



SUPERVISION POLICY

1. Purpose Of This Policy

1.1 The purpose of this policy is:

- a. To ensure that pupils are appropriately supervised during school activities
- b. To consider supervision on arrival and departure from the school
- c. To consider the supervision of boarders and Early Years Foundation Stage ("EYFS") pupils
- d. To ensure that pupils are properly supervised through appropriate deployment of school staff.

1.2 Supervisory duties during the daytime and evenings are split as equally as possible amongst the staff. Individual circumstances may be taken into account when sharing out the duties.

1.3 Part time staff will negotiate duty ratios with the Headmaster. All staff will be given details of this policy on induction and when any significant changes occur.

1.4 **All duties outside of academic time are organised by the Deputy Head (Pastoral). All queries should be directed to them.**

1.5 The Deputy Head (Pastoral) will be responsible for the implementation of this policy.

1.6 Teachers who are unable to carry out their academic duties through school matches, business or illness etc. need to submit a request for cover form to the Deputy Head (Academic & Operations).

1.7 Normal school hours are 0815 - 1830. Pupils are not allowed on site without supervision. Where pupils are on site outside of normal hours (e.g. Breakfast Club or Boarders), at least one member of the teaching staff will be present as per the rota.

1.8 A rota of teaching staff will supervise pupils during breaks and lunchtimes and after school club. Separate arrangements will be made for supervision during play / concert rehearsals or similar events.

1.9 Members of the Games department will supervise pupils for home and away sports events and matches.

2. Legal Obligations

- 2.1 The Governors and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.
- 2.2 The teacher has a duty of care to the children, which is based on the principle of *in loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children.
- 2.3 In order for teachers to carry out their duties effectively the Head has certain responsibilities. These include:
 - a. Formulating the overall aims and objectives of the school and policies for their implementation;
 - b. Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively;
 - c. Ensuring the maintenance of good order and discipline at all times during the school day (including midday breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere.
 - d. Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

3. Negligence

- 3.1 If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.
- 3.2 Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment.
- 3.3 However if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

4. Registration

- 4.1 A register is taken of pupils at the start of the morning and afternoon 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 an explanation.

5. Supervision During Lesson Times

- 5.1 Above all other considerations the safety of pupils **must** be an overriding concern.
- 5.2 Children should be under supervision at all times during the school day. Staff ratios in the EYFS allow for appropriate supervision, and staff are trained in accordance with the EYFS Statutory Framework. [Early years foundation stage \(EYFS\) statutory framework](#)
- 5.3 From time to time it may be desirable that older children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.
- 5.4 Teachers should not leave a class unsupervised. If, in an emergency, a teacher needs to leave the classroom for any length of time, the Head or another appropriate adult should be summoned immediately.
- 5.5 When a member of staff is supervising in a remote location a mobile phone may be advisable. The school has a number of phones which can be used for this purpose and all staff are able to access the 3CX Telephone App for their smartphones which gives them access to internal extensions if they desire.

6. Supervision Outside Of Lesson Times / Break Duty Requirements

- 6.1 Members of staff who are on duty must ensure that they take the responsibilities seriously and that the health and safety of the pupils is paramount at all times.
- 6.2 When on patrol or break duties staff should:
 - a. be on time for their duty.
 - b. be vigilant at all times ensuring sensible behaviour both inside and outside.
 - c. patrol actively and not stay in any one place for too long.
 - d. ensure that pupils move back to their classrooms as soon as the bell rings to signal the end of break.
 - e. In main school report any incidents of misbehaviour etc. to the appropriate staff immediately, and record on iSAMS if required.
 - f. be aware of pupils who need particular monitoring.
 - g. In the Pre-Prep staff are allocated a role and staff must be aware of their role each breaktime

- h. In the Pre-Prep teaching staff must take the children out to breaktime and wait with the children until all members of duty staff are present.
 - i. In Pre-Prep any incidents must be reported to staff by email, or directly to the teacher if immediate action is required.
- 6.3 During the evening (5.30pm – 7.30pm) duty staff should follow the procedures as detailed in the boarding handbook.
- 6.4 Prep is supervised by a member of the SLT on a rota from 1730 – 1830. All staff should be familiar with the prep policy (found within the teaching & Learning Policy) and members of staff taking prep should be consistent when applying the policy.
- 6.5 All staff should be familiar with rules, responsibilities and procedures as stated in the policies that form the staff handbook.

7. Inclement Weather

- 7.1 The safety of the children and staff is paramount.
- 7.2 Children are expected to go outside for break times unless the member of staff decides that the weather is too wet or dangerous.
- 7.3 Common sense will be needed to assess whether children are adequately dressed for the weather conditions as this will affect any decision as to whether it is appropriate for children to be outside.
- 7.4 Extreme wind and severe frost/ice are examples of weather conditions when it is likely to be inappropriate for children to be outside at breaktime.
- 7.5 During Games sessions staff will need to take a similar approach in assessing the children's safety.
- 7.6 The potential for a Lightning strike is possibly the hardest weather condition to judge. Staff should not feel embarrassed to conclude an outdoor activity if they judge there is an imminent possibility of lightning. Current guidelines suggest *If the "Flash-To-Bang" delay (length of time in seconds between a lightning flash and its subsequent thunder) is 30 seconds the lightning is five miles away. If the time is 30 seconds or less between seeing the flash to hearing the bang, you are too close, and need to find shelter.*
- 7.7 Children should not use the showers during a thunderstorm due to the slight possibility of the copper pipes conducting the lightning to earth.

8. Bounds

- 8.1 Pupils will not have unsupervised access in designated areas which will include:
- a. swimming pools

- b. Gymnastic / athletic & climbing activities
- c. Science laboratories
- d. Design and Technology rooms
- e. Theatre
- f. Kiln / Cookery Room
- g. Flammable material stores
- h. Grounds, maintenance, catering and caretaking areas

8.2 The area of trees by the Sports Hall is out of bounds and pupils are not to congregate there.

9. Travelling To And From School

9.1 Parents are responsible for ensuring that their children travel safely to and from school.

9.2 Pupils are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.

10. Educational Visits

10.1 Arrangements are detailed in Educational Visits and Educational Visits for EYFS children policy guidance.

11. Medical Support

11.1 The School Matron is on duty in the main building to administer first aid and deal with accidents and emergencies, including illness. She is contactable by phone through the school office.

11.2 A number of staff are trained first aiders and are available to give emergency first aid treatment

Annex A - Timings of the School Day.

Please find below a copy of the timings of the school day. Those identified in red are the specific times that require duty/supervision of pupils outside of lesson time.

Timing of Duties – Years 3 to 8

Breakfast	0750-0815
Registration	0825-0840
Assembly, Choir & PSHE	0840-0900
Lesson 1	0900-0920
Lesson 2	0920-0940
Lesson 3	0940-1000
Lesson 4	1000-1020
Lesson 5	1020-1040
Lesson 6	1040-1100
Break	1100-1120
(Wednesday)	(1040-1100)
Lesson 7	1120-1140
Lesson 8	1140-1200
Lesson 9	1200-1220
Lesson 10	1220-1240
Lunch	1240-1350
Lesson 11	1350-1410
Lesson 12	1410-1430
Lesson 13	1430-1450
Break	1450-1510
(Wednesday)	(1530-1730)
Lesson 14	1510- 1530
Lesson 15	1530-1550
Hobbies	1610-1700
Tea/Sign out and prep	1700-1830

Although the day is separated into 20 minute blocks, lessons generally last either 1 hour or 40 minutes.

Timings of Duties – Pre-Prep

Breakfast	0750-0815
Registration	0835-0845
Session 1	0845-1020
Break	1020-1040
Session 2	1040-11.45

Lunch

1145-1315

Session 3

1315-1530

After School Club

1530-1720

This policy should be read in reference to:

- Managing contractors in school policy.
- Staff recruitment policy (volunteers/DBS process)

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: ["Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](#)

D: ["Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: ["Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)

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