
OVERSTONE PARK SCHOOL

Supervision of Pupils Policy



Supervision of Pupils

Date	Review Date	Coordinator
August 2024	August 2025	Mrs M Brown Mrs D York Mrs V Price Mrs K Gorton

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education Act 1996
- School Standards and Framework Act 1998
- Management of Health and Safety at Work Regulations 1999
- Education and Inspection Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Education Act 2011
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Principals, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a legal duty of care to all our pupils and the responsibility to ensure that we have in place safeguarding procedures for supervising pupils throughout the school day in order to ensure their health, safety, welfare and good conduct.

We are aware that our responsibility of supervising pupils begins when they arrive at school. Therefore, we will ensure that all parents are informed of the time that school starts and that children should not arrive until at least 10 minutes before that time when school personnel will be on duty.

We strongly advise parents with children in the Foundation Stage/KS1 to bring their children to school and to collect them at the end of the school day.

We ask all parents with children in KS2 to think carefully before allowing their children to walk to and from school alone. Parents must sign the appropriate parent-school agreement before allowing their KS2 child to do so.

We believe we have a duty of care to all school personnel and adult volunteers. Therefore, we strongly advise that they should avoid supervising any pupil alone at all times. If a one to one situation is unavoidable then school personnel should take the necessary precautions beforehand.

We actively encourage school personnel to bring their own children to school to attend school events such as school concerts, sports day etc. However, we do stress that school personnel must at all times seek permission from the Principal for their children to attend and must supervise them at all times.

School personnel may bring their children to school after school hours when preparatory work is being undertaken but again permission must be given and children must be supervised by their parents at all times.

However, we cannot accommodate children of school personnel when they have a school closure day and school personnel must find alternative childcare arrangements.

We are aware that there is no current legislation regarding safe PE changing practices. We realise that for some children when getting changed they may feel vulnerable and anxious and that school personnel can feel unsure about PE changing supervision. We believe we have a duty to ensure that both children and school personnel are safeguarded at all times.

We believe that all children must be treated fairly and with respect for their privacy and dignity. Therefore, by the age of 7/8 we believe boys and girls should be changing in separate single-gender designated changing rooms.

We have in place procedures that accommodate the needs of pupils with disabilities and children from different religions, beliefs, cultural backgrounds and gender identity.

We will listen to any pupil who expresses a concern about the behaviour of a supervising member of the school personnel or of other pupils and will make appropriate enquiries.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To outline the safeguarding procedures in order to ensure full and appropriate supervision of all pupils throughout the school day.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Proprietors

Proprietors have:

- a legal duty of care for all pupils and to provide adequate supervision of pupils throughout the school day;
- delegated powers and responsibilities to the Principal to ensure that high standards of pupil behaviour and discipline are maintained throughout the school day whether it is on or off the school site;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:

- ☐ discussing improvements to this policy during the school year;
 - ☐ organising surveys to gauge the thoughts of all pupils;
 - ☐ visit the school regularly;
 - ☐ work closely with the Principal and the coordinator;
 - ☐ ensure this policy and other linked policies are up to date;
 - ☐ ensure that everyone connected with the school is aware of this policy;
 - ☐ attend training related to this policy;
- responsibility for celebrating the effort, success achievements of pupils and school personnel;
 - responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Principal

The Principal will:

- be responsible for the internal organisation, management and control of the school;
- ensure the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises or on educational visits;
- ensure all school personnel are aware and comply with this policy;
- ensure that all school personnel are aware of their supervisory roles and responsibilities with pupils during the school day;
- organise appropriate training for school personnel;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and the principal.

Role of School Personnel

School personnel must:

- be aware of and comply with this policy;
- maintain good order and discipline among all pupils safeguarding their health and safety when they are authorised to be on the school site and during educational visits;
- ensure that no class of pupils should be left unsupervised;
- ensure they take the necessary precautions before undertaking any one to one supervision;
- seek permission from the Principal to bring their children on to the school premises at all times;
- supervise their own children when they attend school events etc;
- report any accidents or injuries that their children have sustained when attending school events etc;
- record and report any incident or accident that could be considered a breach of supervision;
- be aware of all other linked policies;

- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- comply with this policy;
- not walk to or from school on their own;
- arrive to school no earlier than 10 minutes before the official opening time;
- be aware who is collecting them from school on a given day;
- suggest ideas for devising a 'Break Time Code of Conduct';
- be reminded of staying safe during all break times;
- devise a programme of structured play time activities;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents

Parents are asked to ensure that:

- their Foundation Stage/KS1 children are brought to school and are collected by them or a named adult at the end of the school day;
- they think carefully before allowing their KS2 children walk home alone;
- they sign the appropriate parent-school agreement giving permission for their KS2 child to walk home alone;
- their children do not arrive at school until 10 minutes before school starts;
- they report their child's absence because of illness or for any other reason;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Supervision before School Starts

Before school starts:

- Pupils should only be in the school playground / school grounds no earlier than 15 minutes before the official school opening time.
- Parents of Foundation Stage or Key Stage 1 children are reminded that they must bring their children to school and not to leave them unsupervised in the school playground.
- School personnel will be on duty in the school playground 15 minutes prior to the official school opening time.
- On entering the school building pupils must go to their classes where their class teacher and support staff will supervise them.

Supervision at Break Times

The Principal will:

- ensure duty rotas are in place so that there is adequate supervision for both indoors and outdoors;
- ensure procedures and duties are clearly understood by all involved with pupil supervision;
- ensure duty teachers begin supervision promptly;
- act as line manager at break times when teachers and support staff are on duty;
- ensure good lines of communication are in place to ensure the overall safety of the pupils at these times;
- ensure procedures for dealing with accidents are in place;
- ensure all accidents are recorded in the appropriate accidents books;
- ensure parents are notified of any accident especially head injuries;
- ensure school personnel are trained in emergency first aid.

Supervision during Wet Weather

During wet weather pupils will be:

- allowed into the school hall at the beginning of the school day where they will be supervised until school starts;
- supervised in the school hall during wet break times
- supervised in their classrooms at lunchtime by midday supervisors.

Midday Supervision

We have a legal duty of care for all pupils during lunchtime with supervision being undertaken by a statutory number of midday supervisors.

At lunchtime pupils who go home are:

- the responsibility of their parents;

- not expected back for the afternoon session until 10 minutes before school starts.

Supervision after School

At the end of the school day school personnel will ensure:

- the safe exit of all pupils from the school site;
- Foundation Stage or KS1 children must be collected by their parents or a named adult;
- Foundation Stage or KS1 children will not be allowed to walk home on their own;
- KS2 can walk home alone only if their parent/carer has signed the appropriate parent-school agreement giving permission for their child to walk home alone;
- parents are contacted if children are not collected;
- uncollected children remain in school until they are collected by their parent/carer or named person;
- all pupils who travel by school bus or taxi are safely escorted to and handed over to the appropriate drivers and travel escorts.
- High School pupils are only permitted to walk home with written parental consent.

Supervision by the School Crossing Patrol in the school car park

The school crossing patrol will:

- be on duty a suitable amount of time before school starts;
- remain on duty a suitable amount of time at the end of the school day.

Parents will:

- be informed if, for any reason, the school crossing patrol will not be in attendance at any time;

Supervision during Extra-Curricular Activities

School personnel or the outside provider of the activity will:

- supervise the pupils during and after the activity;
- ensure the safe exit of all pupils from the school site;
- contact parents if children are not collected;
- ensure all uncollected children remain in school until they are collected by their parent/carer or named person

Supervision during Travel to and from School

We are not responsible for the supervision of pupils who travel by bus or taxi but we are responsible for escorting them into school at the beginning of the day and to the bus/taxi at the end of the day.

Supervision during Off-site Visits

The party leader will make all appropriate arrangements for supervision as outlined in the 'School Trips' policy.

Supervision of Curriculum Activities

See 'Health and Safety in the Curriculum' policy.

Supervision of Changing Rooms

When pupils are changing or showering, school personnel will:

- establish a code of behaviour;
- ensure boys and girls change in separate single-gender designated changing rooms;
- ensure female school personnel will supervise girls and male personnel boys;
- treat all children fairly and with respect for their privacy and dignity;
- ensure the needs of pupils with disabilities and children from different religions, beliefs, cultural backgrounds and gender identity are accommodated;
- leave the door of designated changing rooms slightly open;
- not remain in the changing room in order to maintain good behaviour;
- position themselves in close proximity to the changing rooms with pupils being aware of this;
- announce when they are entering the changing room thereby giving enough times for pupils to cover up;
- ensure support personnel are in place in order to assist pupils with additional needs;
- encourage pupils of all ages to be independent as far as possible;
- ensure bullying or teasing does not take place;
- avoid any physical contact;
- avoid any visually intrusive behaviour;
- avoid remaining in the room for any length of time;
- not change in the same room as the children;
- not shower with the children;
- ensure pupils do not share changing rooms with members of the general public when attending a leisure centre or public swimming facility;
- report all incidents to the Principal or to the Designated Safeguarding lead.

Raising Awareness of this Policy

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;

- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - ☐ All aspects of this policy
 - ☐ Safeguarding and Child Protection
 - ☐ Health and Safety
 - ☐ Pupil Behaviour and Discipline
 - ☐ Equal opportunities
 - ☐ Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Principal:	Mrs M F Brown	Date:	September 2024
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