



PLYMOUTH COLLEGE

SUPERVISION, REGISTRATION & MISSING PUPIL POLICY

Whole School (Ages 3–18),
Including EYFS, Prep, Senior School and Boarding

Last reviewed:	December 2025
Next review date:	August 2026 or before, as required
Responsibility:	<u>Senior Deputy Head</u> Head of Prep Deputy Head (Co-Curricular and Operations) Assistant Head Pupil Welfare
Patterns, incidents and staff feedback inform continual improvement.	

Ethos and Intent

Plymouth College is committed to safeguarding every pupil through clear, consistent supervision and accurate, timely registration. These practices reflect our guiding principles of Aspiration, Kindness, Integrity, Respect, Resilience and Service, and form the foundation of a calm, orderly and supportive school environment.

This policy outlines expectations and routines across EYFS, Prep, Senior School, Sixth Form and Boarding.

Whole-School Supervision Principles

Across all phases:

- Staff are visible, attentive and proactive.
- Pupils move calmly and purposefully between spaces.
- Staff position themselves to maximise visibility.
- Social dynamics and behaviours are actively overseen.

- Concerns are logged on CPOMS.
- The environment reflects the Plymouth College Principles.

The Deputy Head (Co-Curricular and Operations) oversees duty rotas and supervision structures in the Senior School with the Head of Prep being responsible for the Prep School. The Senior Deputy Head ensures consistency across the whole school.

Whole-School Registration Principles

Registration safeguards pupils by ensuring the school knows where each pupil is at all times.

Whole-school expectations:

- Registers are taken promptly at published times.
- Any unexplained absence is followed up immediately.
- A pupil missing from a lesson triggers an immediate check.
- All co-curricular activities, Games sessions, after-school clubs and supervised activities are registered on SOCS.
- Prep Reception and the Head of Prep's PA liaise daily with the Attendance Officer for EYFS–Y6 attendance.
- Senior pupils arriving after 08.40 must sign in at the Hub.
- Sixth Form private study and Independent Sessions are monitored jointly by the Head of Sixth Form and Attendance Officer.
- Missing pupils are escalated via Google Chat rapid-response mechanism.

SUPERVISION AND REGISTRATION

EYFS

Supervision in EYFS is continuous. Children remain within sight or hearing of staff at all times, indoors and outdoors.

Start of the Day

- School opens at 08.00.
- EYFS pupils arrive via the main door.
- At 08.30, EYFS staff escort the pupils to their classrooms.
- Pupils arriving after 08.30 register at Prep Reception.

Break and Lunch

- EYFS lunch at 11.45 in the morning care room.
- A TA, teaching staff member and catering staff supervise.
- Outdoor play is supervised; indoor wet-break arrangements follow Prep procedures.

End of Day

- EYFS finishes at 15.20.
- Pupils are collected via the EYFS side gate between 15.20 and 15.30.

Safeguarding Notes

- EYFS staff remain vigilant to social interactions, wellbeing and medical needs.
- Any concerns are recorded on CPOMS and shared with Prep leadership.

SUPERVISION AND REGISTRATION: PREP SCHOOL (INCLUDING EYFS)

Purpose

Prep supervision (8am to 6pm) ensures a safe environment with structured routines, encouraging independence and self-reflection while maintaining high expectations for behaviour.

Staff must swap duties if unable to fulfil them.

Start of the School Day

08.00: School opens

- Staff welcome pupils into the morning care room.
- All pupils (including EYFS) enter via the main door 08.00–08.30.
- Staffing: 2 on duty 08.00–08.15; 3 on duty 08.15–08.30.

08.30 procedures:

- EYFS escorted to classrooms.
- Y2 and Juniors supervised on the playground (weather dependent).
- Y2/3/4 teachers collect pupils from the playground or morning care room.
- Y5/6 pupils make their own way to form rooms.
- Bad weather: pupils go to designated classroom areas with designated staff.

Registration:

- Pupils report directly to form rooms.
- Late pupils (after 08.30) register at Prep Reception.

08.40: First lesson begins.

Staff supervise pupils closely, ensuring safety and positive conduct.

Break Times

Duty staff must:

- arrive before pupils
- complete a visual safety check of the playground
- cover all areas with appropriate positioning
- address issues early
- line pupils up promptly at the end of break
- report incidents to form teachers or serious matters to Head/Deputy Head immediately

Lunch Time

Timings:

- EYFS: 11.45 (morning care room)
- KS1: 12.00–12.30
- KS2: 12.30–13.00

Dining supervision responsibilities include:

- EYFS served in the morning care room with TA, teacher and catering team
- Years 1+: staff supervise queues, manners, noise levels
- KS2: two named dining duty staff 12.30–13.00

Escorting and dismissal:

- One member escorts first finished pupils to astro/field/playground.
- Another member dismisses table by table.
- Remaining Y5/6 may walk independently.

After lunch:

- Playgrounds, astro and field supervised by TAs and named staff.

Reminders for staff:

- Interact with pupils while maintaining visibility
- Be aware of social dynamics
- Lower playground only for ball games; no hard balls
- Harder balls allowed on astro/field with spatial awareness
- Line pupils up promptly
- Report incidents swiftly

Wet Break / Wet Lunch

If outdoor play is unsafe:

- Pupils supervised by TAs, duty staff and form tutors across four areas: EYFS, Y1/2, Y3/4 and Y5/6
- One named duty staff member must be present in each area.

End of the School Day**15.20 – EYFS, Reception, Year 1, Year 2**

- Pupils collected at the EYFS side gate between 15.20–15.30.

15.45 – Years 3–6

- Pupils return to form rooms to collect belongings under supervision.
- Teachers escort pupils to the playground for handover.
- Teachers collect sign-out clipboards from Reception.
- Y5/6 teachers maintain visibility as the parent contact point.
- Clipboards returned when all pupils are accounted for.
- No ball games during handover.
- Pupils remain with their teacher until collected.

Clubs and Activities

- Club pupils wait on the racetrack until collected.
- Mid-session parent collection is permitted.
- Off-site activities must be communicated to Reception.
- Senior staff collecting Prep pupils must report to Prep Reception.

17.00 – End of Clubs

- Staff hand over pupils to parents or bus staff on the playground (Reception kept clear).
- Pupils not collected by 17.10 go to aftercare.
- Aftercare staff remain until last pickup.

17.00 Buses

- Pupils meet duty staff at Prep Reception for registration.
- Escorted to Senior School reception to board buses.
- Pupils register with drivers.
- SLT wave buses off at 17.15.

Collection of Children

- Parents must inform school who is collecting.
- Unknown adults must be verified before collection.
- Missing Child or Uncollected Child policies apply if needed.

SUPERVISION AND REGISTRATION: SENIOR SCHOOL

Senior pupils move with greater independence but under consistent staff supervision.

6.1 Registration

- Morning registration: **08.40**
- Afternoon registration: **14.00**
- Pupils are registered **every period** due to transition around the site.
- Pupils arriving after 08.40 must sign in at the Hub. Pupils leaving before 15.45 must sign out at the Hub.

SOCS is used to register all:

- Games sessions
- Co-curricular activities
- Fixtures
- After-school activities

Missing pupils are followed up immediately.

Supervision Around Site

- Staff supervise corridors, stairwells, communal areas and outside spaces.
- Movement should reflect respect and calm purpose.
- Staff are vigilant for pastoral or safeguarding concerns and log these on CPOMS.
- Pupils must only be in specialist rooms (i.e. workshops, laboratories) with staff present.

SUPERVISION AND REGISTRATION: SIXTH FORM

Sixth Form supervision balances independence with accountability.

Private Study

- Lower Sixth private study is supervised in the Library.
- Upper Sixth private study is supervised in the Sixth Form Centre.
- Registers are taken for all study periods. This is done on tablet by pupils.

Independent Sessions

Awarded when academic and attitudinal expectations are met. These are reviewed termly.

- Pupils may work flexibly (including off-site).
- The Head of Sixth Form and Attendance Officer jointly oversee all Independent Sessions.
- Sessions are recorded accurately on iSAMS (after an initial phase of consultation of the timetable with the Head of Sixth Form).

SUPERVISION AND REGISTRATION: BOARDING

Boarding staff ensure:

- Morning and evening roll calls
- Accurate signing-in/out using Orah
- Supervision of routines, activities and prep
- Immediate escalation of any concerns

Weekend whereabouts are verified by boarding staff, with appropriate provision for verifying this including responsibility for pupils.

MISSING PUPIL PROCEDURE (WHOLE SCHOOL)

If any pupil cannot be accounted for:

1. Notify the School Office immediately, by phone (01752 505136) or email missing@plymouthcollege.com.
2. HOY or SLT leads urgent search.
3. Attempt telephone contact with pupil.
4. Attendance Officer triggers Google Chat rapid-response to key staff.
5. If the pupil is still missing after 15 minutes, contact parents.
6. Police involvement is considered immediately if concerns escalate.
7. Log incident on ISAMS and CPOMS.

Prep School: also follow the [Prep Missing Child Policy](#).

Boarding: houses searched immediately; Head of Boarding and SLT alerted.

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