



PUPIL SUPERVISION POLICY

September 2026

1. Aims and legal framework

This policy outlines the school's arrangements for the adequate and appropriate supervision of pupils at all times when they are in the care of the school, as required by the **Independent School Standards (ISSR)** and the **Statutory Framework for the Early Years Foundation Stage (EYFS)**, and is aligned to **Keeping Children Safe in Education (KCSIE) 2025** (Department for Education, in force from 1 September 2025).

2. Registration

2.1 Junior School

- Registers are taken at the start of morning and afternoon sessions.
- Parents/guardians must notify the school of absence before **9:00am**.
- Unexplained absences are followed up by the school secretary by **9:30am**.

2.2 Senior School

- Registers taken at the start of morning school, after lunch, and at every lesson.
- The school secretary contacts parents by **9:30am** for unexplained absences (email followed by telephone call).

2.3 EYFS

- Identical registration procedures apply.
- Children are only released to individuals authorised in advance via the school's secure collection records.

3. Supervision during arrival and departure

3.1 Junior School (including EYFS)

a) Arrival

- Pupils may arrive from **8:15am**, when staff supervision begins.
- Parents remain responsible for pupils prior to this time.

b) Breakfast Club

- Operates **7:30am-8:15am** under qualified staff supervision.
- Pupils are escorted to classrooms at 8:15am.

c) Departure

- Pupils remain under staff supervision until collected.
- EYFS pupils are released only to pre-authorised individuals.

d) After School Provision

- Staffed by fully qualified personnel.
- Parents must sign out pupils upon collection.

e) Safety Expectations

- Pupils may not use playground equipment unless a supervising member of staff is present.

- Parents are responsible for pupils before and after school when on school premises.

3.2 Senior School

a) Arrival

- School opens at **8:15am** with a member of staff on duty

b) Departure

- Day ends at **3:45pm**. Pupils can be collected outside the grounds, make their own way home (at parents/ carers discretion) or attend co-curricular, after school activities that are fully supervised.
- After-school care is available until **5:45pm**.

4. **Supervision during the school day**

4.1 Junior School (including EYFS)

- Pupils in the Junior School, including EYFS, must remain on site unless authorised for trips or activities.
- Pupils are fully supervised by members of staff at all points throughout the school day.

4.2 Senior School

Pupils in Years 7-11 must remain on site unless authorised for trips or activities.

- Year 11 may have one supervised lunch release per week. Pupils must sign out and in at the School Office.
- Years 12-13 may leave the site at lunchtime and must sign in/out.
- Travel between sites follows a separate supervision protocol.

4.3 Alternative provision

Compliance note (KCSIE 2025): Where pupils attend **alternative provision** (including off-site lessons), the school retains safeguarding responsibility, obtains written assurance on safer recruitment checks from providers, maintains precise location records (including satellite sites), and reviews placements regularly.

5. **Unsupervised access and site safety**

- Access to potentially hazardous areas (labs, DT rooms, etc.) is restricted by secure, locked doors.
- Pupils must not enter maintenance, catering, or caretaking areas.
- Only school staff or authorised personnel may enter kitchens, changing rooms, and pupil toilets.
- The **Security, Access Control, Workplace Safety and Lone Working Policy** details full site safety arrangements.

Compliance note (KCSIE 2025 - Annex E): Activities that would be **regulated activity** if unsupervised are appropriately supervised and risk assessed; supervision is undertaken by staff who are in regulated activity and competent to supervise.

6. **Supervision on educational visits**

- All visits follow the school's **Educational Visits Policy**.
- Ratios align with ISI expectations, DfE guidance, and EYFS statutory requirements.

- Coaches and transport used for school activities include appropriate adult supervision.
- External coaches/volunteers are vetted and qualified.

Compliance note (KCSIE 2025 - Annex D): Where the school arranges **homestay/host families**, suitability checks are undertaken in line with KCSIE

7. Supervision whilst travelling to and from school

- Parents are responsible for travel safety unless school transport is provided.
- School-arranged transport will include a responsible adult.
- Staff supervise all travel for fixtures and events.
- In exceptional circumstances, sixth formers may make their own way to fixtures/events with the prior agreement of the Head of Sixth Form and the member of staff running the fixture or event.

8. EYFS supervision requirements

- EYFS settings follow statutory ratios:
 - 2-year-olds: **1:4**
 - 3-5-year-olds (where a qualified teacher is present): **1:13**
- Children are always within sight or hearing of a supervising adult.
- Staff deployment ensures safe supervision during toileting, outdoor learning, and play.

9. Staff induction, training & responsibilities

- All new staff receive induction on supervision and safeguarding (KCSIE Part 1 for all staff; Part 2 for leaders and proprietors).
- The DSL/Deputies are **available during school hours**; their duties include managing referrals, raising awareness, maintaining the child protection file, and coordinating with agencies (KCSIE Annex C).
- Staff understand:
 - Duty of care and active supervision techniques
 - Registering and accounting for pupils
 - Reporting concerns or missing pupils (whistleblowing routes included)
 - Online safety responsibilities, including **filtering and monitoring** and safe use of **generative AI** in line with DfE guidance referenced by KCSIE 2025.
- Duty rotas ensure consistent supervision of all areas.

10. Missing pupils

- The school's **Missing child policy and procedures when a child is not collected on time policy** is enacted immediately if a pupil's whereabouts cannot be accounted for.
- Parents and external agencies (e.g., police, local authority) are contacted as required.
- Records of actions taken are maintained in line with safeguarding record-keeping expectations

11. Online safety links to supervision

- Supervision encompasses online activity: pupils' use of devices and internet access on-site is monitored in line with our Filtering and Monitoring arrangements (contained within the ICT and Online Safety Policy).
- Teaching and pastoral supervision address **online content risks**, including **misinformation, disinformation and conspiracy theories**, and pupils are supported to report concerns

12. Monitoring and review

- Supervision arrangements are reviewed annually or sooner following an incident or regulatory update.
- Senior leaders review duty rotas, risk assessments, incident logs, attendance data and staff deployment.
- Governing body receives an annual safeguarding report that includes supervision, attendance and online safety assurance.

POLICY CONTROL: PUPIL SUPERVISION POLICY

Status & Review

Statutory policy or document	Yes
Publish on school website	Yes
Review frequency	Annually
Approval date	September 2026
Review date	September 2027

Version Control

Author	Creation / Revision Date	Version	Status
Head of Junior School (TW)	February 2026	1.0	Final approved version for publication. Policy redrafted
Executive Assistant (TA)	June 2026	1.1	Updated links to related policies
Executive Assistant (TA)	September 2026	2.0	Changed school name to The Newcastle School. Changed 'Filtering and Monitoring Policy' to 'Filtering and Monitoring procedures (contained within the ICT and online Safety Policy)'