



# SUPERVISION OF PUPILS POLICY

*This policy refers to Wellington Senior School*

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Date Reviewed	May 2025
Updated	September 2025
Date of Next Review	May 2026
Website	Yes

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

This policy applies to teaching staff (including volunteers) at Wellington Senior School.

This policy should be read in conjunction with the following School policies; Equal Opportunities for Pupils Policy, Safeguarding Policy and Child Protection Procedures, Health and Safety Policy, Visitors Policy, Trips and Educational Visits Policy.

Our aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment in which our School Values can thrive
- promote the health and safety of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

### **Legal obligations and the duty of care**

The Governing Board and the Head have specific obligations to ensure, as far as is practicable, that Wellington School is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

All members of staff are responsible on a day-to-day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

In order for teachers to carry out their duties effectively the Head 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 to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline when pupils are present on the school campus 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.

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The School bounds are clearly indicated on noticeboards. Pupils are regularly reminded which areas are out of bounds.
- Regard for the ages and capabilities of our pupils.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during pastoral meetings and are regularly cross referenced in assemblies and classroom discussions. The School rules are on all boarding house notice boards and in the pupil planner.
- Staff have a responsibility to be aware of their supervisory responsibilities.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.

### **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.

### **Protective measures**

With this guidance in mind, Wellington School has the following measures in place to protect pupils:

All pupils are registered at 8.25am and then at 1.40pm as afternoon lessons begin (compliance registrations).

Parents inform the School of absence from School which is recorded as authorised absence with an appropriate code. Pupils are assigned as “Out of School” for authorised absences. If any pupil fails to arrive to sign in for the am compliance registration without satisfactory explanation, a call is made to the pupil’s home by the School to establish their whereabouts.

Members of staff are asked to register all pupils in lessons using iSAMs. Use of the registration system is tracked by the Designated Safeguarding Lead.

All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil cannot be found, the School will instigate the Missing Person Procedure. Please see Missing Person Procedure for further information.

Pupils in Years 7 to 11 are not allowed to leave school premises without prior permission from their Head of Year/Section or Management Team member before 3.45pm.

Pupils in Years 12 and 13 may visit the town during lunch break and after school.

Copies of pupil timetables are live on the School's ISAMs system.

If any lesson has to be cancelled or moved for any reason, i.e. staff illness, special regard must be paid to any pupils in the group. The cover procedure is overseen by the Deputy Head (Academic).

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 event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

## **ARRANGEMENTS**

### **Registers, roll calls and registrations**

Regular checks on attendance are central to the effective management and oversight of pupils whilst they are in our care. Staff must maintain an up-to-date register of members of all groups every lesson. All unexplained absence is followed up. Unauthorised absence during the school day is a disciplinary matter and is followed up by the Head of Year.

### **Common recreational spaces available to pupils**

All pupils (day and boarding) have access to recreational spaces. These include, study rooms, outside spaces and separate recreational spaces for Years 7 and 8, Years 9, 10 and 11 and Upper School or Sixth Form pupils.

### **Changing rooms and toilets**

The School recognises the need for privacy for pupils in these areas but also that changing rooms and toilets are areas where safeguarding issues can occur. As such the School follows NSPCC Safeguarding Considerations for Changing Rooms and in deciding its approach has considered that:

- getting changed or using shared toilets can make some children feel vulnerable

- getting changed or using shared toilets can cause anxiety for some children
- without any supervision, negative behaviours such as smoking, vaping, or child-on-child abuse could occur
- staff and volunteers can feel unsure about changing supervision and how to ensure that all children and adults are safe.

### **Key Guidelines**

Staff do not remain inside changing facilities to regulate behaviour as a matter of course but should be on hand outside the door of the changing space when pupils are in the changing room.

Where leaving the door open does not make it possible to see into the changing room, the door should be wedged open.

Staff and pupils know that staff can enter a changing or toilet facility should they be concerned about the conduct or safety of pupils but they will always they will always make themselves known before entering and give pupils chance to cover up.

Pupils know who the school DSL is and that they can and should report any concerns to the DSL in person or via our “Report a Concern” QR codes or Firefly resource.

Routine maintenance and checks of changing areas and toilets are conducted at times when no pupils are present. Staff will use their voice and knock on the door to confirm that they are no pupils present before starting work.

### **Boarders**

Boarders use their houses as a base after school each day until the beginning of school the following day. Boarders are not allowed to return to their house during the day and are supervised in school during the school day. Houses publish duty rotas and there is always a member on staff on duty when boarders are in the house.

### **Pupils awaiting pick up after 6:00pm.**

At 5:30pm, the School Reception closes. The School Library is supervised until 6:00pm.

After 6:00pm, all day pupils should have left school. Any pupil who is waiting to be collected after this time should wait in the dining hall and report to a member of boarding staff. Boarders’ supper is being served at this time and the dining hall is actively supervised. If the pupil cannot be collected until after 6:30pm they will do the following:

Year 7, 8 and 9 will attend junior prep time in the Dukes Study centre where they will be supervised.

Year 10-13 should wait in a boarding house common room where they will be supervised by the duty staff.

Senior School parents can book into “Extended Day” which finishes at 7.30pm. Pupils are registered formally and then follow the arrangements described above.

### Daily routines

The following table summarises the key events for boarding and day pupils (Monday to Friday)

#### Boarders

Time	Event	Location	Supervised By
07:30	Roll call/Breakfast	In house/dining hall	Boarding house duty staff
08:25	AM registration	Tutor rooms	Tutors
08:50	Period 1	As per timetable	Subject teacher
09:50	Transit	Various	Staff in transit
09:55	Period 2	As per timetable	Subject teacher
10:55	Break	Campus/house	Duty staff as per rota
11:20	Period 3	As per timetable	Subject teacher
12:20	Lunch	Dining Room/Great Hall	Duty staff as per rota
12:20	Lunch break	Tutor rooms, outdoor spaces or sixth form recreational spaces	Duty staff as per rota
13:40	Period 4 (p.m. Registration)	As per timetable	Subject teacher
14:40	Transit	Various	Staff in transit
14:45	Period 5	As per timetable	Subject teacher
15:45	Activities	Various	Staff i/c
	Free time	Boarding house	House matron
18:30	Roll call (all boarders expected in house)	House	House staff
18:45	Prep	House	House staff

<b>20:45</b>	Free time	Designated locations or house	House staff
<b>21:45</b>	All to be back in house	House	House staff

Boarders must remain in house until morning roll call.

Pupils are accounted for in the boarding house as they are woken in the mornings and there are further checks at 6.30pm and at 10.00pm. Pupils are not allowed to leave the house after the final roll call in the evening. All boarders, regardless of age are expected to be back in house by 9.00pm on Sundays.

### Day Pupils

Day pupils should not arrive in school before 08:00 unless for a specified activity, such as early departure for a school in trip. In all such instances, pupils will be supervised by the lead member of staff. Day pupils can wait in the Library or Café if they are on site between 08:00 and 08:25 without attending an activity.

<b>Time</b>	<b>Event</b>	<b>Location</b>	<b>Supervised By</b>
<b>08:25</b>	AM registration	Tutor rooms	Tutors
<b>08:50</b>	Period 1	As per timetable	Subject teacher
<b>09:50</b>	Transit	Various	Staff in transit
<b>09:55</b>	Period 2	As per timetable	Subject teacher
<b>10:55</b>	Break	Campus/house	Duty staff as per rota
<b>11:20</b>	Period 3	As per timetable	Subject teacher
<b>12:20</b>	Lunch	Dining Room/Great Hall	Duty staff as per rota
<b>12:20</b>	Lunch break	Tutor rooms, outdoor spaces or sixth form recreational spaces	Duty staff as per rota
<b>13:40</b>	Period 4 (p.m. Registration)	As per timetable	Subject teacher
<b>14:40</b>	Transit	Various	Staff in transit
<b>14:45</b>	Period 5	As per timetable	Subject teacher
<b>15:45</b>	Activities	Various	Staff i/c
	Free time	Tutor rooms, outdoor spaces or sixth form recreational spaces	Duty staff as per rota

<b>16:50</b>	End of activities		
<b>17:00</b>	Buses depart		Duty staff as per rota

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### **SUPERVISION OF BOARDERS AT THE WEEKEND**

*A member of the Leadership Team is on duty as an emergency contact each weekend. This information is published to all staff.*

*All staff are provided with the contact numbers of the Leadership Team*

Boarders are registered by house staff at 9.40am on Saturdays. They are expected to attend activities from 10.00 to 12.00.

Activities are supervised by staff allocated by the Deputy Head Co-curricular.

Boarders are registered at regular intervals in the boarding house over the course of the weekend. At any point, the member of staff on duty should be able to account for the whereabouts of the boarders. Mobile phone numbers are kept for emergency contact.

Boarders Roll Call times:

Saturday	Sunday
09.40	11.00
12:30	12:30
18:00	18:00
22:00	22:00

Senior boarders are allowed more freedom than junior boarders. Regular roll calls promote good standards of behaviour and provide the opportunity for welfare checks to be made.

*See the Boarding Handbook for further information*

Pupils are allowed to take exeats on request. House staff ensure that they are transferred into the care of a suitable adult and that the planned activities are age appropriate and that all permissions are received from parents/guardians. Duty of care is deemed to transfer to the host on the pupil's departure from the boarding house.

Deception over exeat arrangements is a serious disciplinary matter.

### **The staff campus duty team**

The aim of the Duty Team is to ensure that there is adequate adult supervision at various critical times of the day to ensure good order and appropriate behaviour around the school.

- The Staff Duty Team rota is organised by the Head of Upper School.
- Each day (Monday to Friday) there is a duty team, overseen by a member of the Management Team.

### **Expectations of duty staff:**

#### **Before your duty**

- Check you have no other commitments that prevent you from carrying out your duty commitments. If there are problems, inform the Head of Upper School as soon as possible.

The Staff Duty Rota schedule is published under Appendix A

#### **Lunch time duty**

- Lunch time duty runs between 12:20 – 1:40

#### **Bus duty**

It is vital that staff observe the procedures so there is consistency of standards and safety ensured.

- A member of support staff is employed to supervise buses and car parking at the start and end of each school day.
- All pupils must use the bottom gate, zebra crossing and walk on the pavement at all times.
- Pupils must wait on the pavement and only walk to their bus when it is stationary and parked in the bus bay.
- All pupils must be sitting and wearing their seat belt.
- Staff on duty are permitted to carry out spot checks on the buses.
- All pupils must be in full school uniform or wearing a school tracksuit when travelling on a bus.

- If a bus is late, ask the School Office to phone the bus company.
- If a pupil misses a bus they must go to the School Office and make arrangements to travel home.
- Any misbehaviour at the bus stop or on a bus must be reported immediately to the Head of Upper School or Designated Safeguarding Lead .

### **Monitoring pupil movement during the day**

Members of the Management Team make occasional tours away from the school campus to monitor pupil movements at different times of the day. Staff making their way to and from campus during the day will report any pupil behaviour that is of concern and when practicable should address the behaviour at the time with the pupils.

Supervision is tightened in response to concerns from the local residents. These are rare.

### **Miscellaneous:**

#### **Supervision of off-site activities**

This is covered in the Trips and Educational Visits Policy.

#### **Pupil/Teacher ratios**

Pupil teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity

A member of staff must adopt a safety-first approach if they are unsure of the adequacy of supervision for an activity and seek the advice of their line manager.

#### **Cover arrangements**

When a member of staff is absent from lessons, the Deputy Head (Academic) organises a cover teacher for classes in Years 7 to 11. Sixth Form classes will usually be allowed to work without supervision.

#### **Management of pupils in transit between home and school**

A significant number of pupils travel to and from school each day using the bus service provided by the School. Pupils are reminded, by the Designated Safeguarding Lead of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is judged to merit that intervention.

Pupil behaviour on buses is usually excellent and the effective supervision of departures each day by duty staff promotes an orderly atmosphere on each bus. Misbehaviour is reported to the Transport Coordinator and followed up by the Designated Safeguarding Lead.

The senior pupils on the bus are asked to promote good behaviour and to report any concerns to the Designated Safeguarding Lead. All bus pupils are briefed on the appropriate action to be taken in an emergency.

Parents understand that once a child is dropped off at the designated drop off point the duty of care is transferred to the parents. As such, arrangements for their safe movement home are the responsibility of the parent or family.

### **Town visits**

Town visits are allowed only for Sixth Form students and Year 11, with special permission from the Head of Year.

## Appendix A – Staff Duty Rotas

All staff contribute to supervision duties throughout the school day.

Pupils must only use the following areas during recreational time, before school, break time, lunch time and after school (if they do not have an after-school activity).

Year 7 – 11

- Year group tutor room(s)
- Year group study room
- Social areas

Sixth Form

- Sixth Form Study room (Dukes)
- Sixth Form Centre
- Outside recreational spaces

The following areas are supervised by staff during recreational time, before school, break time, lunch time and after school (if they do not have an after-school activity).

<i>Time</i>	<i>Duty</i>	<i>Location</i>
<b>Start of School</b>	<i>Car Park Attendance</i>	<i>PRSC Car Park</i>
<b>Break Time</b>	<i>Astro (Lower School)</i>	<i>Astro</i>
	<i>Lower School Common Room</i>	<i>Northside</i>
	<i>School Field/Tennis</i>	<i>Spine Road</i>
	<i>Classroom Block/Northside Roamer</i>	<i>Main Campus</i>
	<i>Dukes Study Centre</i>	<i>Main Campus</i>
	<i>Café 37 Monitor</i>	<i>Café</i>
<b>Lunch Time</b>	<i>Upper School Common Room</i>	<i>Northside</i>
	<i>Lunch Queue 1 (12:10-12:50)</i>	<i>Dining Hall</i>
	<i>Lunch Queue 2 (12:50 – 13:25)</i>	<i>Dining Hall</i>
	<i>Astro 1 (Lower School &amp; Y9) (12:30-13:00)</i>	<i>Astro</i>
	<i>Astro 2 (Lower School &amp; Y9) (13:00-13:30)</i>	<i>Astro</i>
	<i>Lower School Common Room 1 (12:30-13:00)</i>	<i>Northside</i>
<i>Lower School Common Room 2 (13:00-13:30)</i>	<i>Northside</i>	

	<i>Upper School Common Room 1 (12:30-13:00)</i>	<i>Northside</i>
	<i>Upper School Common Room 2 (13:00-13:30)</i>	<i>Northside</i>
	<i>School Field/Tennis Courts 1 (12:30-13:00)</i>	<i>Spine Road</i>
	<i>School Field/Tennis Courts 2 (13:00-13:30)</i>	
	<i>Classroom Block/Northside/Cafe Roamer 1 (12:30-13:00)</i>	
	<i>Classroom Block/Northside/Cafe Roamer 2 (13:00-13:30)</i>	
	<i>Dukes 1 (12:30-13:00)</i>	<i>Dukes</i>
	<i>Dukes 2 (13:00-13:30)</i>	<i>Dukes</i>
<b><i>After School</i></b>	<i>Dukes ICT Suite (LS Homework)</i>	<i>Dukes</i>
	<i>Dukes Study Space (Yr 11 Homework)</i>	<i>Dukes</i>
	<i>Coggan Room (Yr 9&amp;10 Homework)</i>	<i>Coggan</i>
	<i>M1 (Yr 9&amp;10 Homework)</i>	<i>M1</i>
<b><i>End of school</i></b>	<i>Car Park Attendance</i>	<i>PRSC Car Park</i>