



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

Supervision of Pupils Policy





Document Control

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Approved by:	A.Akaraonye – Chair of Governors
Applies to:	Whole School
Date effective from:	March 2026
Review period:	1 Year
Date of next review:	March 2027
Version:	V1



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Supervision of Pupils Policy

Rationale

The Duty of Care

The 'duty of care', as a contractual obligation, places a specific responsibility on the Headteacher to ensure full and appropriate supervision of all pupils occurs throughout the day.

A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. The principle has been upheld in the courts, and it follows that the teacher must exercise such a standard of care as would be expected of a caring and prudent parent.

It is a school policy and contractual obligation of staff that all efforts must be made by teachers to supervise the safety of children at all times. All staff are required to ensure that the pupils' welfare is uppermost in their supervision when carrying out their duties. This applies to all aspects of their work in classrooms, dining room, playground and any incidental off-site visits.

EYFS

Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met.

Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must be within sight and hearing of staff.

The content of the policy in its relationship to other policies

The policy should be considered in conjunction with the school's Behaviour for Learning Policy and the Child Protection Policy.

General guidelines

Staff must, at all times, be aware of the need to act as a caring and prudent parent would when supervising pupils at work or play.

- Sensible use of tables, chairs and equipment should be maintained so that pupils use these items properly to avoid accidents.
- Pupils moving around the school should not be allowed to run and they should not be pushing other pupils in lines or groupings.
- Lunchtime supervision must be continuous and carried out with mobility so that staff patrol the play areas, toilet areas and those areas not deemed play areas. Rough play should be stopped and challenged immediately.
- Play equipment should be used for the correct purpose and not abused whereupon it might become dangerous.



- At wet lunchtimes, all designated areas for wet breaks must have an adult in attendance.
- A wet break is decided upon by the senior staff team and is assessed based on how appropriate it is for the children to be outside. Pupils should have a suitable coat so that a short shower of rain should not disrupt the break time.
- Once wet break is called a digital message will be sent to all devices at the school confirming this
- In the event of fire, it is the duty of all staff to raise the alarm should they be the first to discover the fire. Pupils should be led from the building to the fire assembly point on Lark Lane. At all times in such an emergency, the adults must remain calm and reassuring to the pupils. Once at the assembly point staff should ensure that all pupils are grouped into their Form so that a roll call can be made.
- If children are injured whilst under the 'duty of care' of Auckland College, a description of the injury and circumstances should be written on an official Accident Form in accordance with the first aid policy. All head injuries should be notified to the office and they will then telephone a parent / carer with the details. (see First Aid Policy)
- Any faulty equipment or damage to the school building e.g. a broken window that might be a health hazard must be reported immediately. If there is immanent potential danger (such as a trip hazard) the member of staff should make sure the hazard is safe before leaving.

Responsibilities

Supervision before school

Responsibility begins when pupils arrive at school. In our case, this is from 7.30am when SLT will welcome children at the front of the school. Pupils arriving between 7.30am and 8am should report to Breakfast Club in either Pre-Prep, Reception or the Hall. It is the Headteacher's responsibility to ensure the safety of pupils when they are on the school premises. To ensure safety across the site, we now have site staff on site from 6:30am, Office staff on site from 6.30am and SLT manning key positions around the school from 7.30am.

Responsibilities during the day

The Headteacher ensures that a proper written scheme of supervision is drawn up, that is put into effect and that it is fully implemented by all teaching and non-teaching staff. The day-to-day responsibility for monitoring this lies with the SLT.



Registration

The Registers must be marked officially at the beginning and end of each day. Registers should be completed online and submitted by 08.40am each morning where upon the School Office will follow up any unknown absences by contacting home to ascertain the whereabouts of the child.

Class teachers should check when a pupil returns to school following an absence that a reason for this absence has been obtained.

Illness

In the case of pupils who are taken ill during the school day, the Headteacher should ensure that arrangements have been made for a point of contact with parents or guardian, whether at work or home. This information is kept with the registers and in the school office. No class should be left unsupervised for any reason. All teachers should use the email system to summon help from the Headteacher or a member of staff. It is important that another member of staff covers temporarily for the duration of the emergency.

Staff ratios are critical (especially in the Early Years).

Lesson time

In the case of pupils excused from normal lessons e.g. PE, the Headteacher should endeavour to ensure adequate supervision within available staffing resources. In essence, children unable to participate with a class lesson should be left in the care of another member of staff or accompany the teacher and sit out of the lesson in the same area as the rest of the class for the duration of that lesson.

Visitors on site

All visitors on site are expected to sign in at the reception desk and wear a red Visitor's Badge. Where staff are uncertain of a person's right to be on the premises then they have a duty to challenge that person to ascertain why they are on site. If staff are unhappy about the response and they feel there is a breach of security then they must contact the school office immediately, escort the person to the office (see Visitors Policy for further details).

Supervision at Break times

The Headteacher must ensure that there is adequate supervision, both indoors and outdoors, through school break times. Every break is supervised by a duty teacher or teaching assistant (see rota).

Lunchtime Supervision

The Headteacher is responsible for ensuring the maintenance of good order and discipline at all times during the school day (including the midday break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on school premises or elsewhere. Every lunchtime is supervised by a duty teacher or teaching assistant (see rota).



Supervision after school

The supervision of pupils for 10 minutes after the normal closure of the school is, like the period before school, a generally accepted procedure and required of teachers. Any child left on the premises after the end of the school day must wait in the school office until parents or guardians are contacted and arrangements made for his/her safe care, this may be the allocation of pupil in to After School Club.

Parents may utilise our Out of Hours facility, in which case children will be supervised until the parents collect them between 3pm and 6pm.

Supervision of pupils travelling to and from school

The Headteacher is not responsible for the supervision of pupils travelling to and from school (except in the case of the school minibus or other school arranged transport). The minibus drivers are able to contact the school directly in the case of any problem.

The Headteacher has a responsibility to arrange supervision of pupils waiting on school premises for transport to take them home.

Extra-Curricular Activities

The same level of supervision is necessary as for similar activities in normal school time. Whenever reasonably possible, staff should give notice to parents of any cancellations or alterations to times of such extra-curricular activities.

Supervision on School Visits

When pupils are taken from school on organised visits, the same duty of care arising from being "en loco parentis" still exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements, where appropriate, for the collection of pupils at the end of the visit. Risk Assessments must be completed prior to any visit off site (as per our Educational Visits Policy).