

# Supervision of Pupils Policy

This Policy applies to the whole school and is published to staff

Author: Deputy Head (JA)

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## Pupils' Arrival and Departure

*This policy should be read in conjunction with 14A Junior EYFS Supervision Policy*

Pupils in the senior school may arrive at school from 8.20am and are expected to go home at 4.45pm unless they are staying late for a function. Pupils in the Junior Department may arrive at 8.30am and are expected to go home at 4.45pm. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as other duties. The main duty times are:

- Early morning bus duty (8.25am - 8.45am)
- Break duty
- Lunch-time duty
- After-school bus duty (4.45pm - 5.00pm)

Pupils should remain within the designated areas at break times.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Pupils will be advised which areas are available for specific events. Members of the PE/Sports Department supervise pupils on both home and away matches.

All boarding pupils are expected to return to the Boarding House at the published times. Boarding pupils must sign out / sign in if outside the Boarding House during these times. All pupils are to remain on site

throughout the school day. We endeavour to make sure that we know the whereabouts of all pupils at all times by operating a signing in and signing out system when pupils leave the school for such things as medical appointments. Pupils must sign out and sign in at the School Reception.

## **Registration**

The School will take a register of all pupils at the start of the morning and afternoon sessions. Senior School pupils are also registered for all teaching sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without explanation.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house. In EYFS we operate identical registration procedures to day schools; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance. Further details of supervision arrangements for EYFS pupils can be found in the EYFS policy documents.

## **Medical Support**

There is usually a qualified nurse on duty during each school day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. A qualified paediatric first aider is on duty whilst our Nursery children are in school. First aid boxes are in all potentially high-risk areas, as well as in the School Office. The School Nurse regularly checks and replenishes the first aid boxes.

## **Supervision Whilst Travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff (other than the driver) when travelling on the school buses but are expected to behave responsibly. Bus drivers will report any observed misbehaviour to school staff, but their primary responsibility is to drive the bus safely to and from school. We would always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses arrive and depart at the start and end of the day.

## **Supervision During Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits policy. Our arrangements for the supervision of EYFS children on visits are described in our Educational Visits by EYFS Children policy.

## **Unsupervised Access by Pupils**

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds Maintenance area, Catering and Caretaking areas of the school. Clear signs are displayed. (See also Pupil Access to Risky Areas Policy.)

## **Out of School Hours Day Pupil Supervision Guidelines**

### **Procedure for Pupil Supervision re staying on for an evening event**

- Staff in charge of an event should obtain a sign off slip/electronic reply from parents about any evening event indicating if a) pupils are remaining in school between going home time and the start of the event and b) whether they require supervision at Enrichment time.

- It should be made clear to parents that pupils remaining in school require a packed tea.
- This information should be collated by the member of staff organising the event.
- It is the responsibility of the member of staff organising the event to make sure that proper supervision is provided for pupils remaining in school, both for Enrichment (if they normally go home at 4.00pm) and between the end of the school day and the event.

**BOARDING STAFF ARE ONLY AVAILABLE TO SUPERVISE PUPILS WHO ARE BOOKED INTO BOARDING FOR THE NIGHT AND SHOULD NOT BE ASKED TO LOOK AFTER ADDITIONAL PUPILS.**

- After Enrichment, pupils report to the member of staff responsible for their supervision.
- Packed teas should be eaten in a room organised by the supervising member of staff.
- Pupils remain under the care of the supervising member of staff until parents arrive, when pupils become responsibility of parents.
- Under no circumstances are those pupils remaining in school to go to the Boarding House **UNLESS THEY ARE BOOKED INTO BOARDING FOR THE NIGHT.**

### **Procedure for Pupil Supervision re Parents' Evenings**

- Parents are asked when booking appointments to e-mail the school receptionist indicating their child will be remaining in school for Parents' Evening
- Pupils should bring a packed tea if needed. They should not expect to join the boarders for their evening meal
- Up to date list of pupils remaining in school to be produced on day of Parents' Evening by the school receptionist
- Pupils remaining in School will require supervision if not booked into an Enrichment activity and they should go to the age-appropriate Study activity
- After Enrichment, pupils report to a designated member of staff
- Packed teas should be eaten in a designated classroom
- Pupils should remain in the designated classroom or other designated area until parents arrive, when pupils become responsibility of parents
- Under no circumstances are those pupils remaining in school to go to the Boarding House

### **Uncollected Child Guidelines**

If a child is not collected at the end of the school day, we follow the following procedures:

- Parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Registration Forms are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The pupil does not leave the premises with anyone other than those named on the Registration Forms or in their file.
- A member of the SLT or a nominated member of school staff will take responsibility for the pupil until appropriate arrangements can be made for a satisfactory handover to an agreed responsible adult.
- Staff members should ask a second member of staff to accompany them should they need to escort a pupil home in their own car.

### **EYFS Pupils**

The arrangements for the supervision of EYFS pupils in the Nursery Department of the school are set out in the EYFS policies.

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that

should be regularly checked when on duty outside normal lesson times and is available in the staff handbook.