

Supervision of Pupils



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Staff member responsible for this policy:	Miss Claire Holloway
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Supervision of pupils

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Supervision of Pupils Policy

Linked policies:

Safeguarding and Child Protection Policy; Restorative Behaviour Policy; Attendance Policy; Missing Child and Late Collection Policy; Health and Safety Policy; First Aid Policy; Educational Visits Policy; EYFS Policy

1. Purpose and Ethos

At St Olave's Prep School, the effective supervision of pupils is central to safeguarding and to the safe and orderly running of the school.

The school is committed to ensuring that all pupils are appropriately supervised at all times, both on site and during off-site activities. Supervision is understood not simply as physical presence, but as active, vigilant and responsive engagement with pupils.

This policy reflects the school's duty under *Keeping Children Safe in Education (2025)* and the Education (Independent School Standards) Regulations 2014 to ensure the safety and wellbeing of all pupils.

2. Safeguarding Principles

Supervision is a core safeguarding responsibility.

Staff understand that inadequate supervision can place pupils at risk of harm, including accidents, bullying, peer-on-peer abuse or pupils going missing from education. Supervision arrangements must therefore take account of the age and maturity of pupils, the nature of the activity, the physical environment and any known risks or vulnerabilities.

Supervision arrangements operate in conjunction with the school's Attendance Policy and Missing Child and Late Collection Policy, ensuring that pupils are accounted for at all times and that any absence, disappearance or failure to collect is treated as a potential safeguarding concern.

Staff are expected to remain vigilant at all times and to act immediately if a concern arises.

Supervision arrangements also take account of individual pupil needs, including SEND, medical conditions, safeguarding concerns and any identified vulnerabilities. Additional supervision may be implemented where necessary to ensure pupils' safety, wellbeing and successful participation in school life.

3. Roles and Responsibilities

The Headteacher has overall responsibility for ensuring that appropriate supervision systems are in place across the school.

Supervision of pupils

Senior leaders ensure that supervision arrangements are clearly structured, consistently applied and regularly reviewed. This includes duty rotas, staffing deployment and risk assessment.

All staff are responsible for the supervision of pupils in their care. This includes maintaining awareness of pupil location, behaviour and wellbeing and ensuring that pupils are safe at all times.

No pupil is given responsibility for supervising other pupils.

4. Supervision Throughout the School Day

Pupils are supervised at all times while on the school premises.

Supervision is structured through staff deployment, duty rotas and clear routines. This includes supervision during lessons, transitions, break times, lunchtimes and specialist teaching.

Staff actively engage with pupils, monitor behaviour and intervene promptly where necessary. Behaviour is managed in line with the Restorative Behaviour Policy, ensuring that expectations are consistent and that pupils are supported to regulate and make positive choices.

Supervision arrangements are adapted as required to respond to specific risks or circumstances. Staff are expected to exercise professional judgement and undertake dynamic risk assessment throughout the school day, responding appropriately to changing circumstances and emerging risks.

5. Arrivals

The school operates clear procedures to ensure the safe arrival of pupils.

Staff are present at the school gates and in classrooms from the start of the school day. Pupils are greeted and supervised on entry to the school.

Registers are completed promptly in line with the Attendance Policy. Any unexplained absence is followed up immediately. Where a child is not accounted for, contact is made with parents and, where necessary, further action is taken, including welfare checks.

For pupils where there are safeguarding concerns, absence is escalated without delay to the Designated Safeguarding Lead.

6. Security and Site Access

The school maintains secure systems to prevent unauthorised access.

Gates are locked at the designated time and all visitors must report to reception and sign in.

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The presence of all adults on site is recorded.

Systems are in place to ensure that pupils cannot leave the premises unnoticed. Staff remain vigilant to any potential risks to site security.

7. Departures and Collection

The school operates robust procedures to ensure the safe collection of pupils.

Pupils are dismissed directly to parents or authorised adults. The school uses a password system to ensure that only authorised individuals collect pupils.

Any changes to collection arrangements must be communicated in advance. Where there is uncertainty, the school will contact parents before releasing a child.

If a pupil is not collected, the school will follow the procedures set out in the Missing Child and Late Collection Policy, ensuring that the child remains safely supervised at all times and that appropriate escalation takes place where necessary.

The school reserves the right to refuse permission for a child to leave the site unaccompanied where there are concerns for their safety.

8. Supervision in Specific Areas

Supervision arrangements are adapted to different areas of the school to ensure that they are appropriate, effective and responsive to pupils' needs.

In the Early Years Foundation Stage, supervision is provided in accordance with the requirements of the Statutory Framework for the Early Years Foundation Stage. Children are kept within sight and hearing of staff at all times. Staff are deployed carefully to ensure children's safety, wellbeing and engagement, and to respond promptly to individual needs.

Supervision in EYFS is active and dynamic. Staff anticipate risks and provide close support during key times, including transitions, outdoor play, toileting and mealtimes. Statutory staff-to-child ratios are maintained at all times, and supervision arrangements are reviewed regularly to ensure that they remain appropriate.

In other year groups, pupils are gradually supported to develop independence. However, supervision remains active and responsive. Staff maintain awareness of pupil movement, including use of toilets and movement between areas, and ensure that pupils are safe at all times.

In specialist areas, including the allotment and practical learning spaces, access is controlled and pupils are supervised at all times.

9. Staffing Ratios

Supervision of pupils

The school ensures that staffing levels are appropriate to ensure pupil safety.

EYFS ratios are strictly adhered to in line with statutory requirements.

For older pupils, supervision is determined through risk assessment rather than fixed ratios, taking into account the activity, environment and needs of the pupils.

10. Off-Site Supervision

Supervision during educational visits is governed by the Educational Visits Policy.

Risk assessments are completed in advance and appropriate supervision arrangements are put in place. Staff maintain responsibility for pupils at all times while off site.

11. First Aid and Emergencies

At least one appropriately trained first aider is available at all times.

In the event of an incident, staff will respond promptly and follow the school's emergency procedures. Pupils are never left unsupervised in a situation where there is risk.

12. Monitoring and Review

Supervision arrangements are monitored by senior leaders through observation, staff feedback and review of incidents.

Behaviour, attendance and safeguarding information are considered together to ensure that any risks are identified and addressed. This includes reviewing patterns and responding appropriately where concerns arise.

13. Review

This policy is reviewed annually or sooner if required by changes in legislation or school practice.