Policy Name	Primary School Supervision Policy				
Effective Date	January 2022	**Date of last revision**	September 2025	**Version No.**	1.1
Author	Primary Principal				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
1		**18.09.24**	**Page 2** • **Updated "ICS" to "ICS London"** • **KCSIE Statutory Guidance - Updated to 2024** • **Statutory Guidance - (Updated to Dec 2013)**	**SJ**
		18.09.24	**Page 3- Name Changes to Key Contacts and Email Domains**	**SJ**
		18.09.24	**Page 4** • **Additional references to mixed age group supervision** • **Reference to Smoothwall**	**SJ**
		18.09.24	**Page 5** • **Reference to personal device usage**	**SJ**
		18.09.24	**Page 5** • **Appendix 1 - Detailed**	**SJ**

			Supervision Procedures	

This policy will be reviewed in full by the Head of School on a yearly basis, or more frequently if there are changes in policy.

Introduction

Policy statement

The International Community School (ICS) London at Wyndham Place is a secure facility with access only by members of the ICS London staff and visitors. For more information on our visitor procedures, please refer to *Procedures for Visitors WP* document.

Purpose

This document clarifies the security, risk management and safeguarding policies and arrangements for supervision of the ICS London Primary students, in teaching and learning areas, and off site visits.

Scope

Applicability

This policy is applicable to all members of Primary School teaching and support staff on both campuses, Primary School students and parents.

Statutory guidance

Keeping children safe in education (September 2025)

Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised (Dec 2013)
https://assets.publishing.service.gov.uk/media/5a74930d40f0b616bcb17959/supervision_of_activity_with_children_which_is_regulated_activity_when_unsupervised.pdf

Working together to safeguard children (Dec 2023)
https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf

This policy has links with:

- Missing child
- Procedures for visitors WP
- Safeguarding (including child protection)

Access

This policy is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS London and through our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS London Professional Code of Conduct.

Failure to comply

The safety of our students is of paramount importance. Non-observance of this policy will result in intervention by the Senior Leadership Team.

Supervision of students (7b Wyndham Place)

1 Key contacts

ICS London Officers

Nancy Loga	WP Main Office	primary@icslondon.co.uk	020 7298 8800
Simon Jacobs	Primary Principal	simon.jacobs@icslondon.co.uk	020 7298 8800
Mona Taybi	Head Of School	head@icslondon.co.uk	020 7298 8800

2 Ratios

2.1 Risk assessments, guidance from the DfE, *Supervision of activity with children* (2012), and NEU guidance has provided us with the information to confidently manage the supervision of our students on onsite, off site, and in shared spaces.

2.2 The following procedures are in place to manage the risks:

- There is a robust and easy way of summoning assistance if required
- There is a process for emergency situations e.g. child or staff suddenly taken ill; 'other person' (not school) becomes a problem

- All staff are made aware of these arrangements and reminded periodically.

2.3 All off site visits, defined as leaving the school premises, will have the following minimum ratios and staff will manage additional risks through documented risk assessments.

- Early Years (3-4) - 1:4
- Lower Primary (5-8) - 1:6
- Upper Primary (9-12) - 1:10
- SEN students: determined by individual risk assessments

When taking groups offsite involving a mixture of Early Years, Lower Primary, or Upper Primary, the higher ratio will be applied.

2.4 Overnight trip ratios are determined on a case-by-case basis with the above ratios as a starting minimum. ICS London manages the risk of overnight trip supervision by documented risk assessments. We ensure that there are both male and female staff members to support on our trips.

2.5 While students are in the designated teaching and learning area between the security doors, students are never to be left alone in a room.

When teachers need to speak with a child individually outside a classroom, this must be done within view of the rest of the class (for example, through the glass door panel).

Students are able to travel in the hallways with permission from a staff member.

3 Staff training

3.1 All staff are trained in supervision requirements during staff induction at the beginning of the year and have continual guidance stated in the annual staff handbook, trips and excursions procedures.

4 Online Supervision

4.1 ICS London filters all devices and blocks undesirable sites for the ICS London community and guests using the managed ICS wireless SSID, as of September 2023, this is Smoothwall.

4.2 All staff are responsible for supervising students who are online while in their care.

4.3 Personal devices are not used as the default hardware, on the rare occasion, if allowed by a staff member, are actively monitored by staff.

5 Late collection of students

5.1 If no parent or pre-named adult appears at school, or has not contacted the school to advise they are late within 30 minutes the school will make efforts to contact parents via phone. During this time the student will wait in the school reception area accompanied by an adult.

5.2 If no contact has been made within 30 minutes the school will contact other named emergency contacts on the students file.

5.3 In the event of the student being collected they will either join an onsite club until they are collected or remain in a classroom or library accompanied by an adult.

5.4 If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period, the Principal will contact the Social Care Duty Officer on (office hours) 020 7641 4000; (after hours) 020 7641 2388. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

5.4 Persistent late collection of a student could constitute neglect. A meeting will be arranged with any parents who routinely collect their child late to discuss ways of supporting the family.

5.5 If late collection continues after measures have been suggested by the school, such as using after school clubs, the school will contact Westminster Local Authority for advice and next steps.

Supervision of Early Years Students

Children aged three and over are supervised by the qualified Early Years class teacher in classes up to 6 students. In classes above 6, a teaching assistant provides further support with supervision.

Children are also adequately supervised whilst eating, transitioning between classrooms and during breaks.

Appendix 1: Detailed Supervision procedures at ICS London Primary School

Students' arrival and departure

Students may arrive at school from 8.30am and are expected to go home by 4.30pm. Students are not allowed on site without supervision. At least one member of the teaching staff is always present on duty from 8am until 5pm in order to supervise students whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as after school duties.

The main duty times are:

- Early morning duty (08:30-08:45)
- Break duty in the morning (Between 10:00-10:45)
- Lunch-time duty (11:55 – 12:30 and 12:45-13:15)
- End of school/bus duty (15:20-15:45)

From 08:30-08:45 students will be supervised in the hall.

At 15:20 all students going home via the school bus service must wait in the hall, to be brought to the buses by the bus duty staff. Students waiting for parent/guardian pick-up must also wait in the hall and will be called by the duty staff when their parent/guardian is identified in the front courtyard.

Arrangements are made to ensure students are supervised during after school activities or other events out of hours both at school or club/activity venues off-site.

Registration

We take a register of students at the start of the morning and after lunch. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

First aid and support

There is a qualified first aider on duty from 08:30 to 16:30 every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The names of First Aiders are published on the school web site and on the Health and Safety noticeboard along the main stairway on the ground floor.

First aid boxes are in all potentially high-risk areas, as well as in the Staff room. The First Aid Officer regularly checks and replenishes the first aid boxes.

Supervision while travelling to and from school.

Parents/guardians are responsible for ensuring that their children travel safely to and from school.

If travelling via the school minibus service, students must adhere strictly to the bus rules and to the drivers' instructions at all times.

Bus drivers are required to report any poor behaviour to front desk staff.

Supervision during educational visits and trips.

The arrangements for the supervision of students during educational visits and trips out of schools are described in our Day Trips and Global Classroom Policies which include, 'The roles of the group leader, staff and other adults and students on student visits, trips and excursions'.

References

Recommended adult to child ratios when supervising children
https://neu.org.uk/media/926/view