



Pupil Supervision and Lost & Missing Children Policy



BRIGHTON COLLEGE PREP
KENSINGTON

September 2026

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

- 1.1 Brighton College takes seriously its responsibility to ensure that pupils are always supervised properly to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy, and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
2-10	08:30 – 15:30
11-13	08:30 – 16:00

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to be greeted by a member of staff when entering the building. They then move to their classroom or form room, where they will be registered by their form tutor or class teacher.
- 3.2 Before school, no supervision arrangements are in place.
- 3.3 For pupils arriving by bus, they are expected to be greeted by a member of staff when entering the building.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
Year 1-8 pupils are supervised in the outside garden with 3 members of staff on duty (2x in garden & 1 x on the gate)

Nursery

Nursery Break Duties			
Day & Time	Location	Staff on Duty	Pupil numbers/ Radio
Monday 10:10 -10:25	EYs Garden	Jessica, Harriet, Mati	2s: (26) - 6 staff 3-4's (31)- 3 adults
10:25-10:40		Jessica, Harriet, Gordana, Maria	
Tuesday 10:10 -10:25	EYs Garden	Jessica, Harriet, Helga	
10:25-10:40		Jessica, Harriet, Gordana, Maria	
Wednesday 10:10-10:25	EYs Garden	Jessica, Harriet, Mati	
10:25-10:40		Jessica, Harriet, Gordana, Maria	
Thursday 10:10-10:25	EYs Garden	Jessica, Harriet, Helga	
10:25-10:40		Jessica, Harriet, Gordana, Maria	
Friday 10:10-10:25	EYs Garden	Jessica, Harriet, Mati, Maria	
10:25-10:40		Jessica, Harriet, Helga, Gordana	

Pupil Supervision and Lost & Missing Children Policy

Pre- Nursery & Nursery Lunch, break and Napping Duties				
Day & Time	Pre-Nursery C	EY Garden 11:45-12:15	Napping 12:30 -2:00	Wooden Hall 12:20-12:50
Monday 11:30 - 12:00	Kelly, Hina Hayedeh, Keira	Mati, Gordana, Maria	Tilly, Hina	Roisin, Helga, Harriet
Tuesday 11:30 - 12:00	Roisin, Tilly, Keira, Hina	Jessica, Harriet, Maria	Keira, Hayedeh	Kelly, Mati, Gordana
Wednesday 11:30 - 12:00	Kelly, Hina, Hayedeh, Tilly	Jessica, Maria, Harriet	Keira, Tilly	Roisin, Helga, Keira
Thursday 11:30 - 12:00	Jessica, Tilly, Keira, Hayedeh	Helga, Harriet, Gordana	Hina, Hayedeh	Kelly, Mati, Hina
Friday 11:30 - 12:00	Jessica, Hina, Keira, Tilly	Mati, Gordana, Maria	Hayedeh, Tilly	Roisin, Helga, Harriet

Pre-Prep

Reception Duties					
*Highlighted name for toilet runs/ first aid					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM Garden	Liv F Nicole	Sarah Kathleen	Liv F Shukri	Liv F Milly	Alice Kathleen
9:35am- 10:05am	Milly	Meri	Nicole	Kathleen	Shukri
Lunch	Alice Tavie	Scott Nicole	Sarah Kathleen	Alice Nicole	Sarah Ethan
11:45am- 12:15pm	Meri	Shukri	Milly	Meri	Meri
PM Garden	Scott Shukri	Alice Freda	Scott Jonah	Sarah Milly	Scott Adam
12:20pm- 12:50pm	Nicole	Milly	Meri	Kathleen	Shukri

Pupil Supervision and Lost & Missing Children Policy

Morning Break Duties			
YEAR 1, YEAR 2, YEAR 3			
Monday	9:35am-10:05am	Garden Y1+ Y2	Ella, Joyce Gate: Tavie
		Classroom Y3	Grace in 3JL Harry in 3RC
Tuesday	9:35am-10:05am	Garden Y1+ Y3	Posy, Natalia Gate: Freda
		Classroom Y2	Juliana in 2GB Regis in 2EW
Wednesday	9:35am-10:05am	Garden Y2+ Y3	Ed, Fab Gate: Jill
		Classroom Y1 (split into 2 groups)	Posy in 1PW Harry in 1HC
Thursday	9:35am-10:05am	Garden Y1+ Y2	Ella, Freda, Gate: Joyce
		Classroom Y3	Grace in 3RC Ed in 3JL
Friday	9:35am-10:05am	Garden Y3	Juliana and Fab Gate: Jill
		Classroom Y1 + Y2 (Y1 at PE)	Joyce in 2GB Mazzy in 2EW

Pre Prep Lunch and Afternoon Duties			
Y1 and Y2			
**Highlighted names to pick up children from lunch to go to garden			
Day	Time	Area	Staff on Duty
Monday	11:55am-12:25pm	Lunch	Posy, Natalia, Freda
	12:30pm-12:55pm	Garden	Ed, Emily Gate: Mazzy
Tuesday	11:55am-12:25pm	Lunch	Ed, Tavie, Joyce
	12:30pm-12:55pm	Garden	Grace, Mazzy Gate: Issy
Wednesday	11:55am-12:25pm	Lunch	Grace, Natalia, Freda
	12:30pm-12:55pm	Garden	Ella, Joyce Gate: Emily
Thursday	11:55am-12:25pm	Lunch	Harry, Mazzy, Tavie
	12:30pm-12:55pm	Garden	Posy, Natalia Gate: Issy
Friday	11:55am-12:25pm	Lunch	Ella, Mazzy, Natalia
	12:30pm-12:55pm	Garden	Harry, Tavie Gate: Emily

If/when it is WETBREAK, the same staff members will remain on duty. The children will be divided evenly into three groups, with each group staying in their allocated Year group staff member's classroom. e.g. Year 1 in Year 1

Prep

Years 3 (lunch only) and Year 4

Red = PM register must be taken during this slot.

		Monday	Tues	Wed	Thurs	Fri
SLT Support Day		Gareth	Jill	Dan	Lois	Chris
SLT Monitoring Imperial & RGS		Chris/ Gareth	Dan/ Jill	Jill/ Dan	Chris	Gareth/ Dan
Year 3	Lunch (12:30pm - 1:00pm)	See Yr 4 for rota				
	Lunch break (1:00pm - 1:30pm)	Garden	Garden	Garden	Garden	Garden
	Staff	See Yr 4 for rota	See Yr 4 for rota	See Yr 4 for rota	See Yr 4 for rota	See Yr 4 for rota
4	Break (10:10 - 10:35am)	Garden	Garden	Garden	Garden	Garden
	Staff	Liv P, Mat, Sharya	Mackinna, Ben S, Luke O	Mat, Abbie, Sharya	Liv P, Missy, Allison H	Sandra, Charlie, Charlotte
	Lunch (12:30pm - 1:00pm)	Large Dining Room	Large Dining Room	Large Dining Room	Large Dining Room	Large Dining Room
	Staff	Regis, Jill W, Fab	Liv F, Mat, Issy	Juliana, Jill W, Fab	Steven, Abbie, Sharya	Regis, Jill W, Fab
	Lunch break (1:00pm - 1:30pm)	Garden	Garden	Garden	Garden	Garden
	Staff	Abbie, Liv F, Crystal	Liv P, Abbie, Sharya	Liv F, Liv P, Adam	Mat, Sandra, Crystal	Richard, Emily M, Sharya

Years 5, 6, 7 & 8

		Monday	Tues	Wed	Thurs	Fri
	SLT Support Day	Gareth	Jill	Dan	Lois	Chris
	SLT Monitoring Imperial & RGS	Chris/ Gareth	Dan/ Jill	Jill/ Dan	Chris	Gareth/ Dan
5	Break (10:45 - 11:10am)	Garden	Garden	Garden	Garden	Garden
	Staff	Yvonne, Steven, Mariam, Mackinna	Mariam, Dale, Issy	Alaine, Ben S, Charlotte	Dale, Steven, Crystal	Gareth, Calypso, Alex M, Leticia
	Lunch (1:05pm - 1:35pm)	Small Garden	Large Dining Room	Large Dining Room	Yr 5 Classroom Bento Box	Large Dining Room
	Staff	Sandra, Calypso, Issy	Gareth, Emily M	Sandra, Calypso	Mariam, Liv F	House Mentor
	Lunch break (1:35pm - 2:05pm)	Large Dining Room	Yr 5 Classrooms	Garden	Games afternoon	PSHE lesson
	Staff	Harley, Charlotte	Yvonne, Luke O, Alex M	Alex M, Molly, Ben W	PE Staff	Form Tutors
6	Break (10:45 - 11:10am)	Garden	Table tennis @ Ethos & Art room.	Snack in PE then leave for PE/Drama.	Garden	Garden
	Staff	See Yr 5 for rota	Gary, Charlie, Crystal, Missy	PE Staff & Drama	See Yr 5 for rota	See Yr 5 for rota
	Lunch (1:05pm - 1:35pm)	Large Dining Room	Large Dining Room	Large Dining Room	Large Dining Room	Large Dining Room
	Staff	Leticia, Richard	Gary, Jill B	Dale, Gary	Yvonne, Richard	House Mentor
	Lunch break (1:35pm - 2:05pm)	Games afternoon	Garden	Garden	Yr 5 Classrooms	PSHE lesson
	Staff	PE Staff	Sandra, Steven, Carryl	Gareth, Dale, Jill B	Bertie, Richard, Harley	Form Tutors
7	Break (10:45 - 11:10am)	Imperial College	Imperial College	Imperial College	Imperial College	Ethos - table tennis
	Staff	Dan, Gareth	Chris, Dan	Daniela, Dale - bring back for next lesson.	Harley, Leticia (over for 10:40am take from classes for break). Charlie & Emily M to join. Harley to leave when Emily arrives.	Charlie, Alex B
	Lunch (1:05pm - 1:35pm)	Large Dining Room	Yr 5 Classroom Bento Box	Small Dining Room	Large Dining Room	PSHE lesson
	Staff	Jill B, Bertie	Daniela, Eleanor	Alaine, Daniela	Alaine, Leticia	House Mentor
	Lunch break (1:35pm - 2:05pm)	Garden	Garden	Games Afternoon	Garden	Large Dining Room
	Staff	See Yr 8 Rota	See Yr 6 for rota	PE Staff	See Yr 8 rota	House Mentors
8	Break (10:45 - 11:10am)	RGS/ Hyde Park	Garden	Garden	RGS or Hyde Park/ Garden	RGS
	Staff	Alaine & Chris	See Yr 5 (Molly & Ben W - collect from garden).	See Yr 5 (Molly & Ben W - collect from garden).	Ben W & Chris/ Molly & Mackinna	Bertie & Eleanor (snack/ break straight after PE).
	Lunch (1:05pm - 1:35pm)	Small Dining Room	Small Dining Room	Yr 5 Classroom Bento Box	Small Dining Room	PSHE lesson
	Staff	Eleanor, Luke O	Harley, Ben W	Leticia, Luke	Charlie, Ben W	House Mentor
	Lunch break (1:35pm - 2:05pm)	Garden	RGS	Games Afternoon	Garden	Large Dining Room
	Staff	Dan, Daniela, Ben W	Bertie, Dan	PE Staff	Dan, Eleanor, Jill B	House Mentors

Pupil Supervision and Lost & Missing Children Policy

- 4.2 During break, the following supervision arrangements are in place for Wet Play: Pupils go to specific locations which are supervised by rota staff.

Wet Break Prep Rota						
Morning Break	Year groups	Monday	Tuesday	Wednesday	Thursday	Friday
10:10am - 10:35am	4	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)
		Liv P, Mat, Sharya	Mackenzie, Yvonne, Luke	Mat, Abbie, Sharya	Liv P, Hannah, Alison H	Sandra, Charlie, Hannah
10:45am - 11:10am	5	Year 5 Classrooms	Year 5 Classrooms	Year 5 Classrooms	Year 5 Classrooms	Year 5 Classrooms
		Alex M, Steven	Alex M, Issy	Alaine, Charlotte, Ben S	Dale, Steven	Gareth, Calypso, Alex M
	6	Leake	Art	Leake	Art	Art
		Yvonne, Mackenzie	Dale, Crystal	PE Staff	Gareth, Crystal	Luke, Charlotte, Ben S
	7	Imperial College	Imperial College	Imperial College	Imperial College	Ethos-table tennis (Imperial)
		Dan, Gareth	Chris, Dan	Daniela, Dale	Emily, Leticia - over for 10:40am	Charlie, Alex B
	8	RGS	Small Dining Room	Small Dining Room	Small Dining Room	Small Dining Room
		Alaine, Chris	Ben W, Molly	Molly, Ben W	Ben, Chris, Molly, Mackenzie	Bertie, Eleanor
Afternoon Break						
12:30pm - 12:55pm	3	Year 3 Classrooms	Year 3 Classrooms	Year 3 Classrooms	Year 3 Classrooms	Year 3 Classrooms
		Regis, Liv F	Abbie, Jill W	Luke O, Jill W	Crystal, Juliana	Emily, Fab
	4	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)	Yr4 Classrooms (4OP & 4AP)
		Abbie, Crystal	Liv P, Sharya, Abbie	Liv F, Liv P, Luke	Mat, Sandra, Crystal	Sharya, Richard, Emily
13:05pm - 13:30pm	5	Yr5 Classrooms	Yr5 Classrooms	Yr5 Classrooms	Games	
		Dan, Richard	Hannah, Alex M	Alex M, Carryl, Charlotte		
	6	Games	Small Dining Room	Art Room	Year 5 Classrooms	
			Sandra, Ben S, Carryl	Gareth, Dale, Jill B	Bertie, Richard, Harley	
13:35pm - 14:00pm	7	Small Dining Room	Small Dining Room	Games	Small Dining Room	
		Harley, Issy	Yvonne, Steven		Bertie, Richard, Harley	
	8	Art Room	RGS		Old Common Room	
		Daniela, Ben W	Bertie, Dan		Dan, Eleanor	

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place Year 1-8 pupils are supervised in the outside garden with 3 members of staff on duty (2x in garden & 1 x on the gate)

SEE ABOVE DUTIES

- 5.2 During lunch break, the following supervision arrangements are in place for Wet Play: Pupils go to specific locations which are supervised by rota staff.

SEE ABOVE DUTIES

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 15:30/16:00/17:00 unless they are attending an after-school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. Pupils will leave the school under supervision of the member of staff responsible and handover happens to parent/carers according to pickup arrangements. If a pupil is leaving on their own, permission must have been granted by the parent and communicated with the school.
- 6.2 For pupils travelling by bus, a member of staff signs the pupils onto the correct bus.

Schools will support any court orders in place, in relation to collection of children and contact arrangements. Should a parent who is due to collect their child according to the order not arrive, then the school will telephone them initially. If schools fail to make contact within 30 minutes, the school will call the other parent and request they collect their child. Should a parent, who is not due to collect their child arrive at the school with the aim of collection, then the parents will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy)

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school they should wait in reception until a member of staff contacts parents.

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 8.2 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: they should wait in reception until a member of staff contacts parents.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures-a minimum of 2 staff members in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to look after an individual child.
- 9.2 Parents are always informed of the finish times and where they must collect their children.
- 9.3 No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised.
- 9.4 The following procedure will be followed when a pupil is not collected: The member of staff on reception will contact the parents of the child who has not been collected. .

10 Travel to and from School on Buses

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.

10.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

11 Leaving the Site during the School Day

11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

12 Supervision Duties

12.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.

12.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

13 Supervision during PE Lessons, including Changing Arrangements

13.1 PE lessons are supervised by members of the teaching staff. When older pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy. Staff will only enter the changing facilities where they believe **not** to do so may place a child at risk. Younger children e.g., those under aged 7 years, and those with SEND may require full supervision or support with changing, undertaken by two teachers being present.

14 Medical Support

14.1 There is a qualified paediatric first trained member of staff every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to reception

15 Supervision in Remote Locations

15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school and the garden.

16 Lost or Missing Children

16.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

16.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:

Version control:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024
Consultation & Specialist Advice	
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	
Italy	
Version control	
Current Review Date	September 2025
Next Review Date	September 2026
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards