One member of staff remains in assembly with the Pre-Prep children.

Swimming

Staff take their classes swimming to aid with changing and supervision in the pool. There are support staff in the pool during the swimming sessions and a qualified swimming coach and trained lifeguard are in attendance at all times.

After School Care

Staff members are on duty after school, with ratios remaining within 1:8 for our three-year-olds. Snacks are provided and all Pre-Prep and kitchen staff are level 2 food hygiene trained. All Pre-Prep staff are paediatric first aid trained. Registers are taken and children are handed over to parents at end of day. Collection at 3:45pm and at 5pm is from the Pre-Prep classrooms and

collection at 6pm is from the blue front door. Collection from Stay and Play is from the Nursery between 3:45pm and 4:50pm.

Clubs and Activities

Clubs and activities usually run from 4-5pm and supper club is available for children in Year 1 and 2 between 5-6pm supervised by a member of staff. Clubs are available for Reception children and above. Ratios are adhered to and are checked by the Head of Pre-Prep. All staff taking a club must register the attendees for each session on SOCS. Children are collected for their club from the Pre-Prep classrooms by the staff member in charge and returned at 4.55pm. Parents then collect from the Pre-Prep at 5pm and staff hand them directly to parents. Any children who are not collected are supervised by a duty member of staff in the Pre-Prep until they are collected or taken to Supper Club by a duty staff member.

Collection of children

No children will ever be released into the care of an adult who is not a parent or legal guardian or for whom parent consent has not been given. Parents must inform staff in writing or verbally if there is to be a change to collection routines. If in any doubt, staff must not release the child and should call the parent and inform the Head of Pre-Prep.

If a child in the Early Years Foundation Stage or Prep School is not collected at the agreed time, the School will ensure that the child remains on the premises and is safely supervised by appropriately qualified staff. For EYFS children, statutory staff to child ratios will be maintained at all times, and for Prep children, appropriate supervision will be provided in line with the child's age and needs. Staff will make prompt and persistent attempts to contact parents or carers using the details held by the school and, if unsuccessful, will contact the child's named emergency contacts in the agreed order. Where a child remains uncollected after a reasonable period, the matter will be escalated to the Head of Pre-Prep or Deputy Head Pastoral, and the school will seek advice from Children's Social Care or other relevant agencies where appropriate. A child will never be released into the care of an unknown adult, and identification will be requested where necessary. All incidents of late or non-collection will be fully recorded in line with safeguarding and record-keeping requirements, and the school will continue to ensure the child's safety and wellbeing throughout the time they remain in its care.

School trips

Pupil to staff ratios for school trips are **not prescribed in law**. When planning trips, we risk assess the need, and then decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. Headcounts are taken at regular intervals. All trips are risk assessed in line with school policy. One member of staff will have a Paediatric first aid qualification on all EYFS trips.

Supervision of Prep Pupils (Years 3 – 8)

School opens at 8.15am. For those who need to arrive from 8.00am pupils must go to the Dining Hall to be supervised until 8.15 am. Boarding children are supervised by the boarding team until 8.15am. All day pupils are expected to go home by 5.10pm unless they are staying for Prep or Enrichment when children must be collected by 6.10pm. For specific functions, collection details are always communicated via email. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late and

weekend duties. Staff are on duty in the Boarding House in the evenings and at weekends. Pupils can call on a member of staff at any time if necessary.

Parents can book in day pupils in for Breakfast and Supper Club between 7.30-8.00am and 6.10-6.45pm; at least 24 hours' notice is required.

The main duty times are:

- Early morning duty (8.00am - 8.15am)
- Break duty – morning and afternoon
- Lunch-time duty and lunch break duty
- Changing Room duty
- After-school duty (5.10pm - 6.00pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the Sport Department supervise pupils on both home and away matches.

Boarding: this policy addresses ISI Regulatory requirements (effective from Sept 2023), Part 3 – Welfare, Health and Safety of Pupils, para 14 and National Minimum Standards – Staffing and Supervision

NMS Standard 20 – Staffing and supervision.

20.1 Any staff member or volunteer employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.

20.2 Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.

20.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and individual needs of boarders, and the locations and activities involved.

20.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. There is continuity of staff, as far as is reasonably possible, such that boarders' relationships with staff are not overly disrupted.

20.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

20.6 Staff working within the school know and implement the school's policy, and any local protocols, in relation to boarders going missing and understand their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate.

20.7 Schools should ensure that they have a suitable number of staff (and at least one) sleeping or on duty in each building, who is responsible for the boarders and available to meet boarders' needs during the night.

20.8 Boarders are able to contact a member of staff easily in each building at night and know how to do this.

20.9 Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation, and sleeping accommodation) and suitable toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated from the accommodation and facilities provided for boarding pupils.

20.10 No boarders have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs, a one-to-one situation should be avoided with boarders with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.

Access to staff residential accommodation

Pupils must not access HM, Resident Tutor, Assistant Housemaster or Matron's residential accommodation other than in exceptional circumstances.

All boarders return to the boarding house after enrichment activities. Our Boarding Staff carry out regular patrols until 10.00pm.

Registration

We take a register of pupils at the start of the morning, and in the lesson immediately after lunch break. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

For boarding, we make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

We operate identical registration procedures to day schools; but in addition, we will only release a child at the end of their school day into the care of a parent or other individual whose name has been notified to us in writing or verbally in advance.

Medical Support

Matron is on duty in Matron's room from 9.00am to 5.00pm on a Monday, Thursday and Friday and then from 12.00pm until 9.30pm on a Tuesday and Wednesday, who is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Teaching staff and non-teaching staff are also trained and qualified as First Aiders so are able to give emergency first aid. Lists are held in the school office and staff room. All staff who work within EYFS are qualified paediatric First Aiders (PFA). There is always a PFA trained member of staff on duty whilst our EYFS children are in school. First Aid boxes are in all potentially high-risk areas, as well as in the school Office. All medicine prescribed is logged.

Autoinjector pens are held in the staff workroom and the Pre-Prep.

Inhalers are held in the staff workroom and Pre-Prep.

The defibrillator is situated by the visitor's toilet in the main entrance hall.

For further information see the First Aid policy

Supervision whilst travelling to and from School.

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are expected to behave responsibly if they travel by school bus. We would always investigate complaints about poor behaviour.

Parents who feel their child in years 6,7,8 are responsible enough to walk to and from school unaccompanied must send this permission in writing to the school office, Deputy Head Pastoral and Form teacher. The Deputy Head Pastoral keeps a record of who has permission to walk home unaccompanied.

Supervision during Educational Visits/Sport Fixtures

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits".

Unsupervised Access by Pupils

Pupils are not allowed to use gymnastic, athletic, or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories or the design technology room, etc. Doors to these areas are kept locked if a member of staff is not in there. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance and Catering areas of the school.

Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations regarding the staff code of conduct, and duty responsibilities. Guidance is given on supervision during break and lunch times areas. It is a collective responsibility and even if not on active duty, members of staff should intervene or help if they are present and there is a need.

Missing Child Policy (Including EYFS)

The welfare of all of our children at Sherborne Prep school is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep the children safe at all times.

Actions to be followed by staff if a child goes missing from the school (working hours)

Our procedures are designed to ensure that a missing child, whether day pupil or boarder, is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a headcount and register in order to ensure that all the other children were present.
- Inform the Head, and DSL, and the Head of the Pre-Prep if applicable.
- Ask the adults and children calmly when they last remember seeing the child.
- Occupy the other children.
- At the same time, the Missing Child Protocol (see below) will be instigated. Designated adults search within the school buildings and grounds, carefully checking spaces where a small child might hide.
- Check the doors and gates for signs of entry/exit. SLT co-ordinate this with available members of staff.

If the child is still missing, the following steps would be taken:

- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school.
- The Designated Safeguarding Lead / Head/ Bursar would notify the Police.
- The Head / Bursar would arrange for staff to search the rest of the school premises and grounds.

- If the child's home is within walking distance, a member of staff would set out to attempt to catch up with him/her.
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- Inform ISI.
- Inform the Insurers.
- If the child is found, injured, a report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report held on the school database. If appropriate, procedures would be adjusted and would be recorded.

Criteria:

The missing child protocol has been split in to 3 phases to maximise the school's ability to find the child. Staff in the school are aware of 'key children' who are more likely to take flight, but staff should be vigilant for all children. Several measures are used to minimise the risk of a child leaving the school site:

- Formal registration.
- Lesson registration.
- Break time duty staff.

In a situation where the whereabouts of a child is unknown the missing child protocol is adopted.

Missing Pupil Protocol

Phase 1

| Action | Action EYFS | Responsibility | Completed |
|--|---|--|-----------|
| Child is 'missing'. Staff member who should have child check on the iSAMS registration. If child is in school contact the school office either via email or by sending child to check | Child is 'missing'. Staff member carries out headcount and check register. Contact the office or Head of Pre-Prep to make aware. | Member of staff who discovers child is not present. | |
| The school office check if child is in a different lesson or out of school. If yes confirm by email/with child and report back to teacher. If child cannot be accounted for the office staff will initially mobilise available staff who will search zones – this includes outside spaces. The SLT will be emailed or called. The school office begins timeline log on paper. | Head of Pre-Prep checks that child is not in other lesson or building. If found, radio or call back to teacher. If child cannot be accounted for mobilise available staff who will search zones – this includes outside spaces. The SLT will be emailed or called. The school office begins timeline log on paper. | Office staff Bursary/Pre-Prep | |

| Action | Action EYFS | Responsibility | Completed |
|--|---|----------------|-----------|
| If child is found – the school office report all is well to SLT. | If child is found – office report all is well to SLT and Head of Pre-Prep | Office | |
| Where a child is not found: Move to Phase 2 | | | |

Phase 2

| Action | Action EYFS | Responsibility | Completed |
|---|---|--|-----------|
| Where a child is not found on initial search: | | | |
| The school office alert DHP and timeline log continues. | The school office alert DHP and timeline log continues. | Office | |
| Fire alarm for all zones used to confirm who is on site. DHP and Office staff communicate with staff searching and inform them via email immediately when child is located. Staff searching to use the school office number (01935812097) and DHP (07540768200) number to stay in communication. Child found: incident report written and DHP to contact parents. | Fire alarm for all zones used to confirm who is on site. DHP and Office staff communicate with staff searching and inform them via email immediately when child is located. Staff searching to use the school office number (01935812097) and DHP (07540768200) number to stay in communication. Child found: incident report written and DHP to contact parents. | Assistant Bursar/Office Staff/ SLT DHP (Deputy Head Pastoral) | |
| Where a child is not found: Move to Phase 3 | | | |

Phase 3

| Action | Action EYFS | Responsibility | Completed |
|--|--|-----------------------------|-----------|
| Where a child is not found: | | | |
| DHP contacts parents to inform and check child has not returned home and then inform the police and social services within 30 minutes if child is still unaccounted for. | DHP contacts parents to inform and check child has not returned home and then inform the police and social services within 15 minutes if child is still unaccounted for. | DHP/ SLT | |
| Allocated staff continue to search with external agencies. | Allocated staff continue to search with external agencies. DHP to continue | Staff managed by SLT | |

| Action | Action EYFS | Responsibility | Completed |
|---|-----------------------------------|------------------|-----------|
| DHP to continue timeline log and support parents. | timeline log and support parents. | | |
| Children and staff to continue the school day. | | All staff | |

Actions to be followed by staff if a child goes missing from the school (non-working hours)

In the event the child is missing in boarding hours the DHP and Head will be notified immediately by boarding staff by phone and members of staff who live on site contacted to assist with the search and supervision of onsite children.

This is most likely to be a boarder, but it may also be a day pupil that has stayed late, for example. If a boarder fails to return from 'leave out' at the appointed time, the boarding duty staff must make contact with the boarder's parents or guardian until they are satisfied that that boarder has been accounted for. If the child is on site but it has been discovered they are missing, the following procedures must be carried out:

- Call all boarders back in from their activities or account for them (e.g., if they are swimming).
- Take a register in order to ensure that all the other children are accounted for.
- Inform the Head, and Designated Safeguarding Lead.
- Ask the adults and children calmly if they can tell us when they last remember seeing the child.
- Occupy the other children in the boarding house.
- At the same time, arrange for staff to search within the school, both inside and out, carefully checking where a small child might hide.
- Call in SLT if required.
- Check the doors and gates for signs of entry/exit.

If the child is still missing, the following steps would be taken:

- Ring the child's parents and/or guardian and explain what has happened, and what steps have been taken. Ask them to come to the school if they can.
- The DSL / Head will notify the Police.
- The Head and DSL will arrange for staff to search the rest of the school premises and grounds.
- If the child's home is within walking distance, a member of staff will set out to attempt to catch up with him/her.
- The DSL will inform the Local Children Safeguarding Board.
- The school will cooperate fully with any Police investigation and safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- Inform ISI.
- Inform the Insurers.
- If the child is found, injured, a report will be made under RIDDOR to the HSE.

A full record of actions taken up to the stage at which the child was found will be made for the incident report (held on the school database). If appropriate, procedures would be adjusted.

Actions to be followed by staff if a child goes missing on an outing.

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be cared for.
- Inform the Head and the DSL.
- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school or venue if they can and as soon as possible if appropriate.
- Contact the Police.
- The DSL would inform the Local Children Safeguarding Board.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- ISI would be informed.
- The Insurers would be informed.
- If the child is injured, a report would be made under RIDDOR to the HSE.
- If there is a delay in finding the child, the Critical Incident Plan is to be implemented.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by staff once the child is found.

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head will speak to the parents to discuss events and give an account of the incident.
- The Head will instigate an investigation if appropriate involving Social Services/ Local Children Safeguarding Board.
- Media queries should be referred to the Head or the Director of External Affairs.
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing and lessons for the future.

Appendix 1: Summary of Changes in Issue 1.1

- Section on Collection of Children updated.
- This policy incorporates and replaces the separate policy 'Supervision of EYFS and Pre-Prep Pupils throughout the School Day'.