

Supervision Policy

St Christopher's Preparatory School

September 2026



Version control

Date of adoption of this policy	September 2021
Date of last review of this policy	September 2026
Date for next review of this policy	September 2028
Policy owner (SMT)	Head/SLT
Policy owner (Proprietor)	ILG

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

1. Legal Obligations:

The governing body and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others who 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. Negligence:

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.

3. Responsibility During the Day:

a. Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school office will contact parents if pupils are absent from school without notification

b. Illness

When pupils are taken ill during the school day the school secretary will, if required and usually after discussions with the Form Teacher/Headteacher and/or trained First Aider where appropriate, contact the parents/guardians whether at home or at work in order that the pupil can be collected.

All pupils who are known to have a medical condition and/or allergies are known to staff members and a list of these pupils is retained by the office, displayed in the staffroom .

c. Registration

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily. This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LEA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

d. Supervision in classrooms

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable, and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all.

e. Before and After School

Pupils arrive from 8:25-8:55am on the school premises. Time form time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school:

1. The school has written to all parents stating the time of the start of the school day and indicates that no arrangements are made for the supervision of children earlier than 08.00 am (morning care)
2. There are also a paid for aftercare facility 3:30-6:00pm available to those who need it.

After-school activities and clubs

The exception to the above is for pupils who are in a supervised study or a club after school. The daily class lists for after school activities are in a available to view on our Shared Drive. After school clubs should finish at 4.30pm. Teachers must ensure that their respective pupils are collected by a parent or carer in the normal way.

All staff members taking after school activities take attendance registers before the activity starts. The attendance list should then be recorded on the Teacher Drive.

f. Entry & Exit to Buildings and off-campus guidelines

It is essential that safeguards are in place and that and staff are informed of the security and safety procedures by the Headteacher during the health, safety, security and fire evacuation presentations at the start of the school year in September. Right from the start and throughout the school year, it is imperative that all staff adhere to this policy. All staff must complete the sign in/out register using Smartlog and their unique passcode. Visitors are also able to sign in using Smartlog.

g. Sports Activities

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

1. Safety of apparatus and equipment to be used
2. Condition of the flooring
3. Suitability of pupil clothing
4. The suitability of the activities for the ability and age-range of the pupils

Please follow the procedures listed below:

1. Staff should wear appropriate clothing
2. Children should not be allowed to wear watches or jewellery during PE activities
3. Ear-studs should be taped over

4. If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
5. Pupils should not be handling PE equipment without direct supervision

Pupils not taking part in a PE session should either accompany the PE class.

h. Practical on-campus activities

Teachers of practical subjects: Art, Science and PE will consider the organisation of the pupils involved in practical activities. Consideration is given to the number of pupils who can be suitably.

Please also refer to these policies:

Visits (educational, external and Risk Assessments)

Safeguarding

Missing Children

Attendance and Registers