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# EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

## Supervision Policy (including EYFS)

**Last reviewed:** May 2026

**Next review:** May 2027

**Governor Oversight:** Pastoral

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This policy addresses ISI Commentary on the Regulatory Requirements (Effective from Sept 2022), Part 3 - Welfare, Health and Safety of Pupils

### Related Policies

Missing Child Procedure

EYFS Supervision

Safeguarding Policy

Access to School Buildings

Chorister Handover Document

### Statement

Exeter Cathedral School is committed to providing a safe environment for pupils. Part of creating that safe environment is the level of supervision that we provide during the school day.

This policy seeks to clarify the level of supervision provided so that all staff and parents are aware of the standards that are expected. This policy also seeks to clarify the School's position on the supervision of children outside the School day. This policy is for all children. It should be read alongside our EYFS Supervision Policy.

We aim to ensure the safety of all children whilst they are in the care of the school, whether they are in a school building, outside area or on an educational visit.

Duty rotas for the supervision of children are drawn up separately for the Pre-Prep and the Prep school. Staff supervision of the pupils should be proactive at all times. The rotas ensure that appropriate numbers of staff are allocated to specific roles at break times/before school/after school. At other times, professional judgement is needed and should take into account pupils' ages, number and needs and the locations and activities in which they are engaged.

### Arrival

The school playgrounds are supervised from 08h00. Our Early Club is available from 07h30 for parents who require an earlier drop-off.

### Choristers

Choristers are delivered directly to the Cathedral by parents before the start of the school day. Please see Chorister Handover Document.

### **Early Club**

This is staffed by the Early Club Co-ordinator, with the assistance, as necessary, of a Gap Student. All pupils remain in Early Club until 08h00 when the Prep duty staff member arrives to begin playground duty. Pre-Prep pupils, including EYFS, are chaperoned across the Cathedral Green to the Pre-Prep, in accordance with the guideline laid out in the EYFS supervision policy.

### **Registration**

Registration takes place at 08h40 (08h50 in the Pre-Prep) and again at the start of the afternoon session. Parents are responsible for notifying the School Office if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation. Pupils who are late for registration are asked to register in person in the School Office.

### **Absences from Lessons and activities**

All teaching staff and staff leading activities, including visiting staff and visiting music teachers, are responsible for accounting for all pupils assigned to them via group lists/club lists/music timetable etc. Class lists and club lists are maintained on Engage.

### **Missing Child Procedure**

This procedure is outlined in the School's Missing Child Procedure.

### **Break times**

Take place on the playground. Two members of staff (one being a Gap) are always on duty. Staff should wander, exercising the adage 'see and be seen'. The member of staff on duty is responsible for safe and appropriate behaviour on the playground.

### **Lunch times**

Staff on a rota, supervises the dining hall at lunch. Most members of staff eat their lunch in either the dining hall or the Radford Room, and engage in low-level supervision by virtue of their presence.

On the playground, two members of staff (one being a Gap) are always on duty. Staff should wander, exercising the adage 'see and be seen'. The member of staff on duty is responsible for safe and appropriate behaviour on the playground.

### **Lunchtime clubs**

The member of staff running the club is responsible for chaperoning the Y3-6 pupils to the club's venue and for the effective supervision of the pupils throughout the duration of the club (including, where necessary, chaperoning Y3-6 pupils to their next engagement).

### **Between lessons**

Teachers of a Y3-6 class are responsible for chaperoning them, if required (see Moving around the School site), to their next lesson and teacher. Pupils in Y7 and Y8 may move around the site unaccompanied but in small groups of three or more.

### **Music lessons**

The Visiting Music Teacher (VMT) is responsible for chaperoning the Y1-6 pupils to the music lesson. Y7-8 pupils know to meet the VMT at the lesson). If the pupil is already within the Evans/Chapman complex, there is no need for them to be chaperoned. The VMT is responsible for the effective supervision of the pupils throughout the duration of the lesson (including, where necessary, chaperoning Y1-6 pupils to their next engagement).

### **After-School Clubs**

After-school clubs may be on or off-site. The member of staff i/c clubs coordinates a list of pupils in each club, ensuring appropriate ratios, which is held on Engage and on paper copies.. The member of staff running the club is responsible for chaperoning the Reception - Y6 pupils to the club's venue (if on-site) and Y3-8 pupils to the venue (if off-site). The member of staff is responsible for the effective supervision of the pupils

throughout the duration of the club (including escorting/chaperoning pupils back to school if necessary). External club coaches (e.g. judo) are carefully checked and are on the school's SCR.

### **After-School Care**

After-School Care runs in the Pre-Prep and in the Prep School. Pupils are looked after on-site by the After-School supervisor, plus additional staff and Gaps as required to ensure appropriate ratios. Parents/guardians collect their children from After-School Care.

### **Collection of Pupils**

#### **Early Collection**

Pupils in the Prep school who have appointments in School time are collected from the Chantry Reception area by their parents. Pupils in Pre-Prep and Nursery are collected from the Pre-Prep Reception.

#### **Collection at the End of the School Day**

##### **Nursery and Pre-Prep**

Children are dismissed formally one-by-one as the parent or designated adult collects them from their classroom. Nursery are collected from the Woodland Garden Gate and children in Reception, Year 1 and Year 2 are collected from the playground accessed via the Hall House Garden Gate. If a parent is late collecting, the pupil will be taken to After School Care.

##### **Year 3 Upwards**

Children are dismissed formally from their last lesson of the day. Years 3 and 4 are dismissed from the front of the Chantry. Years 5 to 8 are dismissed from Chapman Gate. Children will not be released to a person that they or the school does not know and parents/carers must make arrangements with the school if they wish their children to be collected by another person. If children have not been picked up, they are taken to After-School Care where they are supervised by staff until collection. Pupils in Year 6-8 can sign themselves out if their parents/guardians have given permission for them to do so. Permission is recorded on the portal and is marked on the signing out sheets.

##### **Collection after Clubs/Activities**

Registers are kept at every session for each club. The School Office has a list of pupils attending clubs. The staff running the club, or Prep Club or After School Care duty will sign each child out on the register on collection.

##### **Uncollected Children:**

The Prep School reception is staffed until 18h30. Pre-Prep pupils in after-school care beyond 17h00 will be escorted to the Chantry for supervision. If the child has not been collected by 18h30, there has been no message from the parents and the parents cannot be contacted, the emergency contacts will be called.

Having exhausted all reasonable measures (including calling emergency contacts and, if known, friends of the child's parents), the whereabouts of the parents remains unknown, school staff will call children's social care and/or the police and follow their advice. Where this happens, the Headmaster and DSL will be informed immediately.

##### **Games**

Most Games lessons are off-site. The Director of Sport assigns teams/groups to minibuses in advance, each of which is driven by a member of the teaching (Games) staff or other member of staff. The Director of Sport ensures appropriate ratios for the age of the children and the type of activity. Teaching staff are supported by Gap students. The Games List is published by the Director of Sport and a copy is emailed to all relevant staff and a hard copy left at Reception. Staff can therefore know which child is involved in which fixture/training, including venue, staffing and return time, and on which bus each child is travelling. The member of staff taking the session is responsible for the supervision of the pupils until they return to School. The member of staff driving the minibus is responsible for the supervision and safety of the children on the minibus.

##### **Moving around the School sites**

Within the Hall House site, pupils are free to move around without supervision (for example to the toilet, library, communal areas or to take a message to another class).

When within the Chantry area, pupils may move from room to room/playground/dining room etc by themselves. Pupils are expected to exercise care and consideration when moving about the site.

When within the Evans/Chapman/Coach House/Kalendar Hall area (ie beyond the Coach House gate), pupils may move around by themselves.

Year 7 and 8 pupils can move between sites unaccompanied (but in small groups of 3 or more).

Year 6 and below can move between buildings within sites unaccompanied (eg between Evans, Chapman, Coach House, Kalendar Hall) but not between sites unaccompanied.

If a member of staff needs for a pupil in Y6 or below to be accompanied to the front hall due to (eg) illness), s/he can call the school office (01392 255 298) using a mobile phone or that of a colleague or a School phone located in Chapman, Coach House, Evans, or Kalendar Hall and inform the office team who will arrange for the pupil to be accompanied.

A group of responsible Year 7 or 8 pupils may be asked to accompany/chaperone a smaller group of younger Prep children across the school site. The member of staff (who remains responsible for the pupils being chaperoned) must make it clear to the senior pupil the need for care and to see the pupils through the door/gate.

### **Choristers**

When moving between School and Cathedral, Choristers are supervised by the Cathedral Director of Music (or Assistant DoM, or Organ Scholar) or the Chorister Tutor.

When moving between School and Cathedral, and when on duty in the Cathedral (including rehearsals, services, concerts) the Choristers are under the care of the Cathedral. Volunteer Chaperones (recruited and managed by the Cathedral) are used to ensure close supervision.

When on duty for the Cathedral (including parish visits, outreach visits, light switch-ons etc), the Choristers are under the care of the Cathedral. The Director of Music (or Assistant Director of Music or Organ Scholar) accompany these trips).

### **Supervision during trips/visits**

The procedures (including ratios) are outlined in the School's Educational Visits Policy. Other than in agreed circumstances staff should seek to avoid situations where they are in sole charge of a pupil. This would particularly be the case during and en route to and from educational visits and trips.

### **Open Morning tours etc**

On some occasions, senior pupils (Y7 and 8) are used as tour guides (this includes interview days, Open Mornings etc). Pupils tour in groups of two or more, and the guests being shown round are signed in according to the School's Access to School Buildings Policy.

### **Unsupervised Access by Pupils:**

Gymnastic and athletic equipment is stored away from pupil access when not in use and pupils are not allowed to use any equipment unsupervised. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity. Risk Assessments are prepared in advance of any such activities. Pupils do not have unsupervised access to potentially dangerous areas, such as the Science Lab and the Food Technology room. Doors to these areas are kept locked at all times when not in use. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the School.

### **General Guidance**

Exeter Cathedral School  
Supervision (including EYFS policy)

Where senior pupils have supervisory responsibilities for younger pupils (eg chaperoning across the School site), there must always be a member of staff readily available and in overall charge. Responsibility lies with the adult in charge at all times.

No pupil should have access to the fire escapes, Science Laboratories, kitchens without staff supervision.