
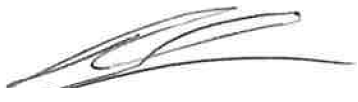


SAINT NICHOLAS SCHOOL

SUPERVISION OF PUPILS POLICY



Approved by:	 Headmaster  Chair of Governors	Date: 7 th January 2026
Last reviewed on:	January 2026	
Next review by:	January 2028	

Note: This policy applies to all sections of the School including EYFS

This policy:

- Is non-contractual in nature;
- Applies to all members of staff;
- Can be adjusted by the School to suit specific circumstances;
- Can be varied unilaterally by the School.

1. INTRODUCTION

Saint Nicholas School recognises its statutory duty to safeguard and promote the welfare of all pupils and to provide a safe, well-supervised environment at all times when pupils are on the school site or engaged in school-led activities.

This policy sets out the arrangements for pupil supervision before, during and after the school day, and during school activities, in order to ensure pupils' health, safety and wellbeing. It should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Educational Visits & Trips Policy
- Whole School Behaviour Policy
- Health and Safety Policy

All staff, including visiting staff and volunteers, share responsibility for effective supervision and for acting in accordance with statutory safeguarding guidance.

2. PROCEDURE

2.1 Early Morning Arrivals

Pupils are officially permitted into classrooms from **8:30am**.

- Pupils who arrive earlier than this time must be brought by parents to **Mountbatten Hall in Hillingdon House**, where supervision is provided from **7:30am** at the school's breakfast club.
- **Responsibility for pupils remains with parents until they are handed over to supervised provision.**

At **8:30am**:

- **Pre-School and KS1 pupils** are escorted directly from the playground into their classrooms for registration.
- **KS2 pupils** are dropped off at the barrier and directed to their classrooms for registration.
- **Middle and Upper School pupils** are expected to be in their form rooms by **8:40am**, with registration taking place promptly at **8:45am**.

2.2 Lessons

Teachers are responsible for the supervision of pupils during all lessons they teach.

- If a teacher is aware they will be absent, they must inform the member of staff responsible for cover in advance so that appropriate cover and supervision can be arranged.
- In the event that a teacher does not arrive for a lesson, pupils should inform a teacher in a neighbouring classroom or report to reception immediately so that supervision is maintained.

At no point should pupils be left unsupervised during lesson time.

2.3 Staff supervision

Teachers are required, as part of their professional duties, to supervise pupils:

- During morning and lunchtime breaks (including grounds, buildings and ICT areas)
- After school, in accordance with the published duty rota, until **4:30 pm**

The duty rota is issued by the Deputy Head Academic and must be adhered to.

- Staff must arrive **promptly** for duty and actively patrol the designated areas.
- Staff must be familiar with and enforce the School Rules.
- If a member of staff is unable to undertake a duty, it is their responsibility to arrange a suitable swap with a colleague and notify Mrs Elizabeth Walker.

There is no general supervision of pupils on site after **6:00pm**, unless they are attending a supervised extra-curricular activity. Pupils not attending such activities are expected to have left the site.

2.4 After School Duties

Duty staff must arrive in time to relieve the previous duty member. Supervision is provided as follows:

- **3:30 – 3:45:** Infant playground
- **3:45 – 4:00:** Collection area beneath the sails
- **4:00 – 4:15:** Collection area beneath the sails
- **4:00 – 4:15:** Collection area at the Arena

Reception to Year 2 pupils must never be left unattended.

Duty staff are responsible for ensuring that all uncollected pupils are supervised and that late-collection procedures are followed.

2.5 Late Collection

If a parent is delayed in collecting their child:

- The child should be taken to **Homework Club** by the relevant member of staff.
- An additional charge applies and will be added to the parents' bill at the end of the term.

If a pupil has not been collected from after-school provision by **6:00pm**, they will be brought to the **member of the Senior Leadership Team on duty**, and parents will be contacted immediately.

Persistent late collection may be addressed in line with safeguarding procedures.

2.6 Homework Club

The school provides supervised after-school provision as follows:

- **Reception – Year 2:** 3:30 – 6:00pm
- **Years 3 – 5:** 3:45 – 6:00pm
- **Years 6 – 11:** 4:00 – 6:00 pm

These operate Monday to Friday and are subject to an additional charge. Pupils attending these provisions remain under the supervision of designated staff until collection.

2.7 Clubs and Activities

Staff and visiting instructors leading clubs and activities are responsible for the supervision, safety and wellbeing of pupils throughout the session and until **all** pupils have been collected.

- Registers must be taken at the beginning of the session.
- Staff must ensure all pupils are collected and must contact parents of any uncollected pupils.
- If a club or activity is cancelled, pupils and parents must be informed as early as possible so alternative arrangements can be made.

2.8 Special Events

All special events held on site must have a completed **Risk Assessment**, signed by the organiser, all and countersigned by the **Educational Visits Coordinator (EVC)**, if it involves an off-site trip or visit.

All off-site activities and educational visits must comply fully with the **Educational Visits & Trips Policy** and associated statutory guidance.

2.9 Pupil supervision of other pupils

Where older pupils (e.g. prefects or pupils with designated responsibilities such as Library, ICT or Music) support the supervision of younger pupils:

- A member of staff must always be readily available.
- Overall responsibility for supervision remains with staff.

Pupils must never be placed in sole charge of other pupils.

2.10 Remote location supervision

Where staff are supervising pupils in remote locations:

- A school mobile phone should be used.
- Mobile numbers may be exchanged for safeguarding purposes but must be deleted after the event.
- All interactions must follow safer working practice guidance.

3 GETTING CHANGED FOR PE AND SCHOOL SPORT

3.1 Rationale

The school recognises that being in a state of undress can make some pupils feel vulnerable and may cause anxiety, particularly for pupils who have experienced trauma or abuse.

Changing arrangements can influence pupils' comfort, participation and enjoyment of PE and sport. The school is also mindful of the need to protect staff and pupils through clear, safe and appropriate supervision arrangements.

3.2 Principles

The school will:

- Make sensitive arrangements that respect pupils' privacy, dignity and cultural, religious or personal needs.

- Consider individual needs related to sexuality, sexual orientation or gender identity, where appropriate and practicable.
- Treat all pupils fairly and respectfully.
- Use designated single-sex changing facilities wherever possible.
- Where mixed-gender changing is unavoidable (e.g. classroom changing), provide reasonable privacy using screens, furniture or covered windows, with the approval of the Governing Body.
- Ensure parents are informed of changing arrangements when designated facilities are unavailable.

As pupils mature, mixed-gender changing becomes less appropriate, and staff must take account of pupils' developmental stages.

3.3 Staff Presence in Changing Rooms

Decisions about staff presence in changing areas will be based on pupils' age, maturity and individual needs.

- There should be no automatic assumption that staff must remain in the room to maintain good behaviour.
- Supervision can often be maintained through close proximity, with pupils aware that staff are nearby.
- Pupils should understand that staff may enter changing areas if necessary (e.g. in response to a disturbance).

Good practice includes:

- Leaving doors slightly ajar where layout permits privacy.
- Announcing entry before entering changing rooms to allow pupils to cover up.
- Avoiding unnecessary or prolonged presence in changing areas, particularly by adults of the opposite sex.
- Establishing a clear code of behaviour so pupils understand expectations when unsupervised.

All arrangements must align with safer working practice and safeguarding guidance.