

Supervision of Pupils - (Whole School including EYFS)	14 a
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Responsible for Initiating Review of Policy	SLT
Committee to Review	SLT
Last Review Date	August 2025
Review Period	3 Years
Approved by (Committee and Date)	SLT August 2025
Effective Date of Policy	August 2025
Next Review Date	August 2028
Related Policies	

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The health, safety and welfare of the pupils in our care is our first concern. All staff at Burgess Hill Girls, teaching and non-teaching staff have a duty of care for the pupils within the school, acting in loco parentis. No pupil may be left unattended.

All members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. In the Senior School guidance is given on areas within the building and grounds that should be regularly checked when on duty. Supervision instructions for specific activities, including road safety and school trips are included in the School Visits & Trips Policy and Staff Handbook.

At the start of the day

The Prep School gates open at 8.00am and pupils are supervised in the playground until 8.25am when they move to classrooms. Those wishing to attend breakfast club must go to the dining room at 8.00am. Nursery children are brought into the Nursery building by their parents/carers from 8.00am and are supervised by nursery staff. Pupils are allowed into the Senior School from 7.45am. If an earlier arrival is required, it must be made by prior arrangement.

Registration

For Senior and Prep School, the register is taken at 8.30am by the form tutor and again at 1.55pm. In Prep School the Reception class go in at 1pm, Pre-Prep at 1.15pm and Prep at 1.30pm. Nursery children are registered as they arrive. 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.

Lesson Time

In the Senior School lesson registration is taken at the start of each lesson and the teachers are responsible for the supervision of their class. In an emergency, teachers might summon a teacher from an adjacent classroom to supervise both classes while the incident is dealt with.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the design technology room. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Lunch and Break Times

In the Senior School all pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Duty staff supervise the grounds and dining hall throughout the duration of break time. In the Prep School, a minimum of two members of staff (teaching or support staff) are on duty in the playground at all times.

Mealtime Supervision for EYFS (Pre-Prep & Nursery)

In line with the EYFS Statutory Framework children must be within both the sight and hearing of a member of staff at all times while eating, including during meals and snacks.

Our nursery ensures that staff are actively supervising children throughout mealtimes, remaining close enough to see and hear them, respond immediately to any concerns, and support safe eating practices. Staff deployment is organised to maintain effective supervision and promote a safe, calm, and positive mealtime experience for all children.

Wet Break Times

In the Senior School all pupils are supervised inside the building during wet weather. The staff also undertake a duty on a rota basis. In the Prep School, the teaching assistants and teacher return to duty if it is a wet weather break. In Nursery the children continue to be supervised as per ratios by Nursery Staff.

Sporting Activities

Full guidance for managing sports activities are outlined in the Staff Handbooks and PE and Games Policy. Sports staff supervise pupils at home and away matches.

Illness and Medical Support

The school has an on-site nurse during the school day (term time only) to deal with any medical situations that may occur. A number of the teaching staff and non-teaching staff at Burgess Hill Girls, including the nursery, are qualified Paediatric First Aiders or First Aiders at work. First Aid boxes are in all potential high-risk areas and in the School Office. Further details may be found in the First Aid Policy. Some key staff are also qualified to administer medication.

Pupils who leave school without permission

In the event that a pupil leaves school without permission, every attempt should be made to contact the parents/carers to advise them that their child/young person has absconded from school. When parents/carers are contacted, it should be made clear that the responsibility for their child/young person is being passed back to them.

Staff will not follow or chase after a child/young person that has absconded as this could potentially make the situation worse, risking endangerment to life to the child/young person and/or staff.

Late Collections

If a child is not collected from school at the end of the prep session at 6.15pm (6pm in the Prep School and Nursery) the SLT member of staff on duty will be called to make the appropriate arrangements to ensure the child is safe and looked after while parents are making their way to the school.

After School Clubs

Supervision arrangements of after school activities are the same as those in lesson time; in particular, pupils must not be left unattended at any time. Staff in charge of clubs will ensure all pupils leave the school at the end of the session or attend prep. If pupils are not collected, then the late collection procedure is followed.

Late Duty

All SLT members have a rota and will stay on the premises each evening until all pupils are collected.

Outings

The arrangements for the supervision of pupils during educational trips and visits are detailed in School Visits & Trips Policy.

Absence Cover (Teachers)

When a teacher is absent, all their daily duties will be assigned to colleagues by the Assistant Head Academic in Senior School, Deputy Head in the of Prep School and the Nursery manager or deputy manager.

Visitors to the School

As part of the School's requirement to protect the pupils in its care, all visitors are expected to sign in and out of the Senior or Prep School office, where they will receive a badge which they are expected to wear for the duration of their visit. All staff are advised to challenge strangers on the premises and to report concerns to the Prep or Senior School Office.