



CASTERTON
SEDBERGH PREPARATORY
SCHOOL

PUPIL SUPERVISION POLICY (including MISSING CHILD & ROAD CROSSING PROCEDURES & PUPIL ACCESS TO RISKY AREAS)

Version	2024
Effective from	September 2024
Extent of Policy	Casterton, Sedbergh Prep School
Policy Owner	Prep School Deputy Head
Governor	Lt Gen Sir Andrew Gregory
Review by	June 2025
Frequency of Audit	Annual
Circulation	Parents & Staff
Publication	Website

POLICY STATEMENT

Casterton, Sedbergh Preparatory School (CSPS) seeks to ensure that pupils are properly supervised at all times, taking into account pupils' ages, number, any SEND, the type of activity and location.

All staff share in the responsibility of safeguarding the pupils, boarders and day pupils alike.

Registering throughout the day is a means by which the whereabouts of the pupils can be ascertained.

Pupils should be formally registered on the management information software (MIS) during morning registration, immediately following lunch (at Form Period or assemblies) and at the end of the school day.

In addition, staff should keep their own up to date register of attendance at the start of each lesson, which will be cross-referenced with music and riding timetables where a pupil is unexpectedly absent.

The policy is divided between absence during the School day (Monday to Saturday 0830 to 1700) and during boarding times outside of these hours.

Staff should also refer to the Whole School's Educational Visits Policy and the Prep School's Pool Safety Operating Procedures.

DAY

General

Staff will take a charged, mobile phone with them on break duty. They will save the Prep School's number into their contacts. Other pupils are also a useful means of communication when on duty.

If additional staffing is required to respond to an incident, then this should be coordinated via the School Office.

Duty Rota

The day duty rotas is circulated to staff by the Deputy Head prior to the start of each term. This rota clearly indicates who is on duty, their area of responsibility and the number of staff on duty. Training is provided at INSET or staff meetings to ensure that staff understand their roles.

School Buses

A separate 'CSPS Bus Policy' exists and is shared with those parents using the bus routes from Monday to Friday and published on the School's website.

Walking to and from School Alone

A separate 'CSPS Permission to Walk Home Unaccompanied' exists as an appendix to the CSPS Bus Policy and parents requesting this arrangement must sign and return the document to the School Office.

Before School

The School is supervised from 08.15, with Form Tutors in rooms and duty staff in the Red Corridor and the library. If parents require supervision before these times, then arrangements can be made to enter pupils for breakfast, served from 07.30. Pupils arriving at school before 08.00 should proceed straight to the dining room.

Break times:

Five staff are deployed into the following areas:

Pre Prep Adventure Playground

Staff should ensure that the gate leading to the Holly Bush Carpark is closed. The duty member of staff in this area is responsible for ensuring that the children are using the equipment safely. They should be mobile walking around the area ensuring all children are playing safely with each other.

Netball Courts

The duty member of staff should be mobile engaging with the children accessing this area helping to facilitate different games and activities.

Space Net

The principal focus of this duty is the space net climbing frame. The climbing frame requires particular vigilance, ensuring that pupils do not shake the ropes, climb unsafely or jump from an unsafe height. The duty member of staff should also ensure that the climbing frame is not overcrowded and is only being used by pupils in years 3 – 8.

Sports Hall

Staff should turn the sign at entrance to Sports Hall when reporting for duty. Children must not enter the Sports Hall until the sign indicates they may do so. A selection of sports kit is available for use by the pupils. The member of staff on duty should ensure that it is used safely and stored appropriately at the end of break. No kicking of balls allowed, staff to enforce consistently.

HM Lawn / Boot Room Area

When the HM Lawn is accessible staff should position themselves at the top of the steps leading to the HM Lawn to have a good field of view of pupils playing on the HM Lawn and on the pathways. When the HM Lawn is out of bounds staff should locate themselves on the pathway leading to HT Church patrolling this pathway regularly. Staff assuming this duty should also pay attention to pupils accessing the boot room and the doors back into main school.

Duty Timetable

A duty timetable is produced each term by the Deputy Head detailing who is on duty and when. This is presented to and circulated around the Common Room. A separate duty timetable is also produced for boarding duties. All duty timetables are clearly displayed in the staff common room.

Wet Break times

Wet break is decided by the Deputy Head or the Deputy Head (Academic) and communicated via email. In the case of wet break, pupils return to their form rooms and or other learning environments and timetabled staff supervise. Form teachers should have a range of resources available in classrooms for children to access in the event of it being wet break.

Break time and lunch time clubs

A number of clubs and activities ranging from chess to computer build club to swimming are on offer to pupils at morning break and lunch times supervised and managed by members of staff.

Lunch

The School believes that 'family service' during lunchtimes for our younger children is conducive to pupils learning the art of conversation, good table manners and the development of excellent pupil:staff working relationships.

Within the Lower School (Reception to Year 4) teaching staff will be allocated a place at the head of a lunch table and will help serve the meal and direct two pupils to clear afterwards.

Children in Year 5,6,7 and 8 will collect their lunch from the servery and will sit at allocated places within the dining room. Duty staff will oversee this service ensuring children are meeting behaviour expectations and are eating enough of the food served to them.

Registration - morning

School registration takes place in tutor groups between 08.15 – 08.30am and is taken by the Form Tutor using the iSAMS registration system. The School Office circulates to staff a list of absent pupils.

Registration - afternoon

Registration takes place between 13.40 and 14.15. Taken by the Form Tutor using the iSAMS registration system apart from on a Tuesday on Week 2 where pupils will be registered in their day houses within their house assembly.

Registration – by lesson

Teachers take a register at the start of each lesson or block of time using the iSAMS registration system.

On noting absentee(s) the class or subject teacher should:

- i) check the daily absence register which has been circulated via email, and other notices relating to absence from school published on the iSAMS daily bulletin, including the extra-curricular lesson time tables (riding, LAMDA, tennis and instrumental music);
- ii) enquire of the class and follow up with staff accordingly. They should not take the word of a pupil alone;

iii) ring the School Office/Assistant Housemistress/Housemaster/Housemistress.

If at any stage a satisfactory explanation emerges no further action is needed (other than perhaps a sanction). If no explanation has emerged, please see Appendix I – Missing Child Procedure.

De-registration – at end of School day

At the end of the School day – 1700 – day pupils in Years 3 to 8 are de-registered by a duty staff member in the red corridor. Pre-Prep children are collected from their classrooms and parents must see their teacher to effect a handover.

Parents of those that are unaccounted for will be contacted by the duty staff member by telephone to ascertain their whereabouts. If leaving a message, they will explain that they are confirming that the pupil has signed out with them and ask for a confirmatory email – to the duty staff member – as soon as possible. The duty staff member will continue to try and make contact every 15 minutes and after 60 minutes will enact that stage of Appendix 1: Missing Child Procedure.

If a pupil is not collected by their parents then the duty staff member will call them on their mobile as listed in iSAMS to determine their estimated time of arrival. Arrangements will be made for the pupil to join the boarding team for the intervening period.

De-registration – at end of sports fixtures and Saturday afternoons

Sports coaches accompany their teams to fixtures and finishing training at 4.30pm on Saturdays will be responsible for signing them out on the de-registration file. Any pupil not being collected or not signing out will be dealt with as above. For this reason, it is vital that coaches have the correct information for their teams and the School office is informed of any last-minute changes.

It is equally vital that the team of coaches working on Saturday afternoons understand their collective responsibility to complete this task assiduously with the pupils they have been coaching.

BOARDING

General

There is at least one adult member of staff sleeping in each boarding house at night, who is responsible for the boarders in the house. Boarders know who is the relevant member of staff and are able to contact them at any time. Younger Graduate Resident Staff (GRAs) have the facility to contact a more experienced boarding staff member, if necessary.

There is always a member of staff present in each boarding house at the times the pupils are allowed to be there; either Housemaster/Housemistress (or their spouse), Assistant Housemistress, GRA or teacher. The duty rota is on display and these staff are readily accessible to pupils.

The exception to this rule is at 1700 on a weekday, when Year 8 girls are permitted to return to Thornfield and change into 'home clothes', without direct supervision. They must report for a roll call in Beale House at 1715 and any girls found to be untrustworthy, will have this privilege revoked.

Evening Activities

Boarders have the choice of a range of activities each weekday night, pre-planned with staff on duty that have interest and expertise in those areas. Pupils make their choice in advance of the activity period, with staff checking that all have registered, recording names for their activity and registering them in and out.

Staff are required to have their mobile phone on their person, since any changes to these lists will be queried by the evening duty staff until a satisfactory explanation has been found.

APPENDIX I: MISSING CHILD PROCEDURE

DAY

If a pupil is found to be missing staff should send a group email enquiring as to whereabouts to the Prep Common Room in order to alert:

- Tutor;
- Deputy Heads;
- HSM;
- Assistant Housemistresses;
- Music Staff;Main Office;
- Head;

If any member of staff should be able to explain a child's whereabouts they should 'reply to all' in order to allay any concerns.

Equally, if any member of staff is able to provide some context as to the child's disappearance, then they should also 'reply to all'.

If the child's whereabouts is not determined within five minutes:

A search of School buildings and grounds using available members of staff will be arranged by the Head, or another member of the SMT, in his absence.

If the pupil is still not found within a further 20 minutes:

The Head / SMT member

- co-ordinates a wider search of the area around School (laminated maps of designated search areas close to the School are held in the School Office, Common Room and office of Head's PA which are to be used by the member of SMT when co-ordinating search and designating areas to specific members of staff);
- informs the Head (if not already informed).

If the pupil is still not found within a further 60 minutes:

- the fire alarm will be sounded and a full school roll call taken;
- police assistance will be enlisted;
- parents will be kept informed by the Headmaster.

BOARDING

Boarding roll calls are taken at the following times outside of the School week:

- 0720 in House before breakfast (or 0800 on Sundays);
- before and after Sunday activity as part of the registration process;
- 1830 in House before activities;
- 1930 in House on return from activity;.
- 2030 until 2200 at lights out

If a child is missing from a boarding roll call, the security alarm is triggered or a fellow boarder reports their disappearance then, the Houseparent should immediately liaise with other residential members of the boarding house – Assistant Housemistresses and GRAs – to ascertain their whereabouts.

Ideally, this should be done in person (and include waking up staff if necessary) but may have to be done via telephone if necessary.

If the child's whereabouts is not determined within five minutes:

A search of School buildings and grounds, using available members of staff will be arranged by the Houseparent, or Assistant Housemistress in their absence.

If the pupil is still not found within a further 20 minutes:

- the Headmaster should be informed, who will coordinate a wider search of the area around School as described above.

If the pupil is still not found within a further 60 minutes:

- the fire alarm will be sounded and a boarding house roll call taken;
- police assistance will be enlisted;
- parents will be kept informed by the Headmaster.

APPENDIX II: ROAD CROSSING PROCEDURE

General

CSPS ensures that pupils are supervised and implements a procedure for safely crossing the roads between the School and Holy Trinity Church (HTC) and between HTC and the sports pitches.

Essential Rules

The following are deemed necessary in the safe movement of children across the roads:

All Roads

- no CSPS pupil is permitted to cross any road unescorted. At least two adults must accompany more than 16 children;
- if visiting teams are crossed then their staff must assist with crossing;
- Pre-Prep, Nursery and Reception children must wear high visibility jackets when crossing the roads;
- if pupils are carrying items, ensure that they hold them securely. If they drop an item they must leave it and move on (the member of staff should retrieve the dropped item, when it is safe to do so);
- when the staff members are content that the road is safe to cross, they give a clear command: '**cross now!**';
- pupils cross immediately and swiftly, but without running.

PRECEDURE – between School and HTC

- Pupils line up quietly behind either the School or HTC or the white post in the footpath.
- One member of staff stands in the middle of the road, downhill side, for under 16 children. Two members of staff, in the middle of the road, both sides, for more than 16 children.

PROCEDURE – between HTC and sports pitches

- All adults must wear high visibility jackets when supervising the crossing pupils over this main road. These are found in a storage box near to the crossing, along with the key to the crossing lights.
- The crossing lights must be used in twilight and the dark (instructions from senior management as to when the lights are to be used, will be emailed to all staff at the appropriate time) to assist with the crossing of a class/group of pupils. However, be aware that the light simply advises advancing traffic that children are likely to be crossing; we have no authority to stop traffic.
- When crossing from the HTC side pupils should line up quietly at the last white post and await instructions to move up along the yellow line when the staff are ready.
- When crossing from the sports pitches, pupils should follow a member of staff into position behind the yellow line.
- At this position there must be quiet so the staff can listen out for traffic.
- If less than 16 pupils, the staff member should stand on the southern side of the crossing, some 20 metres away from the crossing point. This provides the best visual splay for both sides.
- If more than 16 pupils, the second staff member positions themselves around 5 metres away on the northern side.
- Pupils should not run down the hill on the sports pitch side but keep to the side near the beck.

- When a class is crossing, the members of staff must remain in position until all children have safely crossed.
- If a car approaches whilst pupils are crossing, a pupil already on the road continues to cross, but a child who has not started to cross should refrain from stepping onto the road. Staff give a clear command: '**car!**'.

APPENDIX III: PUPIL ACCESS TO RISKY AREAS

Those areas deemed as 'risky' and the subsequent control measures are listed below:

Risky Area	Control Measure
Stairs	Children are instructed to keep to the left and to be aware of others on the stairs.
Science Laboratories, DTE workshops	These rooms are always locked when not in use and children must wait outside for the member of staff to allow them access. The children are trained in the safe use of the labs and DTE equipment. Hazardous chemicals are locked away.
COSHH supplies	All substances under the guidelines of COSHH regulations are kept in locked cupboards and clearly signed.
Sports Hall, Theatre, Astro turf, Art room, Food Technology Room	These facilities should not be used without supervision. Children wait outside and are escorted in by a member of staff. Correct usage is outlined by the relevant member of staff.
Swimming Pool	The swimming pool is always locked, when not in use. See 'Pool Safety Operating Procedure' for further detail.
Stables and Goat Enclosure.	Only children that have completed an induction for the goat enclosure may access this area and pupils may only enter the stables if they are supervised. Appropriate signage is in place.
Car Parks	Car parks are out of bounds, unless children are accompanied by a member of staff or their parents.
Crossing the roads	See Appendix II for further detail.
Boiler Room	The Boiler Room is kept locked and is out of bounds.
High Windows	1 st , 2 nd and 3 rd floor windows have restrictors.
Trees and Grounds	The regular inspection of trees is carried out. Children are not permitted to climb trees.
Maintenance Sheds	The Maintenance Sheds are locked when not occupied by staff. Clear signage exists to make clear that they are out of bounds to pupils.

APPENDIX IV: PERMISSION TO WALK HOME UNACCOMPANIED FORM

In certain circumstances, parents may request permission that their child walk unaccompanied to their home or to their parent's place of work. However, we ask that you carefully consider the points made below and, if in agreement, sign and return the permission slip to the School Office for entry onto our records. The School will acknowledge permission by email.

Criteria for permission from the School:

1. If walking as an individual, the pupil must be at least in Year 6. Pupils wishing to walk without an adult in Year 5 or below must be accompanied by a sibling in Year 7 or above.
2. Parents must be satisfied that their children are competent at crossing and walking alongside the roads on their route in all weather and light conditions.
3. Parents must be satisfied that their children can access their house or place of work and potentially be unaccompanied until such time as the responsible adult returns.
4. Parents must be satisfied that their children are competent to de-register themselves with the member of staff on duty and accept that the staff will not question this, even if parents have separately instructed their children to wait at School.
5. The School will not be held responsible for any accident or misadventure which might occur to the child as a direct result of their walking alone to their home or their parents' place of work.

CSPS UNACCOMPANIED WALKING PERMISSION FORM

I hereby request permission for my child(ren) to walk home or to my place of work unaccompanied during their time at Sedbergh Prep School.

I understand the criteria for this permission to be granted as set out in this document.

Child(ren):

Parent name:

Signed:

Date: