



BABINGTON

HOUSE SCHOOL

Supervision Policy

Date of Policy	Review Date	Reviewed By	Approved By
July 2026	July 2027	SLT	FGB

1. Policy Statement

Babington House School is committed to maintaining a safe, supportive and well-supervised environment in which all pupils can learn, develop and flourish. Effective supervision is a fundamental element of safeguarding and health and safety management and contributes to the welfare, behaviour and security of pupils across the Prep and Senior Schools.

The School provides supervision appropriate to pupils' age, maturity, needs, location and activity. All members of staff share responsibility for pupil welfare and must remain alert to safeguarding, health and safety and behavioural concerns at all times.

This policy should be read alongside the School's Child Protection and Safeguarding Policy, Health and Safety Policy, Behaviour Policy, Educational Visits Policy, Attendance Policy, Staff Code of Conduct, Missing Pupil Procedure and the statutory guidance Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and the Independent School Standards Regulations

For pupils in the Early Years Foundation Stage, supervision arrangements are designed to ensure children are within sight and/or hearing of staff at all times as appropriate to their age, stage of development and activity. Staffing arrangements comply with EYFS staff:child ratio requirements and children are not left unsupervised. Please see EYFS supervision policy separately.

2. Objectives

- ensure pupils are appropriately supervised throughout the school day and during school activities;
- support the School's safeguarding arrangements and culture;
- promote pupils' health, safety, wellbeing and positive behaviour;
- minimise the risk of accidents, injuries, bullying and other harmful behaviour;
- clarify responsibilities for supervision across the Prep and Senior Schools;
- establish clear arrangements for arrival, lessons, movement, breaktimes, lunchtimes, dismissal, clubs and off-site activities.

3. Scope

This policy applies to all pupils and to teaching staff, support staff, temporary staff, volunteers and relevant visitors undertaking duties at Babington House School or on its behalf. It applies throughout the school day, during wrap-around care, clubs, fixtures, performances, educational visits and other School-organised activities.

The School determines supervision levels and staffing ratios according to age, number of pupils, nature of activity, location, identified risks and statutory requirements.

Supervision arrangements form part of the School's risk assessment process and are reviewed when activities, pupil needs or environmental risks change.

4. Roles & Responsibilities

Governing Body

- provides strategic oversight of safeguarding and health and safety arrangements;
- seeks assurance that suitable supervision arrangements and resources are in place;
- reviews this policy within the School's policy framework.
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Headmaster

The Headmaster has overall responsibility for ensuring that effective supervision arrangements are implemented throughout the School and that appropriate responsibilities are delegated.

Head of Prep and Head of Senior School

- implement supervision arrangements within their respective sections;
- approve and monitor duty rotas and local arrangements;
- ensure appropriate cover is arranged when a member of staff is absent;
- address concerns or incidents where supervision arrangements may not have been followed;
- review arrangements following significant incidents, changes to the site or changes in pupil need.

Designated Safeguarding Lead (DSL)

- advises on the safeguarding implications of supervision arrangements;
- supports the review of incidents or concerns where supervision may be relevant;
- ensures that safeguarding concerns are managed in accordance with the School's Child Protection and Safeguarding Policy.

All staff

- arrive punctually and remain at their allocated duty point until properly relieved;
- supervise actively, remaining visible, attentive and appropriately positioned;
- intervene promptly where behaviour is unsafe, unkind or contrary to School expectations;
- consider individual pupils' SEND, medical, pastoral or safeguarding needs;
- report safeguarding concerns immediately through the School's agreed reporting arrangements;
- request cover where they cannot undertake an allocated duty;
- follow emergency, first aid, missing pupil and accident-reporting procedures;
- avoid personal mobile telephone use and other distractions while supervising pupils.

5. General Principle of Supervision

- Supervision must be active. Staff should scan the area, circulate where appropriate and anticipate foreseeable risks.

- Duty points and staffing should reflect the number and age of pupils, the environment, known risks and the nature of the activity.
- Pupils should know the areas they may use, the conduct expected and how to obtain help.
- Staff should not leave a class or duty area unattended unless suitable cover has been arranged.
- Supervision arrangements should preserve pupils' privacy and dignity while maintaining appropriate safeguarding oversight.
- Where a pupil has a specific risk assessment, healthcare plan or pastoral support plan, relevant supervision measures should be followed.
- Contractors, visiting speakers, sports coaches and other visitors are not responsible for pupil supervision unless formally authorised by the School and appropriately briefed.

6. **Prep School Supervision**

Prep pupils require close, age-appropriate supervision, with clear handover arrangements between staff and between the School and parents or authorised collectors.

6.1 Arrival and before-school provision

- Supervision begins at the published time for the relevant provision or school day.
- Pupils arriving before the normal school day must attend an authorised, supervised provision.
- Staff supervise designated entrances, arrival points and pupil areas in accordance with the duty rota.
- Any concern regarding arrival, non-attendance or an unexpected change to normal arrangements must be passed promptly to the appropriate member of staff.

6.2 Lessons and movement

- Classes must not be left unattended.
- Suitable cover must be arranged before a teacher leaves a class, except where an immediate emergency requires action.
- Prep pupils should be escorted when moving to assemblies, lunch, specialist teaching rooms, sports areas or other locations where this is required by age, route or risk.
- The receiving member of staff should be present before responsibility is handed over.

6.3 Breaktimes and lunchtimes

- Duty staff supervise the areas allocated on the rota and position themselves to maintain effective oversight.
- Staff actively monitor play, peer interactions, use of equipment and access to authorised areas.
- Unsafe play, bullying, distress, illness or injury must be addressed promptly.

- A member of staff leaving a duty area must ensure that cover is in place.

6.4 End-of-day collection

- Prep pupils are released only in accordance with the School's authorised collection and transport arrangements.
- Changes to collection arrangements must be communicated in writing and verified by the School
- A pupil who is not collected as expected remains supervised and the School's uncollected pupil arrangements are followed.
- Responsibility for pupils attending clubs or wrap-around care must be clearly handed over and attendance recorded.

7. Senior School supervision

Senior School arrangements recognise pupils' increasing independence while maintaining clear boundaries, staff availability and appropriate oversight.

7.1 Arrival, lessons and lesson changeovers

- Staff supervise designated entrances and communal areas in accordance with the duty rota.
- Teachers are responsible for pupils during lessons and should dismiss classes in an orderly manner.
- Corridors, stairways and other transition areas are monitored through staff presence and scheduled duties.
- Any unexplained absence from a lesson or activity should be addressed through the School's attendance and safeguarding procedures.

7.2 Breaktimes and lunchtimes

- Duty staff supervise designated dining, outdoor and communal areas.
- Staff pay particular attention to locations identified through risk assessment, safeguarding intelligence or previous incidents.
- Pupils must remain within authorised areas and follow any year-group or site-specific arrangements.

7.3 Independent study

- Older pupils may work independently in designated study or social areas where this forms part of the School's arrangements.
- Attendance, conduct and use of designated areas remain subject to School expectations.
- Staff must remain available and the relevant areas should be monitored at appropriate intervals.

8. Before-school, after-school and co-curricular activities

The member of staff or approved adult leading the provision is responsible for supervision from the published start time until pupils are formally dismissed or handed over to another authorised provision.

- Attendance should be recorded.
- The leader must know how to summon first aid or emergency assistance.
- Suitable supervision must be maintained during transitions, changing and collection.
- Pupils must not be left unsupervised when an activity ends.
- Late collection or an unexpected absence must be managed through the relevant School procedure.
- Parents and external agencies will be contacted in accordance with the School's Missing Pupil Procedure where appropriate.

9. Educational visits, fixtures and off-site activities

Supervision for educational visits, fixtures and off-site activities must be planned through the School's approval and risk assessment arrangements. The visit or activity leader must ensure that responsibilities are clearly allocated and understood.

- staffing and supervision reflect the age and needs of pupils, the location, travel arrangements and activity risks;
- registers and regular pupil accountability checks are used;
- meeting points, boundaries and emergency arrangements are communicated;
- toilet, changing and unstructured time are considered in the supervision plan;
- any pupil-specific medical, SEND, behavioural or safeguarding measures are understood by relevant staff.
- **10. Areas and activities requiring enhanced supervision**
- Enhanced supervision or specific controls may be required for:
- science laboratories and practical science;
- design, technology, food and art activities involving tools, heat or substances;
- sports facilities, swimming and changing arrangements;
- playground equipment and outdoor learning;
- school transport, road crossings and movement between sites or venues;
- large events, performances, fixtures and whole-school gatherings;
- adverse weather, building works or temporary changes to normal routes;
- pupils with individual supervision measures identified through risk assessment or support planning.

11. Toilets, changing rooms and privacy

- Supervision must balance safeguarding oversight with pupils' privacy and dignity.
- Staff should not ordinarily enter toilets or changing rooms unless there is a specific concern, emergency or operational need.

- Where entry is necessary, staff should follow the Staff Code of Conduct, announce their presence where appropriate and avoid being alone with a pupil where this can reasonably be prevented.
- Concerns relating to behaviour, bullying, harmful conduct or safeguarding must be reported promptly.

12. Missing pupil or unexplained whereabouts

If a pupil's whereabouts cannot be established, staff must treat the matter seriously and act without delay:

- check the immediate area and the pupil's expected location;
- inform the Head of Prep, Head of Senior School or another member of SLT;
- notify the DSL where there is a safeguarding concern;
- follow the School's Missing Pupil Procedure, including escalation and contact arrangements;
- maintain supervision of the remaining pupils;
- record the incident and any follow-up action.

13. Accidents, illness and emergencies

- Staff should summon first aid assistance and follow the School's reporting procedures.
- The remaining pupils must continue to be supervised while support is provided.
- During evacuation, lockdown or another emergency, staff should follow the relevant School procedure, maintain pupil accountability and report missing or additional pupils immediately.
- Where normal arrangements are disrupted, the relevant senior leader may introduce temporary supervision measures.

14. Staff absence and duty cover

- A member of staff who cannot undertake a duty must notify the appropriate manager as early as possible.
- The Head of Prep, Head of Senior School or delegated colleague will arrange suitable cover.
- Staff should not assume that another colleague has taken responsibility without a clear handover.
- Any recurring gap or difficulty in the rota should be reported for review.

15. Recording and reporting concerns

Safeguarding, behavioural, medical, accident and site-safety concerns identified during supervision must be recorded and reported through the relevant School system or procedure. Urgent safeguarding concerns must be passed immediately to the DSL or a Deputy DSL. Where a concern relates to the conduct of an adult, the School's managing allegations and low-level concerns procedures must be followed.

16. Monitoring and review

The School will monitor the effectiveness of supervision through duty observations, safeguarding and pastoral review, accident and incident analysis, behaviour records, site inspections, staff feedback and governor oversight. Arrangements will be reviewed after a significant incident, a material site or timetable change, or where patterns indicate that controls need strengthening.

This policy will be reviewed annually, or sooner where legislation, guidance or School procedures change.