



Centre Academy East Anglia

Supervision of Pupils Policy

Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment.

Review Date:	May-26
Last Review Date:	May-25
Held on website:	Yes

Signed by Chair of Proprietor Body

Signed:

Chair of Proprietor Body

A handwritten signature in black ink, appearing to read 'R. Murphy'.

Mr R Murphy

Date: 12/05/25

Introduction

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

Legal Obligations and the Duty of Care

The Proprietor and Head of School have specific obligations to ensure, as far as it is practicable, a safe place of work is provided for all employees and others entering the school premises.

The school is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

Teachers have a duty of care to the pupils which is based on the principle of in loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Head of School has certain responsibilities.

These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the premises or elsewhere.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

DFE guidance states that during the time pupils are in school, staff are under a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents may happen, and pupils may occasionally abscond, even in the best- regulated schools. However, Centre Academy East Anglia (CAEA) demonstrates:

- Regard for the ages and capabilities of their pupils.
- A systematic approach to safety in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate or significantly reduce anticipated risks, and these rules are known to all pupils. Pupils are made aware of these rules during tutor time and are regularly cross-referenced in assemblies and classroom discussions.
- That teaching staff are aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and that staff are appropriately trained.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.
- Where there has been an accident/incident which had not been foreseen, the risk of a repetition is considered.

Negligence

If a claim for negligence is brought against the school 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. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

Safeguarding Measures

With this guidance in mind, CAEA has the following measures in place to safeguard its pupils:

- Pupils are registered for every lesson and absences are followed up. If any pupil fails to arrive or to sign in for the first registration without explanation, a call is made home by the school office to establish the pupil's whereabouts. A similar practice is observed for afternoon registrations. All efforts are made to establish the whereabouts of any missing pupil urgently when they are due to be on School premises. (See the Attendance Policy & Missing Child Policy.)
- Pupils are not allowed to leave school premises without prior permission from their parent/guardian.
- When pupils are not in timetabled lessons during the teaching day, i.e., excluding breaks and lunchtime, they are to be in the allocated behaviour room where they will be supervised and their attendance monitored. Pupil attendance at supervised study periods in the Behaviour Room is recorded throughout the day by the member of staff on duty.
- If any lesson has to be cancelled or moved for any reason, i.e., staff illness, special regard must be paid to pupils in the group. If lessons are moved arrangements must be communicated to pupils and supervision should be ensured.
- It is appropriate in some instances for pupils to be under remote supervision e.g., in the Behaviour Room or ICT suite, this helps develop independence and responsibility. Regard is taken of the age and capability of pupils under such circumstances.
- Similarly, if a pupil has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian is aware of the situation. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany them until the parent or guardian arrives and assumes responsibility.
- If a pupil is too unwell to attend school, or cannot attend for any other reason, the school must be informed by the parents or guardian, by 9:00 am at the latest, on the first morning of any absence. There is a 24-hour answer phone on 01449 736404 to make out of hours contact easier. If the School is notified of the absence of a pupil, this information is added to the attendance register.

School Visits

When pupils are taken from school on organised visits the same duty of care arising from being in loco parentis exists, whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the

collection of the pupils at the end of the visit.

Staff must use the procedures and guidance in Offsite Visits Policy for organising off-site School visits. Agreement and signing by the Head of School along with the SLT ensures that all visits are fully risk assessed.

The parents of pupils being transported by other parents must be notified. Staff must make sure that they are adequately insured to transport pupils on school activities if they intend to use their own vehicle.

Staff Duties Supervising Pupils

There are staff duty rotas for supervision throughout the academic year when staff are on duty to ensure, as far as possible, that there is a visible staff presence around the school during these times and that there is some extra support and supervision for the pupils as necessary. These rotas are placed on the staff room notice board, school Office and are published to all staff at the start of each academic year.

Rotas are available for:

- Before-School supervision
- Break and lunchtime supervision
- After-School supervision

Pupils' arrival and departure

Pupils may arrive at school from 8.10am and must go to the field or, if wet, the hall. Pupils should line their bags up in their classes. All pupils are registered by the member of staff on duty at the gate. If pupils are late they sign in at the office.

At the end of the school day, pupils are signed out by the member of staff on duty at the gate. Pupils should be collected by a known adult or taxi company. Pupils are not allowed to leave the school by themselves unless we have received a written request from their parents or carers. If a parent catches a teacher for a quick conversation, the teacher must ensure all pupils in his/her care have been dismissed properly as the priority.

In all aspects of before school, after school care, supervision and study inspection guidelines for suitably qualified staff and ratios are adhered to. Supervision of pupils is organised via the duty rotas.

Supervision during break-times

During morning and afternoon breaks, there are sufficient members of staff on duty to comply with pupil ratios and requirements and that appropriate first aid provision is in place.

In the event of 'wet play', all pupils go to the designated area where they will be supervised by staff.

Supervision at Lunchtimes

When pupils have finished their lunch, they are to go outside to the playing field.

At the end of break-times and lunchtimes, the member of staff on duty has a responsibility to ensure the pupils are calm and quiet before entering the school buildings.
In the event of 'wet play' break-time guidance applies.

Supervision during PE and Games, Drama or Music /other curriculum areas

We recognise that staff may need to initiate physical contact with pupils. For example, demonstrating a javelin throw in PE. Physical contact should only take place when it is in relation to a particular activity. It should take place in an open and safe environment. The extent of the contact should be made clear and undertaken with the permission of the pupil.

- Contact should be relevant to age/understanding and adults remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Keeping parents/carers informed of the nature and extent of any physical contact may also prevent allegations of misconduct or abuse arising.
- Staff should aim to treat pupils with dignity and respect and avoid contact with intimate parts of the body.
- Physical intervention to prevent pupils injuring themselves, committing a criminal offence, causing damage to property is permitted.
- For music, drama and productions, pupils must be supervised by a member of staff. This will be organised on a rota basis.

Registers are taken by those leading activities and monitored by Senior Management Team. These registers can be used to gain a holistic overview of a pupil's activities and interests.

Changing

Pupils are entitled to privacy when changing. Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including changing, toileting and showering. However, in PE lessons and other occasions when the pupils are changing, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and to ensure that bullying and teasing does not occur. This supervision needs to be appropriate to the needs and age of young people concerned. Staff are advised:

- To avoid any physical contact with pupils in a state of undress.
- To avoid any visually intrusive behaviour.
- Where there are changing rooms, announce intention of entering (where older pupils are changing by themselves).
- Avoid remaining in the room unless pupil needs require it.
- Staff should never change or use the toilet in the same place as pupils.

Unwell Pupils

If a pupil has to be sent home because they are unwell, they will have to be collected by their parent, carer or guardian. In the unlikely event of a student needing to go to hospital in an emergency, a member of staff will accompany the pupil until the parent, carer or guardian assumes responsibility.

A number of staff are qualified First Aiders. First aid kits are kept in designated places and classrooms and are maintained by a member of staff.

Pupils who are unwell and are waiting to go home, should wait in the foyer with a member of staff, who will oversee them. For children who need to be near a sink or toilet or need to lie down, the designated area is the Medical Room.

One to One Situations

Staff working in one-to-one situations with pupils at the school, including visiting staff from external organisations can be more vulnerable to allegations and complaints.

Staff should ensure that in one-to-one situations:

- There is visual access and / or an open door.
- Avoid use of 'engaged' or equivalent signs where possible.
- Always report a situation where a pupil becomes distressed or angry to a senior colleague.
- Consider the needs and circumstances of the pupil involved.
- Avoid meetings with pupils in remote or secluded areas of the school.

Non-collection of a child	-	-
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If a parent is more than 5 minutes late in collecting their child, a member of staff will try to ascertain the reason by phoning the parent/carer or taxi company. If no information is available, the procedures below will be followed:

The child will remain under staff supervision in the main house. If the reason for the delay is unknown, a member of staff will call the parent/carer. Messages will be left on any answerphone, requesting a prompt reply.

If no contact has been made 30 minutes after the end of the school day, the member of staff on duty will alert the Head of School/SMT.